

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 12 JUNE 2017 AT 15.30

OPENING PRAYER

PRESENT

Mrs L McDonald (Head Teacher), Mr A Colaço (Chair), Mrs E J Bailey-Jones, Mrs K Buckhurst, Mr G Carnie, Mr R Cozens, Mrs M Touch, Mrs J Wallace, Miss J Young, Mr T Pople and Mr A Bradshaw (Clerk).

1. INTRODUCTION

Apologies for Absence – Rev P Down.

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 16 May 2017 were a true and accurate record and were signed by the Chair. Matters arising were discussed as follows;

- 5 Literacy Presentation – Later Agenda Item
- 5 English Policy – Later Agenda Item.
- 10 Governor of the Month Feedback for April - Later Agenda Item
- 12 Governors Questionnaire – Later Agenda Item

3. SEN & EXCLUSIONS

The Headteacher reported that she has been asked to take a child into Reception from September 2017 who had high dependency needs. The child had been visited by our SENCO and Reception class teacher in his nursery setting to ascertain the support they would require. It was recommended that the child would come with 1:1 support but we would only be able to accept the child if the funding was in place for this. An Education Health and Care Plan was currently being prepared and the SENCO was dealing with the necessary paperwork. The Headteacher concluded that there had been no exclusions since the last meeting.

4. FAIR ACCESS PROTOCOL (FAP) PUPIL UPDATE

The Headteacher confirmed that funding for the FAP pupil had been successful but it would not begin until September 2017. The School was expected to find £5K contribution from their budget but as we have two children with funding we already have a £10K commitment in the current year's budget and to find a further £5K would be difficult without going into over-spend. The FAP pupil's hours are being extended to four mornings a week to include a lunch-time, in preparation for him to become full-time from September 2017. However, for the remainder of this term there would be no further time at the Bungalow. The FAP pupil would have support from an existing TA provided by The Bungalow for the

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reminder of the term and in September this would be taken up by a TA who currently supports two other children at the School.

A Governor asked whether the two children who current receive support will miss out when the TA had to look after FAP pupil as well? The Headteacher confirmed that this should not be a problem, and the situation would be monitored and other TA's would be used to support the two other children as required.

5. HEALTH & SAFETY UPDATE/ACCIDENTS

The Headteacher reported that a Health & Safety Governor had been into School a couple of times since the last meeting and looked at H & S files and documents. He is in the process of producing a "current folder" where all H & S documents/reports would be filed. A system has been set up whereby a H&S Governor has sight of all documentation/reports and he will then file them in the "current folder". A H&S Governor will be attending a H&S course in September 2017 organised by a local school for Governors in the area. A H & S advisor has provided the school with a possible contact who may be interested in taking up some of the H & S workload. Tim Pople will be discussing how this may be facilitated with the individual. **Action: (TP).**

There had been one accident since the last meeting. A pupil kicked another pupil in the leg, Following the incident, the parent took the child to their GP who confirmed that he did not think the leg was fractured but it was not until the following day when the parent took the child to outpatients that a fracture of the leg was confirmed.

6. CONSISTENT FINANCIAL REPORTING (CFR)

The Headteacher outlined to Governors information regarding the Consistent Financial Reporting template that had just been completed by the School Finance Officer in conjunction with the LA Finance Officer/ She explained that the Consistent Financial Reporting framework (CFR) provided a standard template for schools to collect information about their income and expenditure for the financial year 2016 to 2017. The information collected would be used to support benchmarking and enables comparative reports to be produced for governors and local authorities Governing bodies of maintained schools must provide the LA with a financial statement, presented in accordance with the approved headings and sub-headings set out in the Consistent Financial Reporting (England) Regulations 2012 and in compliance with the established accounting practices of the LA. This included:

- all allocations and other income received in a financial year including any balances brought forward from the previous financial year
- all expenditure within that financial year
- a summary of the school's financial position at the end of that financial year.

The Headteacher confirmed that in line with CFR Framework, the School had carried forward to 2017/18 budget a total of £125,372 which was broken down as follows:

- Restricted funds (income that is ring-fenced ie, Pupil Premium etc) - £44,633
- Expenditure committed in 2016/17 budget - £55,429
- Unrestricted funds carried forward to balance 2017/18 budget - £25,310.

Governors approved these transactions.

7. PERSONNEL MATTERS

The Headteacher reported that she had received two resignations to take effect from the end of the academic year:

- the first, a part-time teacher. The post had been advertised and 4 applicants had been short-listed for interview on 14 June 2017. They would all be given a teaching activity as part of the interview process. 3 of the applicants had visited the school prior to interview. Three Governors will form part of the interview panel together with the Headteacher.

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- The second, FSU Early Years Lead Practitioner. A current Nursery Assistant will be stepping up to take the Lead Practitioner post and at the present time, given the reduction in pupil numbers the Nursery Assistant post would not be filled until pupil numbers increase.

Mr G Carnie joined the Meeting

8. LITERACY PRESENTATION

Mrs Bailey-Jones, (Literacy Lead) gave a presentation on a recent review of Literacy that was carried out with Mr Ian Durrant (SIP). It was clear that we knew the areas in which we were doing well in and areas which we could develop further. The summary points were as follows:

- **What we are doing well**
 - Reading** – the majority of children enjoy reading and had lots of opportunities including reading together on a Wednesday afternoon and big read on Fridays.
 - Extended writing** – the school had well established extended writing books where children independently put into practise the skills they had been learning over a number of weeks.
- **Areas for further development**
 - Spelling** – as a School we had already acknowledged that spelling was an area of concern and we had some key action points in place.
 - Marking** - when conducting a work scrutiny we found that we need to have a refresher on marking policy.
 - Children’s involvement** – helping them to identify the key steps they need in order to improve their work.

A Foundation Governor asked if parents were supportive and whether all children completed their homework? Mrs Bailey-Jones confirmed that most parents were supportive and children complete their homework, However, lower achievers do not always get the support they require and fail to complete their homework.

Governors thanked Mrs Bailey-Jones for her presentation

Mr T Pople joined the meeting

9. NEW BUILD UPDATE

The Headteacher confirmed that planning permission for the new build had been approved and enabling works would start on 26 June 2017. Although three builders had been approached to tender for the work only one, Upson Builders, had submitted a quotation to undertake the work. Although not ideal to have only one quote, Upson had built the Foundation Stage Unit, so they were known to us. Pupil access into and out of School would change due to the preliminary work being carried out. Delivery of materials would take place outside school hours. A fenced building compound would be erected on part of the playground. The work would also include refurbishment of disabled toilet and new wheel-chair friendly front doors.

10. POLICY REVIEWS (previously circulated)

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

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- Spiritual, Moral, Social & Cultural Policy
- Sex & Relationship Policy
- School Charging & Remission Policy
- English Policy
- PE Policy

11. DIOCESAN BRIEFING – FEEDBACK

The Headteacher and Chair recently attended a diocesan briefing. Governors had been sent a link containing a video of Helen Matter’s presentation ‘Hands on Vision’ from The Church of England Foundation for Educational Leadership National Conference earlier in the year and a power-point presentation of the briefing.

12. GOVERNOR TRAINING

There was nothing to report at this meeting.

13. GOVERNOR OF THE MONTH – FEEDBACK (previously circulated)

A Parent Governor gave feedback of his visit to the School in April 2017 – with the theme of “is education fun”? This was the Governor’s first link visit and from the minute he walked into the School the children engaged with him and he spent the majority of the time getting involved. He went into all classes during his visit and he looked forward to the next one.

14. AOB

There was 1 item:

- **“Thinking Leadership” Questionnaire** – The Headteacher reminded Governors that if they had not yet done so, would they complete the questionnaire and to return it to the School Office by Wednesday 14 June 2017. **Action: (Governors)**

15. DATE OF NEXT MEETING

Date of Next Meeting – Wednesday 12 July 2017 at 5.30 pm

The meeting closed at 4.45 pm