

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 6 NOVEMBER 2017 AT 17.00

OPENING PRAYER

PRESENT

Mrs L McDonald (Head Teacher), Mr A Colaço (Chair), Mrs K Buckhurst, Mr G Carnie, Mr R Cozens, Rev P Down, Mrs S Gunn, Mrs M Touch and Mr A Bradshaw (Clerk).

1. INTRODUCTION

Apologies for Absence – Mrs J Wallace, Miss J Young and Mr T Pople

New Governor – The Chair welcomed Mrs Selina Gunn as the newly elected Staff Governor.

Pecuniary Interests – None

Notice of AOB – One Item

2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meeting held on 28 September 2017 were a true and accurate record and were signed by the Chair. Matters arising were discussed as follows;

- 6 Question relating to disqualification of Governors – Item Completed
- 6 Front Page for Governors Code of Conduct – Item Completed.
- 10 Pupil Premium question from Governor was answered - Item Completed
- 12 Headteacher's Annual Report – Later Agenda Item
- 16 Staff Governor vacancy – Item Completed.

3. BUDGET & MONTH 6 Report (previously circulated)

The Headteacher went through the current year's budget and month 6 report. The following points were noted:

- **Teaching Staff** – slight variations between budget headings but will be on target for end of year.
- **Education Support Staff** – currently showing in credit due to high needs funding. New TA appointment for high needs funded child will reduce this sum.
- **LGPS Pension Deficit** – surplus due to charge being less than budgeted for.
- **PE/Sports Grant** – additional funding introduced this year – have yet to spend these funds.
- **Pupil Premium Funding** – this year's PP has been spent, balance of £29K due to carry-forward from previous years. This will be addressed.

Estimated Balance – current estimated balance (including contingency) stands at £92.7K. Committed expenditure estimated at £49K of which £29K is Pupil Premium funding. There will be further expenditure, but it is anticipated that there will be a budgeted carried forward balance in order to help balance the budget for 2018/19. Governors agreed that the Chair could sign the Finance Report,

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Signed.....

Dated.....

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The Headteacher returned to the carried forward surplus of £29K in Pupil Premium funding and discussed with Governors the possibility purchasing a shipping container classroom for use as additional small group teaching room. The Headteacher confirmed that she had seen one at a nearby school. One could not tell that it had been constructed out of a shipping container. She confirmed that the PTA would also like to contribute funds towards the cost of this project. The price would be in the region of circa £29K, plus ground works, electric and heating. Governors gave approval for the Headteacher to obtain detailed quotations for the container and additional works. They assumed that planning permission would be required from the Local Authority. **(Action: Headteacher)**.

4. SCHOOL FUND REPORT

The Headteacher informed Governors that the School Fund account was currently with the external auditor (now Mrs Tracey Bryant – FSU Administrator). She confirmed that as at 30 October 2017 the balance of the account stood at £2,646.19 which included a sum of £1,300 paid out for fireworks evening.

5. SFVS GOVERNORS SELF-EVALUATION FORM

Rev P Down reported that the SFVS self-evaluation form had just been published and that he and the Finance Officer would be working through the form in the next few weeks. Once they had completed it, he would bring the form to the Governors meeting for discussion and approval. The action plan drawn up following last year's submission would also be reviewed. **(Action: Clerk – SFVS December Agenda Item)**.

6. STAFFING

The Headteacher reported that there had been some changes in staffing: A FTE LSA for a pupil in the School who requires 1:1 support which had been funded by the LA; a LSA to take on part-time 1:1 support for another pupil as the previous person had been successful in applying for a job in the nursery (to accommodate a rise in the request for additional places) and a young person on TA work experience.

7. PRIMARY PHASE ADMISSIONS 2018 (previously circulated)

Governors were sent, prior to the meeting, a letter and pro-forma relating to school place applications for September 2018. Governors went through the pro-forma, completed the various sections and this would be returned to the LA in due course.

8. SEN SUMMER TERM REPORT

Sue Dymel SENCO joined the meeting to present her summer term report.

- There were 109 children on school roll of which 12 were SEN pupils. This represented 11% of the school which is in line with the national average of 11.6%
- There were 5 high needs funding pupils which represented 4.5% of the school which is higher than the national average of 2.8%
- 1 pupil has a EHCP (educational health care plan)
- 25% of total SEN pupils had social, emotional and mental health needs and 25% specific learning difficulties. 1 pupil had visual impairment and 1 pupil with autism spectrum disorder.
- All high needs funding children require a EHCP and this takes quite a long time to prepare. One EHCP is due to be moderated shortly and if it is accepted then the other plans do not require moderation.

Mrs Dymel asked for Governor questions:

A Governor asked about Educational Psychologist provision for SEN Pupils. Mrs Dymel replied that there was quite a high demand for this and the School had a small amount of allocated time which was quickly used up and if the school required further time, it had to purchase it

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A Governor asked if the use of an Educational Psychologist was increasing? Mrs Dymel confirmed that in previous years the SEN needs did not require this service but last year the needs required this intervention and the time allocated was used very quickly

A Governor asked that as Years 5&6 had the highest proportion of SEN children how were the staff coping? Mrs Dymel replied that it differed from day to day depending on the demands of the children concerned, but overall, the long-term picture was positive.

A Governor asked about SEN pupils negative impact on the whole class. Mrs Dymel replied that each class responded differently. It was sometimes difficult for a teacher who constantly had to watch the behaviour of a child and still teach a whole class and that there were times, if an SEN pupil was taken out of the classroom for 1:1 tuition or if a SEN pupil was absent then this did have a positive impact on the whole class.

There being no further questions, Governors thanked Mrs Dymel for all her hard work. The Headteacher re-iterated that Mrs Dymel does undertake a lot of work especially in the compilation of EGHP's .and her advice to both teachers and teaching assistants.

Mr G Carnie left the meeting

9. ANNUAL SAFEGUARDING REPORT

The Headteacher confirmed that the annual on-line safeguarding report had been completed and shared the information with Governors. She added that the audit ensures that the school is compliant with the various streams of legislation and meets the expectations of Ofsted. Each question is graded green, amber or red (highest to lowest) based on the answers given to the question. This year there were two action points:

- 360 e-safety which is yet to be fully implemented but is on course for completion
- A CSE (child sexual exploitation) toolkit – which the School now has in place.

The Safeguarding Governor was given a copy of the report for her comments prior to it being submitted to the Local Authority.

10. SEF UPDATE

The Headteacher reported that she would be meeting the SEP later in the week and that this item would be discussed at the next FGB meeting. **(Action: Clerk).**

11. HEALTH & SAFETY REPORT

A Health & Safety Governor confirmed that there had been no incidents or accidents since the last meeting. The Headteacher reported that as the School did not have a Site Manager, she had been informed that H & S Governors had to check that Legionella testing had been carried out. She also reported that the Government Condition Audit Survey had taken place and went well, but is still awaiting a report.

12 HEADTEACHER'S ANNUAL REPORT (previously circulated)

As the document had been circulated to Governors prior to the meeting, rather than go through the report in detail, the Headteacher asked if Governors had any specific questions. None were raised as Governors felt that the information contained in the report had been discussed at various meetings as and when they arose. However, they felt that it was still advantageous to receive an annual report.

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13. POLICY REVIEWS (previously circulated)

Documents had been sent to Governors prior to meeting. The following policies were discussed, reviewed and approved by Governors:

- Anti-Bullying Policy
- Pay Policy
- RE Policy

14. GOVERNOR VISITS PROTOCOL

Following on from discussions at the last meeting regarding the Governor's Code of Conduct, the Clerk had obtained an updated version of the Code of Conduct from the LA which was circulated to Governors prior to the meeting. The document was a template for both academies and maintained schools which needed adapting depending on the type of school. The Clerk agreed that he would do this and bring it to the next meeting for approval. (**Action: Clerk**). It was mentioned that it was usual to include in a Code of Conduct a Protocol for Governor visits to the school, both formal and informal visits. A discussion took place on the general guidelines that should be adopted by Governors when visiting the school.

Discussions included:

- A separate Governor signing in/out book which had to be completed for any visit - this would also be of use when Ofsted inspected the school.
- Details of the nature of the visit had to be included in the Governor book whether a formal or informal visit
- Visits must be pre-arranged with the Headteacher
- Informal visits to see specific members of staff should take place outside normal teaching hours
- Governors to wear a Governors badge or perhaps a Governors lanyard.
- Governors to act professionally as outlined in the Code of Conduct

The Clerk confirmed that he would provide a copy of a Governor Visit Protocol that could be included in the Code of Conduct. He would send this to Governors to enable this to be discussed at the next meeting. (**Action: Clerk**).

15. GOVERNOR OF THE MONTH – FEEDBACK

A Parent Governor gave feedback of her visit to the School in October 2017 to look at literacy in Pendragon Class.

16. FIREWORK EVENING FEEDBACK

The Chair reported that the evening was a great success and that it had raised approximately £1,300 after all expenses had been paid. There was an increase in numbers over previous years and this could have been due to the fact that the event took place on a Saturday evening rather than a Friday evening. Governors wished to thank members of staff who helped out and attended the event. The Chair also wished to thank Governors and members of the community who helped and supported the School with this event including the Headteacher; Governors Katie Buckhurst, Ray Cozens, Rev Peter Down, Tim Pople, Maggie Touch and Julie Wallace and to Wendy Andrews, Gemma Burton, Nicola Hill, Colin Matthews, Peter Touch and John Winter.

Governors feedback from the evening included:

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Dated.....

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- A number of tickets had been ordered in advance. However, in order to receive a concessionary rate, the tickets had to be paid in advance of the event. Very few of the tickets ordered in advance had actually been paid for. It was felt that, in future, if tickets ordered in advance had not been paid prior to the event, they would be charged the normal rate without the advanced purchase concession
- The tickets (preferably on lighter coloured card) should state that the School was a “No smoking” site and that under no circumstances should fireworks or sparklers be brought from home to the event.

It was agreed that next year’s event should take place on Saturday 3 November subject to the availability of the fireworks organiser.

17. AOB

There was 1 item:

Mrs Julie Wallace had notified the Clerk that she no longer wished to be a member of the Headteacher’s Performance Management Review Panel. Mr Ray Cozens agreed to become a member of the Panel in place of Mrs Wallace.

18. DATE OF NEXT MEETING

Date of Next Meeting – Monday 18 December 2017 at 4.00 pm

Please note change of date and time

The meeting closed at 7.00 pm