

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL
MINUTES OF THE FULL GOVERNING BODY MEETING
HELD ON 19 APRIL 2018 AT 17.00

OPENING PRAYER

PRESENT

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

1. INTRODUCTION

Apologies for Absence – Rev P Down, Mrs J Wallace and Miss J Young.

Pecuniary Interests – None

Notice of AOB – None

2. MINUTES OF LAST MEETING (previously circulated)

There were two minor inaccuracies in the minutes of the meeting held on 15 March 2018 which were subsequently amended prior to the minutes being signed by the Chair. It was then agreed that the minutes were a true and accurate record. Matters arising were discussed as follows:

- 2 Governor/Staff summer social planning meeting – Later Agenda Item
- 6 Headteacher to report on meeting with SIP – Later Agenda Item
- 6 Governors to receive copy of updated SEF – Action Completed.
- 15 Governors to discuss alternative fund-raising projects – Later Agenda Item

3. FSU UPDATE

Mrs Sally Maynard joined the meeting to give an update to Governors on FSU and reported:

- Pupil numbers were at current capacity with only on place left for Tuesday pm session
- 2 members of Staff were currently undertaking NVQ Level 3 in Early Years and it was hoped that they would be able to complete the course within a year and we can then increase pupil intake
- Mrs Maynard confirmed that she was undertaking Level 2 course in Autism
- Staff had visited Charlton Mackrell FSU to share best practice on children with possible autism
- SDP emphasis was on Early Years characteristics in effective learning, focussing on independent learning, problem solving, how children play and how they learn.
- As part of the Raising Attainment Plan (RAP) in SDP, the purchase of a programme to develop oral and social integration skills of children in FSU in readiness for entry into Reception
- Tapestry was working very well.

Full Governing Body Minutes – 19 April 2018

Signed.....

Dated.....

APPROVED MINUTES

A Foundation Governor asked for clarification regarding current pupil numbers and increased numbers after staff had attained NVQ level 3. Mrs Maynard explained that with current staffing levels we are able to take up to 12 children per session, however, when the two members of staff have NVQ Level 3 we would be able to take up to 18 pupils per session.

There were no further questions and Governors thanked Mrs Maynard for her update.

4. SIP/SEP VISITS

The Headteacher reported that she had very recently met with the SIP, Ian Durrant. This was the first of two planned meetings whereby Mr Durrant and the Headteacher would look at attainment across all areas especially where groups had failed to attain age-related expectations. They spent some time during this first meeting in the year group classes looking at work and speaking to children. They agreed that for the second meeting they would go through and drill down data in order to try and ascertain why these cohorts were under achieving and strategies to put in place to try and raise standards.

The Headteacher also reported that she had recently met with the SEP, Steve Crumpler. They reviewed the action points from their previous meeting and the objectives for this year which would be spelling, attendance and challenging pupils. The SDP been achieved and teachers were completing writing up their evaluations which then had to be added to SDP. The staff are now beginning to write their plans for the 2018 – 19 SDP.

5. SDP & CURRICULUM

The Headteacher reported that she had outlined 5 key criteria for 2018/19 SDP. These were:

- Raising achievements
- Literacy co-ordinator taking a more active responsibility in leading this subject, data analysis and raising achievement
- Numeracy co-ordinator also taking a more active responsibility in leading this subject, data analysis and raising achievement
- FSU
- Church School Distinctiveness

Governors would receive a copy of 2018/19 SDP in due course once the document had been finalised.

6. NEW LEARNING LODGE UPDATE

The Headteacher reported that the new learning lodge building should have been delivered that afternoon after all children had gone home. Unfortunately, a Contractual Agreement had not been signed. This had now been done and returned to the supplier and a new date of 1st/2nd May 2018 has been agreed for delivery and installation.

7. HEALTH & SAFETY UPDATE

The Headteacher confirmed that there had been no accidents since the last meeting. A Health and Safety Governor reported that the Local Authority carried out a health & safety premises inspection on 10 April 2018. This was a pre-arranged inspection, however, when the Health & Safety Governor arrived at the pre-predetermined time, the Inspector was just leaving as he had arrived an hour earlier than expected. The inspection was part of the health & safety management support package that the school buys into and is in addition to the local authority health and safety audit that had only recently been carried out. The report, which had only recently been received, contained a number of medium risks requiring medium response times of around 12 weeks none and some medium risks requiring short-term response times of around 2 weeks. None of the risks were of major concern. Examples of medium/short-term response were “a fire exit door was partially obstructed by a computer trolley” and medium/medium term response “a CO₂ fire extinguisher requires signage above it”. A Health & Safety Governor and the

APPROVED MINUTES

Headteacher would be meeting shortly to go through the report in detail and to produce an action plan. **(Action)**

Mr T Pople left the meeting at this point.

8. SEN UPDATE/EXCLUSIONS

This was a confidential item and will be minuted separately.

9. SAFEGUARDING

This was also a confidential item and will be minuted separately.

10. FINANCE REPORT

The Headteacher updated Governors on Budget for 2018/19. Salient points were:

- Most of last year's budget headings were 100% spent. Some budgets had minor underspend or overspend and these seemed to balance each other out. The carried forward balance to 2018/19 budget was in line as predicted.
- TA overtime budget was overspent last year due to staff sickness and children with challenging behaviour. This year's budget was being carefully monitored and no staff could claim overtime unless it had been authorised by the Headteacher.
- Pupil Premium is showing an overspend due to the purchase of Learning Lodge, but monies need to be vired from other headings to cover this cost.
- DFCG budget will be spent on a new server and toilet refurbishment.

11. GOVERNOR FUNDRAISING PROJECTS

A number of suggestions were discussed which included:

- Joint PTA/Governors Christmas Fayre with Governors looking after food arrangements
- A car boot sale
- At local "Party on the Green", Governors to serve food
- A School Barbecue and an official opening of the Learning Lodge with attendance by parents and village community.

Governors agreed that a School barbecue was the preferred option and that the PTA Governor representative would ask PTA if they would like to be involved in this event as a joint venture **(Action)**

12. GOVERNOR OF THE MONTH - FEEDBACK

This month's Governor visit was undertaken by Mrs J Wallace who unfortunately was unable to attend the meeting and was deferred until the next meeting **(Action)**. A Parent Governor reported that she went on a class visit to the Aquarium at Weston Super Mare. She congratulated the children who were extremely well-behaved and wished to commend the Staff on such a highly organised and well-prepared visit.

13. GOVERNOR TRAINING

The two Governors who recently attended a training session, on "The Role of Safeguarding Governor", reported that it was not a good course and they came away without really learning anything. There was no self-evaluation form to complete at the end of the session and therefore they were unable to provide constructive criticism on what they both felt was a disappointing evening. The Headteacher suggested that they may like to contact Governor Services to share with them their disappointment of the training session.

A Foundation Governor asked if there was any additional GDPR training sessions for Governors? The Clerk replied that he would look at the Summer Term training programme and if courses had been planned he would send information to Governors **(Action)**.

Full Governing Body Minutes – 19 April 2018

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APPROVED MINUTES

The Clerk reported that there were a number of free places on the LA on-line Safer Recruitment Training course if any Governor wished to take advantage of this and that there was a new training session for Governors on “Monitoring Policies” on Monday 18 June 2018 at 7pm at a School in Yeovil.

The Chair had to leave the meeting at this point and the Vice Chair stood in as Chair for the remainder of the meeting

14. STAFF/GOVERNOR SOCIAL

It was agreed to hold a planning meeting on Monday 21 May 2018 at 3.30pm at the School to discuss the arrangements for the Staff/Governor social.

15. POLICY REVIEWS (Previously Circulated)

The following policies were reviewed and approved by Governors:

- Maths Policy
- Safer Recruitment Policy
- Fees Policy

Two minor amendments were also made to the Mobile Phone Policy that was reviewed at the previous meeting.

16. AOB

None

17. DATE OF NEXT MEETING

Date of Next Meeting – Tuesday 5 June 2018 at 3.30 pm

The meeting closed at 6.45 pm