

# APPROVED MINUTES



**ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**HELD ON 8 NOVEMBER 2018 AT 15.30**

## **OPENING PRAYER**

Led by Rev P Down

## **PRESENT**

Mrs L McDonald (Headteacher), Miss J Young (Chair), Mrs K Buckhurst, Mr R Cozens, Rev P Down, Mrs S Gunn, Mrs M Touch, Mrs J Wallace and Mr A Bradshaw (Clerk). Also in attendance: Mrs T Hobbs (Interim Headteacher Designate), Mrs P King (Head of School Designate) and for Items 4 & 5, Mrs W Montacute (School Finance Officer/Secretary).

## **1. WELCOME, APOLOGIES FOR ABSENCE & ITEMS OF AOB**

The Chair welcomed Mrs Theresa Hobbs and Mrs Pat King to the meeting. Apologies were received and accepted from Mr G Carnie and Mr T Pople.

There was 1 Item of AOB.

## **2. PECUNIARY INTERESTS – (previously circulated)**

No interests were declared for the meeting. There were still two pecuniary interest declaration forms outstanding.

## **3. MINUTES OF LAST MEETING (previously circulated)**

It was agreed that the minutes of the meeting held on 27 September 2018, were true and accurate records and were signed by the Chair. Matters arising from the meeting were discussed;

- |           |                                                                                                                    |
|-----------|--------------------------------------------------------------------------------------------------------------------|
| Minute 3  | FGB to discuss Y6 child. No appeal was raised and therefore the pupil was permanently excluded – Action Completed. |
| Minute 4  | Copy of amended Standing Orders Document to be sent out to all Governors<br>- Action completed                     |
| Minute 5  | Code of Conduct signed cover-sheet – Action Outstanding                                                            |
| Minute 6  | Governors to bring to next meeting ideas for recruitment of new Governors – Later Agenda Item                      |
| Minute 7  | Chair to invite Finance Officer to attend next FGB meeting – Action Completed                                      |
| Minute 15 | H & S report update to be discussed at next meeting – Action – Item deferred to next meeting                       |
| Minute 17 | Community Cohesion Policy deferred to next meeting– Later Agenda Item                                              |
| Minute 20 | Two Confidential Items – Actions completed                                                                         |

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## **4. BUDGET MONTH 6 REPORT – (previously circulated).**

The Finance Officer reported that there was an estimated financial year-end carried forward balance of almost £95K of which £38.5K was committed expenditure. This left an uncommitted sum of £56.5K to balance 2019/20 budget. Based on 2019/20 projections, the school needed £64K to set a balanced budget, which was a shortfall of £6.7K in the carried forward figure. Added to this, pupil numbers have also fallen which meant that income would also be less than predicted thereby increasing the shortfall figure even more. However, the projections were based on current staffing structure and this will probably change and savings would be made. She then asked Governors if they had any questions relating to specific budget items or the Budget in general.

***A Foundation Governor commented that the budget appeared to be on track, but he did have a specific question relating to the estimated credit sum of £17.8K under the “Extra” cost group on the Dashboard Income and Expenditure summary sheet. He asked if the Finance Officer could explain what the credit balance related to? The Finance Officer was unable to answer this question and she would ask LA finance section for an explanation. The Chair requested once an explanation was received the Finance Officer should e-mail Governors with the information.***  
**(Action)**

## **5. SCHOOL FUND AND GOVERNORS ACCOUNT (previously circulated)**

The Finance Officer reported that the School fund account currently stood at £7,646.06 of which £1,984.27 related to Governor funds. Whilst the latter was a healthy figure, more funds needed to be raised due to pending work which required Governors 10% contribution.

**AFTERNOTE:** Due to a mathematical error in a calculation, the School fund account was £7,626.06 of which £1,964.27 were Governor funds and not as stated at the meeting.

## **6. SFVS GOVERNORS SELF-EVALUATION FORM**

Rev P Down reported that the SFVS self-evaluation form would soon be circulated to Schools and he and the Finance Officer would be working through the form in the next few weeks. When completed, 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/January Agenda Item).**

## **7. PRIMARY ADMISSION ARRANGEMENTS (Previously Circulated)**

Governors were sent prior to the meeting, a letter relating to school place applications for September 2019. Governors confirmed that the same arrangements as last year would apply and requested that the Headteacher completes the various sections in the pro-forma and returns it to the LA by the agreed date:  
**(Action)**

## **8. GOVERNOR MEETING TIMES**

The Chair reported that she had given some thought to Governor meeting start times. These were normally either 3.30pm or 4.30pm start times and she felt that these early start times may deter prospective candidates from applying for Governor vacancies, especially if they were working. After a general discussion, it was agreed that Governor Meetings would, if possible, be on a set day, preferably Thursday, and the meetings would commence at 5.30pm.

## **9. GOVERNOR RECRUITMENT**

The Chair began by saying that at the last meeting, Governors were asked to bring to this meeting ideas for the recruitment of new Governors. The situation was now even more critical as another Governor, was not seeking re-appointment when their term of office ends in February. If the status quo remains and no new Governors are found, the Governing Body would be at 50% capacity. She added that there

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was a national shortage of Governors throughout UK which did not help matters when it came to finding new members. There then followed a general discussion on Governor recruitment and suggestions included:

- Advertising for new Governors in the village magazine, parish newsletter and village noticeboard
- Placing an advertisement in LA Jobs section (some schools are doing this)
- Contacting Parish Council to see if anyone is interested in becoming a Governor
- Advertising for Governors in near-by areas such as Montacute and Odcombe.
- A Governor to visit Wednesday Post Office “coffee morning”.

A Governor confirmed that she would be willing to produce a recruitment poster.

## **10. ANNUAL SAFEGUARDING REPORT & RACIAL RETURNS**

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 was compliant with the various streams of legislation and that it met the expectations of Ofsted. Each question was graded green, amber or red (highest to lowest) based on the answers given to the question. This year there were four “amber” action points:

- Q 1.6 Computer filters – not sure how we are protected regarding 3G and 4G and need to contact our ICT provider to ascertain this although we do not use 3G/4G on school equipment
- Q 2.6 School safeguarding team meetings – it is recommended that minutes are kept of all meetings and we currently do not do this
- Q 9.3 Private Fostering – the school must inform the LA of any private fostering arrangements. However, the school does not currently have any arrangements
- Q 10.8 Part-time timetables – these should be kept to a minimum and any part-time timetables, even if agreed, are automatically graded as amber.

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

***A Governor commented that for the past couple of School visits, she had not been asked to hand in her mobile phone and wondered whether this procedure had changed? The Headteacher confirmed that the procedure had not changed and that all visitors should be asked to hand in their mobile phones. She would remind staff of this. (Action)***

The Headteacher reported that due to an oversight the 2016/17 racial return had not been completed. She confirmed that this had now been rectified and 2017/18 return had also been completed and sent to LA.

## **11. SEF UPDATE**

The Headteacher reported that she would not be meeting the SEP until December and that this item should be deferred to the next FGB meeting. **(Action: Clerk).**

## **12. HEALTH & SAFETY UPDATE**

The Headteacher reported that a member of staff had slipped (on water dripping from their hands on to the floor) and had fallen outside the toilet sustaining an arm injury. She was referred to A and E. It may be a possible fracture, but this has yet to be confirmed. The Health & Safety Report update was deferred until the next meeting.

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## **13. ADRENALINE PENS**

The Chair reported that from 1 October 2017, schools in England have been allowed to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working. She asked the Headteacher whether the School held any devices given there was currently a shortage of epi-pens in the UK? The Headteacher confirmed that the School was aware of the legislation but kept no spare devices as there was currently no child who had been diagnosed with anaphylaxis and needed to carry an epi-pen.

## **14. POLICY REVIEWS (previously circulated)**

The following policies were discussed, reviewed and approved by Governors:

- Community Cohesion – *two minor changes*
- Pay Policy – *2018 Teacher pay scale increases added to policy as agreed by FGB*
- Management of Staff Allegations – *no changes*
- PHSE – *two minor changes*
- Initial Teacher Training – *Governors decided that this policy would not be updated until such time as the school had a teacher training placement.*
- Child Protection – *newly published by LA – Policy previously agreed and was signed by Chair.*

## **15. GOVERNOR OF THE MONTH FEEDBACK**

The SEN Governor reported that she had held her half-termly meeting with the SENCO. The School had currently one high needs pupil and another with SEN funding and the SENCO was very happy with the progress that both children were making. She reminded Governors that the current SENCO was retiring at the end of the current term and that new arrangements were now in place for January. A new SENCO, who has previously worked at the School has been appointed. The SEN termly reports will be completed by the end of the term.

## **16. FEEDBACK FROM FIREWORK EVENING**

The Chair thanked Katie Buckhurst for organising a wonderful fireworks evening and thanked Governors, Staff, PTA and parents who helped during the evening. Mrs Buckhurst reported that the evening had been a great success and that it had raised £2,641, which after all expenses had been paid would leave approximately £1,400. There was an increase in numbers over previous years and this was most likely due to a new start time and the event taking place on the evening of 5<sup>th</sup> November rather than on a Saturday evening. Refreshments sold out sooner than expected and the PTA stepped in and donated some of their stocks. Governors agreed to donate a sum of £200 from the Governors Fund to cover the cost of the stocks used. It was also agreed to hold next year's fireworks evening on 5<sup>th</sup> November and Mrs Buckhurst confirmed that she would book this date with the fireworks company. **(Action).** The Chair commented that despite the fireworks evening being such a success there were two incidents that had marred the evening:

A Governor reported that a Governor had received a call from a resident who lived near the school, A lot of the debris from the event came down in their garden and on their cars. The Governor went to look at the situation. He found that there was a lot of debris and he took a couple of photographs. The resident washed the cars and it does not look as if there had been any damage. The resident wanted the School to be aware of the problem in case any other residents complained. The Headteacher commented that there was very little wind on the evening of the fireworks event. In normal cases, when fireworks were let off, any debris would have been broken up by the wind and carried along. As it was a still evening, debris from the fireworks fell in the locality, and was larger than usual. Had there been some wind, fireworks would have been carried further afield and debris would have been broken into smaller pieces.

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Signed.....

Dated.....

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The Chair raised concerns regarding double parking along School Close and Vicarage Street and that had emergency services been needed vehicular access would have been impossible. The situation was particularly bad in School Close with cars parked on the pavements which meant there were hazards to the general public who were leaving the school after the fireworks event. She also confirmed that driving out of School Close with double parked cars was extremely hazardous due to lack of space and that she did, unfortunately, touch another car. She felt that there needed to be restricted parking in School Close. Another Governor commented that St Margaret's Road was also full of parked vehicles and that for any major event, lack of parking in Tintinhull was a problem.

Governors were mindful of both situations and would look at the carparking situation to see if they could alleviate the problem so that emergency vehicular access was possible.

## **17. SCHOOL LETTING (BAND) ARRANGEMENTS**

The Headteacher reported that the school has a weekly evening letting to a local band and that a Foundation Governor who lives nearby opens and closes the School. However, the Governor will not be seeking re-appointment when their term of office ends in January and she was requesting if another Governor would be able to undertake this? A Governor confirmed that she would do this and on the odd occasion when this was not possible, another Governor agreed to step in.

## **18. AOB**

- **New Build** – The Headteacher reported that we have a pupil in the School who required nappy changing facilities and an area for physiotherapy as there is nowhere in the building to provide this facility. The Diocese have assessed the problem and they have proposed to build out from the front of the School. They have appointed "Hookway" to design a new facility and the proposed plan would be to build a nappy changing area with access through the disabled toilet, move the Headteacher's office and for Reception to be in the current Headteacher's office. The cost of the work is estimated to be around £30K and this would mean Governors would need to find £3K. The Local Authority would purchase the equipment needed such as a height adjustable nappy changer and a hoist. This work was subject to the Diocese and LA providing funds to enable the work to take place.

## **19. HEADTEACHER RECRUITMENT UPDATE**

This is a confidential item and would be minuted separately

## **20. DATE OF NEXT MEETING**

Date of Next Meeting – Thursday 13 December at 5.30 pm **(please note new time)**

***The meeting closed at 17.45***