

**Stogursey CoE VA Primary School Board of Governors**  
*School Core Values: Courage Resilience Kindness Friendship Thankfulness Love*

**Full Board of Governors Meeting**

**Minutes of the Meeting: Thursday 20<sup>th</sup> September 2018**

**Present:**

Anna Hammond	(AH)	Co-Chair/Elected Parent Governor
Teresa Miller	(TM)	Co-Chair/LA Governor
Rebecca Barnes	(RB)	Headteacher
Tim Kaye	(TK)	Foundation Governor
Allen Robins	(AR)	Foundation Governor
Tony Smith	(TS)	Ex Officio/Foundation Governor
Gary Tucker	(GT)	Staff Governor
Brenda Wall	(BW)	Foundation Governor

**In Attendance:** Pauline Kaye (PK) Clerk to Governors

TS opened the Meeting at 6.15pm with a prayer for Kindness: *'Be kind and merciful; let no-one ever come to you without going away better and happier. Try to be the living expression of God's kindness: kindness in your face; kindness in your eyes; kindness in your smile; kindness in your greeting to children, to the poor; to all who suffer and are lonely give always a happy smile; give them not only your care, but also your heart. Because of God's goodness and love, every moment of our life can be the beginning of great things. Be open, ready to receive and you will find Him everywhere. Every work of love brings a person face to face with God. God bless our forthcoming term and all those we serve. Amen'*

Gary Tucker was welcomed to the Board as the newly-elected Staff Governor and introductions to all present made

AGENDA ITEM	ACTION
<p><b>1. <u>Apologies for Absence and acceptance/non-acceptance</u></b>                      Written apologies received from:                      Peter Farmery (PF) – on holiday                      Jackie Stone (JS) – attending last-minute urgent meeting in Ireland                      Both apologies accepted</p>	
<p><b>2. <u>Election of Co-Chairs</u></b>                      AH and TM put their names forward for re-election as Co-Chairs (no other nominees)  <i>AR proposed they be elected</i>  <i>AC seconded</i>  <i>All Agreed</i>  <b><i>It was agreed that AH and TM will be Co-Chairs for 2018/19</i></b></p>	<b>PK to inform Gov Servs</b>

AGENDA ITEM	ACTION
<p><b>3. Election of Vice-Chair</b>  AC put his name forward for re-election as Vice-Chair (no other nominees)  <i>AH proposed he be elected</i>  <i>TM seconded</i>  <i>All Agreed</i>  <i>It was agreed that AC will be Vice-Chair for 2018/19</i></p>	<p><b>PK to inform Gov Servs</b></p>
<p><b>4. Declaration of Interest</b>  <i>(Individual sheets circulated at Meeting for completion)</i>  AR – Agenda Item 16  TM- wished it minuted that she owns a property in Stogursey which currently has a family with child/ren attending the School</p>	
<p><b>5. Governor Vacancy Update</b></p> <ul style="list-style-type: none"> <li>• Staff Governor vacancy left when AG left last term, now filled by GT</li> <li>• AH's term of office due to finish on the 2<sup>nd</sup> October – Parent Governor election needed for this and existing vacancy</li> <li>• Other existing vacancies to be left as is until outcome of School Organisation is known</li> </ul>	<p><b>PK to arrange election</b></p>
<p><b>6. Code of Conduct</b>  <i>(available for Governors to view on the School website)</i>  No changes made</p>	
<p><b>7. Standing Orders (inc Scheme of Delegation)</b>  Postponed to next Meeting due to revised version now available from Gov Services. PK to download, customise and circulate for amendment/adoption at Meeting in November</p>	<p><b>PK to action</b></p>
<p><b>8. Sub-Committee and Working Parties for 2018/19</b>  Agreed as follows:</p> <ul style="list-style-type: none"> <li>a) <b>Finance Sub-Committee</b>  RB/AH/TK/AR/PF</li> <li>b) <b>EYFS WP</b>  RB/BW/PF/AH  RB to see if the Pre-School Supervisor would like to be an Associate Governor for this WP</li> <li>c) <b>Data WP</b>  TM/TK/Vacancy – GT agreed to join this WP</li> <li>d) <b>Traffic WP</b></li> </ul>	<p><b>RB to action</b></p>



ACTION	AGENDA ITEM	ACTION
	<p>Agreed this no longer needed</p> <p><b>e) Family Room WP</b> RB/PF/JS TM agreed to join this WP as and when needed</p> <p><b>f) Church Distinctiveness WP (Formerly RE &amp; SIAMS WP)</b> Existing - RB/PF/JS/TS/AC plus Rev Morgan. Possibly taken PF and JS off? Include in Matters Arising Report for next Meeting</p> <p><b>g) Parent Link WP</b> TM/AH/AR – GT agreed to stand on this WP instead of RB</p>	<p>PK to action</p>
	<p><b>9. <u>Link Governors and areas of Specific Responsibility for 2018/19</u></b> Agreed as follows:-</p> <p><b>a. Safeguarding – TM</b> <b>b. SEN(D) – TM</b> <b>c. Pupil Premium – AH</b> <b>d. Health &amp; Safety – AR</b> <b>e. Gov. Section of Sch Website – AH plus PK</b> <b>f. Curriculum – TK</b> <b>g. Staff Wellbeing - AC</b></p>	
	<p><b>10. <u>Matters of Urgency not on the Agenda</u></b> None</p>	
	<p><b>11. <u>Acceptance of Draft Minutes of 18<sup>th</sup> June 2018</u></b> <i>(previously circulated)</i></p> <p>No questions/issues/amendments raised</p> <p><i>AR proposed acceptance of the Minutes</i> <i>TM seconded</i> <i>All Agreed</i> <i>It was agreed to adopt and sign the Minutes as a true record – AH signed (and that Footer in approved Minutes be changed from Signed to Initial to save time in Meeting)</i></p>	<p>PK to action Footer change and add signed Minutes to Sch website and send to SGS</p>
	<p><b>12. <u>Matters Arising Reports</u></b> <i>(Circulated with the Agenda)</i> Hand-amendments were made as follows:</p> <ul style="list-style-type: none"> <li><b>Agenda Item 3 Governor Vacancies Updates</b> No change</li> </ul>	

ACTION	AGENDA ITEM	ACTION
	<ul style="list-style-type: none"> <li><b>Agenda Item 6 Matters Arising Report for 22<sup>nd</sup> March 2018</b> Received Correspondence RB/TM confirmed actioned</li> <li><b>Agenda Item 8 Family Room Update</b> TM confirmed Fairfield Bid re-sent to RB</li> <li><b>Agenda Item 9 Safeguarding Update</b> RB confirmed half-termly Meeting arranged</li> <li><b>Agenda Item 11 Headteacher's Report</b> RB will ensure more clarity in comments in future Reports RB confirmed she had informed AH/TM of receipt of Action Plan RB will include missing data in the next Report</li> </ul>	
	<ul style="list-style-type: none"> <li><b>Agenda Item 13 Monitoring of the SDP and Calendar</b> RB confirmed in hand and revised format to be circulated for the next Meeting</li> <li><b>Agenda Item 14 Governor School Visit Reports</b> RB confirmed July date cancelled – next one 9<sup>th</sup> October</li> </ul>	<p>RB to action</p> <p>RB to action</p> <p>RB to action</p> <p>All Governors to note</p>
	<ul style="list-style-type: none"> <li><b>Agenda Item 17 General Data Protection Act Update</b> RB confirmed DC appointed as GDP Administrator WP still to meet RB confirmed putting signs up round school in hand</li> </ul> <p>Following the above amendments:</p> <ul style="list-style-type: none"> <li><b>Agenda Item 21 Review of Statutory Policies as per Schedule</b> In hand, RB will check again and re-send as necessary</li> </ul> <p><i>AR proposed acceptance of the Report</i> <i>TK seconded</i> <i>All Agreed</i></p> <p><i>It was agreed to adopt and sign the amended Matters Arising Report as a true record – AH signed</i></p>	<p>WP to set date</p> <p>RB to action</p> <p>RB to action</p> <p>PK to attach to approved Minutes</p>
	<p><b>13. Finance SC</b> Date for first Meeting to be arranged by email when PF returns PK to contact DC and find out when the Finance Officer is scheduled to come in</p>	<p>PK to action</p>



ACTION	AGENDA ITEM	ACTION
	<p><b>14. <u>Family Room Update</u></b> (Letter from Fairfield Trust Estate circulated with Agenda)</p> <ul style="list-style-type: none"> <li>• RB reported that a copy of this letter had also been sent by the FT Estate to the Director of Education at the Diocese and she felt that this was because the FT Estate wants to meet to discuss the bid</li> <li>• Agreed to invite a Diocesan Rep – possibly from Hookways – RB will meet with JS to discuss setting up the meeting</li> </ul>	<p>RB to action</p>
	<p><b>15. <u>Safeguarding Update</u></b></p> <ul style="list-style-type: none"> <li>• RB/TM met at the end of last term and updated the single central record (continue to revise/update termly)</li> <li>• GT to receive training, so he can replace AG</li> </ul>	<p>RB/TM to action RB to action</p>
	<p><b>16. <u>Pre-School &amp; Wrap-Around</u></b></p> <ul style="list-style-type: none"> <li>• Pre-School open full-time and sustaining numbers</li> <li>• Wrap-Around is a concern and RB is looking at funding/staffing etc as only a small number signed up so far. RB worried about starting something that cannot be sustained in following years once the support funding this year finishes and confirmed she is in continuing discussion with County</li> </ul>	
	<p><b>17. <u>Admissions</u></b> Agreed to leave as is for this year and review again at the first Meeting of the 2019/20 academic year, once the outcome of School Organisation is known</p>	<p>PK to add to Agenda</p>
	<p><b>18. <u>Received Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• RB reported that an email had been received from a parent following the letter sent out last term regarding the request for Forums to be minuted and the implementation of a Suggestions Box. This parent was unhappy and had been invited to come and meet the Governors today before the Board Meeting – did not come (sadly no parents came).</li> </ul>	
	<p><b>19. <u>Monitoring of the SDP and Calendar</u></b></p> <ul style="list-style-type: none"> <li>• RB confirmed that a revised format for the SDP is in process and when ready 3 Governors will be invited in to read through prior to general circulation</li> <li>• The Governor Action Plan will now be a separate document</li> </ul>	<p>RB to action RB to action</p>
	<p><b>20. <u>Governor School Visit Reports</u></b> None</p>	
	<p><b>21. <u>Parental Forum/Feedback</u></b></p> <ul style="list-style-type: none"> <li>• Last one took place at the end of last term – 3 parents attended</li> </ul>	

ACTION	AGENDA ITEM	ACTION
	<ul style="list-style-type: none"> <li>The taking place of the Show held in the Victory Hall with parents being asked to pay £2 per ticket had raised some issues – some objected, others had given extra, but most parents had been impressed with the quality of the performance. RB had provided post-it notes and a box if anyone could not attend and the late change of date had been raised</li> <li>No date has been set for the next one, but it could be included in an event GT is planning</li> <li>RB noted that Homestart has started up in the Village (Toddler Group in the School Hall one morning per week) and Pre-School join them</li> </ul>	<p>Parent Link WP to follow up points as nec</p>
	<p><b>22. <u>General Data Protection Act Update</u></b> None</p>	
	<p><b>23. <u>Governor Training</u></b></p> <ul style="list-style-type: none"> <li>GT will need Induction training arranged</li> </ul>	<p>Gov Servs will action when PK informs them of GT's appointment</p>
	<p><b>24. <u>West Somerset Opportunities Area</u></b></p> <ul style="list-style-type: none"> <li>RB reported that H/T's Meeting had taken place this week</li> <li>RB is aware of the impact on her workload and the school when she is away for meetings with WSOA. She is now being selective and concentrating on the most important issues</li> <li>Maths training in place and equipment and storage unit promised</li> <li>FS &amp; EY both in receipt of £500 worth of resources</li> <li>TA paid training days 5<sup>th</sup> November and 15<sup>th</sup> February, funded by WSOA</li> <li>Teacher training day 5<sup>th</sup> November</li> </ul>	
	<p><b>25. <u>Review of Statutory Policies as per Schedule and delegation</u></b> RB checking again as still experiencing problems sending documents to Governor emails</p>	<p>RB to action</p>
	<p><b>26. <u>For Ratification</u></b> None</p>	
	<p><b>27. <u>Confidential Matters</u></b> Agenda Item 30 School Organisation Update – see separate Minutes</p>	
	<p><b><u>Review of This Meeting</u></b></p> <ul style="list-style-type: none"> <li>Positive – Meeting finished on time despite heavy Agenda</li> <li>Negative – no parents took up the invitation to meet the Governors prior to the Board Meeting</li> </ul>	
	<p><b>28. <u>Date for Next Meeting</u></b> (Circulated with the Agenda) All happy with dates</p>	

AGENDA ITEM	ACTION
<p><b>29. School Organisation Update</b>            See separate Confidential Minutes on discussion which took place 5.40 – 6.10 pm with CEO and Chair of Governors from Haygrove, who had originally been invited to come and meet informally with Governors and parents between 5 – 6.00 pm, but no parents came</p>	

Meeting closed 7.30 pm

Agreed and Signed as a true record

Name: ANNA HAMMOND

Print: Hammond

Date: 29/11/18







Stogursey CoE VA Primary School

School Core Values: Courage Resilience Kindness Friendship Thankfulness Love

**MATTERS ARISING REPORT FROM FBoG MEETING: 20<sup>th</sup> SEPTEMBER 2018**

<b><u>RB</u></b>	<b><u>ACTION</u></b>
<b><u>Agenda Item 2 Election of Co-Chairs</u></b> <ul style="list-style-type: none"> <li>• <b>PK</b> to inform Gov Services of result</li> </ul>	Done
<b><u>Agenda Item 3 Election of Vice-Chair</u></b> <ul style="list-style-type: none"> <li>• <b>PK</b> to inform Gov Services of result</li> </ul>	Done
<b><u>Agenda Item 5 Governor Vacancies Update</u></b> <ul style="list-style-type: none"> <li>• <b>PK</b> to arrange Parent Governor Election</li> </ul>	Done
<b><u>Agenda Item 7 Standing Orders (Inc Scheme of Delegation)</u></b> <ul style="list-style-type: none"> <li>• <b>PK</b> to download and amend updated version</li> </ul>	Done. To be circulated with the Agenda for approval on 29 <sup>th</sup> Nov
<b><u>Agenda Item 11 Minutes of 18<sup>th</sup> June 2018</u></b> <ul style="list-style-type: none"> <li>• <b>PK</b> to amend footer of future Minutes to allow for Chair's initial rather than signature and add approved Minutes to website and send to SGS</li> </ul>	Done
<b><u>Agenda Item 12 Matters Arising Reports</u></b> <ul style="list-style-type: none"> <li>• <b>RB</b> to ensure more clarity in Comments in future Reports</li> <li>• <b>RB</b> to include missing data in the next Report</li> <li>• <b>RB</b> to circulate revised format for Meeting of 29<sup>th</sup></li> <li>• <b>GDPA WP</b> to arrange date to meet</li> <li>• <b>RB</b> to put up DGPA signs round school</li> <li>• <b>RB</b> to check Review of Statutory Policies</li> </ul>	In hand In hand In hand, with TM & AH see Agenda Item 13 In hand see Agenda Item 15 In hand see Agenda Item Done see Agenda Item
<b><u>Agenda Item 13 Finance SC</u></b> <ul style="list-style-type: none"> <li>• <b>PK</b> to arrange date for first Meeting</li> <li>• <b>PK</b> to liaise with DC regarding date Finance Officer is attending</li> </ul>	Done Done
<b><u>Agenda Item 14 Family Room Update</u></b> <ul style="list-style-type: none"> <li>• <b>RB</b> to liaise with JS Re setting up meeting with Diocesan Rep</li> </ul>	On hold
<b><u>Agenda Item Safe-Guarding Update</u></b> <ul style="list-style-type: none"> <li>• <b>RB/TM</b> to arrange date to revise/update next term</li> <li>• <b>RB</b> to arrange training for GT</li> </ul>	Ongoing Date arranged
<b><u>Agenda Item 17 Admissions</u></b> <ul style="list-style-type: none"> <li>• <b>PK</b> to add to Agenda for 29<sup>th</sup> November</li> </ul>	Done

