

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL **MINUTES OF THE FULL GOVERNING BODY MEETING** **HELD ON 16 MAY 2017 AT 17.30**

OPENING PRAYER

PRESENT

Mrs L McDonald (Head Teacher), Mr A Colaço (Chair), Mrs K Buckhurst, Mr R Cozens, Rev P Down, Mrs M Touch, Miss J Young, Mr T Pople and Mr A Bradshaw (Clerk).

1. INTRODUCTION

Apologies for Absence – Mrs E Bailey Jones, Mr G Carnie and Mrs J Wallace

Pecuniary Interests – None

Notice of AOB – Two Items

2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meeting held on 20 April 2017 were true and accurate records after a small factual amendment was made. The minutes were signed by the Chair. Matters arising were discussed as follows;

- 2 Amendment to Missing Child Policy – Action Completed
- 5 English Policy – Later Agenda Item.

3. SAFEGUARDING

The Headteacher confirmed that there was nothing to report this month.

4. HEALTH & SAFETY UPDATE

The Headteacher reported that from early 2017 to Autumn 2019, the Education Funding Agency's (EFA) Condition Data Collection (CDC) programme are visiting every government maintained school in England to collect data about the physical condition of school buildings and how they are managed. This included inspectors requiring documentation such as fire risk assessments, asbestos registers and water safety, hygiene and legionella as well as access to health and safety records. The school had received notification of an impending visit and as a result, the Headteacher had spent a considerable amount of time trying to ensure that all relevant paperwork was up to date in order to meet the CDC requirements. In addition, she had to bring in an external health and safety advisor to assist in this task for which there would be a charge. Unfortunately, the inspection had to be cancelled due to illness of one of the inspectors and a new date had not, as yet, been confirmed. The Headteacher appreciated that one of the Governors with health and safety responsibility had recently carried out a visual inspection in the school and that they were in the process of updating the health and safety folders, however, she was concerned about the high volume of documentation that needed to be kept up to date on a regular basis and as a small school there was no-one to support her with this shared responsibility between Governors and school.

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A H & S Governor reported that he had carried out a visual inspection of the School and that he and the other H & S Governor are to carry out a detailed inspection shortly. He confirmed that Legionella, Asbestos and Action Plan documentation were up to date as was PAT testing of electrical equipment. Following his recent walk around the School, he was concerned that there may be a lack of fire extinguishers and that one extinguisher was free-standing and not fixed to the wall. He also felt that more fire exit signs were required. He had looked at the documentation in the H & S files and confirmed that they contained most of the information that was required, but weekly, monthly and annual check sheets needed to be examined and possibly brought up to date. He also confirmed that there had been no accidents since the last meeting.

5. CURRICULUM – LITERACY

This item was carried forward to the next meeting as the person presenting this topic was unable to attend the meeting. **Action: (Clerk)**

6. FAIR ACCESS PROTOCOL (FAP) PUPIL UPDATE

The Headteacher reported that things were moving slowly, small steps at a time and to date, there has been positive behaviour from the pupil. He currently attends School for 3 morning sessions of one hour and for two of the sessions he stays for playtime so that he can integrate with his peers. Whilst in School he has 1:1 external support. The pupil is also attending “The Bungalow” on a part-time basis and the Headteacher confirmed that she would shortly be meeting with Staff from “The Bungalow” in order to ascertain how long they would continue with 1:1 support when he attends the School. She would also like to explore with them when we would obtain funding for the child in order to provide our own 1:1 support. The problem at the moment was that of transport issues but this was the responsibility of the Local Authority.

7. NEW BUILD UPDATE

The Headteacher reported that a planning application had been submitted on 25th April 2017 with a planning decision target date of 20th June 2017. The Case Officer had been to the School and taken a number of photographs. The Headteacher confirmed that Hookway would project manage the build and they have gone out to tender to three local builders with a tender closing date of Monday 5th June. The School has received a copy of the tender documents and that Governors are able to view the specification if they would like to do so. It was hoped that the work would be completed before the start of School in September, but in order to do so the successful company would have to start enabling and preliminary works no later than the beginning of July whilst School was still in session.

8. POLICY REVIEWS

Documents had been sent to Governors prior to meeting. Policies were discussed and reviewed at the meeting:

- Staff Induction
- Little Pippins Fees
- Staff Handbook
- Arson Prevention
- Target Setting

all had minor alterations and were approved by Governing Body.

- RE Policy was discussed in detail as this was a new version and approved by Governing Body
- English Policy was carried forward to the next meeting as the person presenting this topic was unable to attend the meeting. **Action: (Clerk)**

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A Parent Governor mentioned that the Target Setting Policy stated that “Governors recognise and celebrate the effort and success of pupils and staff” and she enquired if we did do this. It was suggested that it would be nice for Governors to recognise this, possibly at the Praise Assembly at the end of the School year.

9. GOVERNOR TRAINING

There was nothing to report at this meeting.

10. GOVERNOR OF THE MONTH – FEEDBACK

Feedback for April 2017 visit was carried forward to the next meeting as the Governor concerned was unable to attend this meeting. **Action: (Clerk)**

A Governor reported that she had been approached by PTA to join PTA meetings in her capacity as a Governor. Governors felt that this was a good venture and that this would forge stronger links between PTA and the Governing Body.

11. CLERKS BRIEFING

The Clerk reported on salient points from the recent Clerks Briefing Meeting:

- **The School Governance Regulations** contains information relating to an order of preference of appointing a Parent Governor when an election has been held and no applicants have come forward and that powers and procedures have been given to a board to remove elected Governors in the same way that they can remove appointed Governors.
- **Safeguarding** – a definition of child sexual exploitation should be included in any child protection policy.
- **Asbestos** – the management of asbestos and associated risks need to be included in any risk register and the Health & Safety policy.
- **Statutory Framework for EYFS** – that EYFS requirements are incorporated into existing safeguarding/child protection policy and the complaints policy.

12. AOB

There were 3 items:

- **Hornbeam Tree** – The Headteacher reported that the hornbeam at the front of the School was badly infected with canker. The Tree Preservation Officer had inspected the tree and confirmed that it has to be felled. It was hoped to have a carving made in the base of the tree and that a new tree (variety to be decided) be planted in October.
- **PE Budget** – The Headteacher confirmed that an order had been placed for a circular trim trail which would hopefully be in place by the next meeting.
- **“Thinking Leadership”** – The Headteacher reported that both she and Mrs King had embarked on the “Thinking Leadership” course as outlined in the April meeting. As part of the coursework, Governors were asked to complete a questionnaire containing five aspects of their knowledge of monitoring and evaluating the progress of the school. She requested that Governors complete the questionnaire individually and to return them at the next meeting. **Action: (All Governors)**

13. DATE OF NEXT MEETING

Date of Next Meeting – Monday 12 June 2017 at 3.30 pm

The meeting closed at 7.15 pm

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Signed.....

Dated.....