

**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 9<sup>th</sup> May 2019**

Present:

- |               |      |                                  |
|---------------|------|----------------------------------|
| Anna Hammond  | (AH) | Co-Chair/Elected Parent Governor |
| Teresa Miller | (TM) | Co-Chair/Co-opted Governor       |
| Gary Tucker   | (GT) | Headteacher                      |
| Peter Farmery | (PF) | Foundation Governor              |
| Tim Kaye      | (TK) | Foundation Governor              |
| Allen Robins  | (AR) | Foundation Governor              |
| Jackie Stone  | (JS) | Foundation Governor              |
| Brenda Wall   | (BW) | Foundation Governor              |

In Attendance: Pauline Kaye (PK) Clerk to Governors

AH opened the Meeting at 6.02 pm

AGENDA ITEM	ACTION
<p><b>1. <u>Apologies for Absence and acceptance/non-acceptance</u></b>                      Verbal: Anthony Chetland – arriving late - accepted                      Verbal: Tony Smith – away - accepted</p>	
<p><b>2. <u>Declaration of Interest</u></b>                      JS - Agenda Item 19</p>	
<p><b>3. <u>Governor Vacancy Update</u></b></p> <ul style="list-style-type: none"> <li>• <i>Staff Governor Vacancy</i> To be arranged next week</li> <li>• <i>Check forthcoming vacancies</i> PF/TK/JS (all Foundation Govs)– terms of office all expire 31/08/19. All willing to stand again but PCC to be contacted to see if any other nominations</li> </ul> <p>BW stated that she will be standing down as Foundation Gov at the end of this term – will put it in writing to PK</p>	<p><b>AH/PK</b></p> <p><b>PK to contact PCC Re: 4 vacancies for Foundation Govs</b></p>
<p><b>4. <u>Matters of Urgency not on the Agenda</u></b>                      Several items to be brought up under other Agenda Items, but PF confirmed that we had been missed off the “Free Admissions Service” but were now on it</p>	

AGENDA ITEM	ACTION
<p><b>5. <u>Acceptance of Draft Minutes of 28<sup>th</sup> March 2019</u></b>  <i>(previously circulated)</i>            No questions/issues/amendments raised  <i>AR proposed acceptance of the Minutes</i>  <i>JS seconded</i>  <i>All Agreed</i>  <i>It was agreed to adopt and sign the Minutes as a true record – AH signed</i></p>	<p>PK to add signed Minutes to Sch website and send to SGS</p>
<p><b>6. <u>Matters Arising Reports</u></b>  <i>(Circulated with the Agenda)</i></p> <p>Hand amendments made as follows:</p> <ul style="list-style-type: none"> <li>• <b>Agenda Item 6 – MA Report</b> <ul style="list-style-type: none"> <li>a) <b>29<sup>th</sup> November 2018</b>                PK unable to locate letter – TM to email it to her</li> <li>b) <b>28<sup>th</sup> February 2019</b>                GT/JS to meet Re GDPR training after SATs week                JS stated whole MAT Safeguarding training for Governors can take place post-September</li> </ul> </li> <li>• <b>Agenda Item 8 – Sub-Committee &amp; Working Party Reports</b>                As above – taking place after SATs week</li> <li>• <b>Agenda Item 10 – Safeguarding Update</b>                TM's DBS check has been renewed                JS has submitted the paperwork                JS/GT to arrange date for annual <b>Health &amp; Safety Walk Around</b> after half-term</li> <li>• <b>Agenda Item 11 – Pre-School/Wraparound</b>                GT contacted RB who confirmed she had not seen the Pre-School staff before she left but GT will do it either at the Staff Consultation Meeting or individually</li> <li>• <b>Agenda Item 16 – West Somerset Opportunities Area</b>                GT has contacted Home Start and currently they are doing cookery over at Williton and parents can be encouraged to go there for now</li> <li>• <b>Agenda Item 17 – Review of Policies as per Schedule</b>                PF happy to sign the Complaints Policy off for now, but it will need reviewing post-MAT                JS happy to sign the Data Protection and Online Safety Policy off for now, but it will need reviewing post-MAT</li> </ul>	<p>TM/PK to action</p> <p>GT/JS to action</p> <p>GT/JS to action</p> <p>GT to action</p>

ACTION	AGENDA ITEM	ACTION
	<ul style="list-style-type: none"> <li>● <b>Agenda Item 19 – School Organisation Update</b> <ul style="list-style-type: none"> <li>➤ GT confirmed he has given the Union Rep details to the WP</li> <li>➤ TM confirmed that the WP had taken the last part of the Scheme of Delegation to the next Meeting</li> <li>➤ GT confirmed that a “Frequently Asked Questions regarding Academisation” has been added to the Parents’ section of the School website</li> </ul> </li> </ul> <p>Subject to the hand-amendments above:</p> <p><i>TM proposed acceptance of the MA Report</i>  <i>AR seconded</i>  <i>All Agreed</i>  <b>MA Report signed by AH – to be attached to approved Minutes</b></p>	<p><b>PK to action</b></p>
	<p><b>7. Sub-Committee &amp; Working Party Reports</b></p> <p><b>i. GDPR Working Party</b>  In hand – GT/JS meeting early next half-term</p> <p><b>ii. Finance SC – Approval of Draft Budget 19/20</b>  <i>(Summary circulated with the Agenda)</i></p> <ul style="list-style-type: none"> <li>● TK reported that at the Finance SC Meeting there had been little room for discussion as the draft Budget had been £23K short and therefore the carry forward from last year had been used to balance it to avoid redundancies. The resulting projected carry forward to next year is now small, but this draft Budget is only until the end of August and will be re-set post-MAT and the on-roll number may be up by 6/7 pupils in total by September. (AH to look at class numbers with GT to give info to County ready for Appeals)</li> </ul> <p>No questions/suggestions raised and therefore:</p> <p><i>TK proposed acceptance of the Draft Budget</i>  <i>PF seconded</i>  <i>All Agreed</i>  <b>Summary signed by AH and given to GT to be sent to County</b></p> <ul style="list-style-type: none"> <li>● <b>Finance SC – Confidential Staffing Items x 2 – see separate Confidential Minutes</b></li> </ul>	<p><b>JS/GT to action</b></p> <p><b>AH/GT to action</b></p> <p><b>GT to action</b></p>

ACTION	AGENDA ITEM	ACTION
	<ul style="list-style-type: none"> <li>GT reported that the Parish Council would like to hire the School Hall for their 'Big' Meetings (not the monthly ones) Discussion ensued regarding charge, with a provisional decision being £10 per hour weekday evenings up to 10.00 pm; extra cost for a later finish and weekend hirings; premises must be left as found and no access allowed to the classrooms. AR said that the Football Club will want to hire the Hall at Christmas as well.</li> </ul> <p>GT to ask DC to see if there is a model Hiring Policy available and to check if extra insurance needed</p>	<p>GT to action</p>
	<p><b>8. <u>Family Room Update</u></b> JS - no update at present</p>	
	<p><b>9. <u>Safeguarding Update</u></b></p> <ul style="list-style-type: none"> <li>TM reported on the results of the Fire Audit which took place last Tuesday: 'Unsatisfactory with urgent improvement needed' Missing training records and procedures, key lock to be replaced by "thumb turn" etc</li> </ul> <p>GT hoping to get all outstanding issues covered in the next couple of weeks – AC has been in helping him; GT has spoken to KC and she has offered to send assistance; PF offered to help as well</p> <p>A follow-up Fire Audit is scheduled for October (but the timing of this may change when MAT happens)</p> <p>Thanks were given to AC for all the help and work he has been putting in, having taken some time off work</p> <ul style="list-style-type: none"> <li>TM/GT to check Single Central Record after half-term</li> <li>Health &amp; Safety Audit in June – JS to help GT to prepare</li> </ul>	<p>GT to action with help</p> <p>TM/GT to action JS/GT to action</p>
	<p><b>10. <u>Pre-School/Wraparound</u></b> AH proposed that Pre-School now be included in Headteacher Reports and that Wraparound can be removed from the Agenda for now - agreed</p>	<p>PK to amend future Agendas</p>
	<p><b>11. <u>SEND Update</u></b></p> <ul style="list-style-type: none"> <li>TM confirmed the updated Policy is now on the school website but needs to be amended to say 'reviewed February 2019' but issue with access to that page preventing this being done. GT to ask DC to look at it</li> <li>TM confirmed that Lisa Dunwood (LD) has done a SEN session for parents and has also had feedback on the leaflet she has</li> </ul>	<p>GT/DC to action</p>

AGENDA ITEM	ACTION
<p>produced – suggestions included having LD's photo on it, so they know who to speak to with any concerns</p> <ul style="list-style-type: none"> <li>LD has produced Referral Packs for class teachers to use</li> <li>LD now attends all the Pupil Progress Meetings</li> <li>TM to send SEN Report to PK to attach to approved Minutes</li> </ul> <p><b>Q. Are TAs involved in SEN Reviews?</b>  <b>A. Teacher responsible for pupil/s does the feedback at the meeting but TA input will have been given to them</b></p>	<p><b>TM/PK to action</b></p>
<p><b>12. Received Correspondence</b></p> <ul style="list-style-type: none"> <li>'Thank You' card received from RB for her leaving gift – read out at the Meeting</li> </ul>	
<p><b>13. Monitoring of the SDP and Half-Termly Learning Review Week Update</b></p> <ul style="list-style-type: none"> <li>Next Review Week starts Monday 10<sup>th</sup> June – Govs invited in on the 10<sup>th</sup>; JS available and AH to speak to TS and AC</li> <li>GT confirmed that updates to SDP are being done and staff training in place</li> </ul>	<p><b>AH to action</b></p>
<p><b>14. Parental Forum/Feedback</b></p> <ul style="list-style-type: none"> <li>AH reported that only 3 parents (including AR) attended the recent Meeting concerning Academisation</li> <li>Academisation section now available on the school website with a specific email address for questions etc</li> <li>GT to arrange next Forum</li> <li>GT reported that there will be a new tracking package coming online for DC to use to easily monitor absences and identify patterns</li> <li>Parent Questionnaire to be sent from Governors (not H/T) to go out at the end of this half-term and be returned at the start of the next; to be completed for each child</li> </ul> <p><b>7.05 pm – AC arrived</b></p>	<p><b>GT to action</b></p> <p><b>AH to action</b></p>
<p><b>15. Governor Training</b></p> <ul style="list-style-type: none"> <li>BW attended the Data Breach training – to email info pack to PK for circulation</li> <li>PK to circulate website address to Governors</li> <li>GT and AC attended the Training evening at Haygrove for Governors from all the schools involved; heavy legalistic input – issues maintaining a balance between church and maintained schools; Role of Diocese discussed</li> </ul>	<p><b>BW/PK to action</b></p> <p><b>PK to action</b></p> <p><b>PK to action</b></p>
<p><b>16. Clerk's Briefing Update</b>  <i>(information circulated with Agenda)</i></p>	

ACTION	AGENDA ITEM	ACTION
	<ul style="list-style-type: none"> <li>The 'Key for Governance' package looks well worth having – it comes free with the Gold Governor Services package – GT to check with DC as to which package has been bought into from September and also to check with Haygrove to see if it can be purchased for the whole MAT to use. PK said not to buy from the company who have produced it as Anne Adams has negotiated a special rate for this year at least</li> </ul>	GT to action
	<p><b>17. <u>West Somerset Opportunities Area</u></b></p> <ul style="list-style-type: none"> <li>GT attended meeting yesterday</li> <li>Maths - Training continuing next year</li> <li>English – one of our teachers looking to become a 'Writing Champion'</li> <li>£1K Phonic Audit taking place this term in School (funded by the WSOA)</li> <li>Minibus training – can't justify being out of school for 5 days' training, but LD and AC could both do the County Test instead</li> </ul>	
	<p><b>18. <u>Review of Statutory Policies as per Schedule and delegation</u></b></p> <p>Attendance } Too much to do before June and likely to change  Child Protection } post-MAT, GT to take to Haygrove Meeting to  Child Looked After } check what to do about these and other  Staff Discipline } policies that will need reviewing in the near  Teacher Appraisal } future</p>	GT to action
	<p><b>19. <u>For Ratification</u></b></p> <p>Complaints – AH to check through  First Aid - Done  Data Protection and Online Safety – In Hand</p>	AH to action
	<p><b>20. <u>School Organisation Update</u></b></p> <p>Talks with Brown Jacobson taken place:</p> <ul style="list-style-type: none"> <li><b>Land</b> – all information now complete and sent through to DfE</li> <li><b>PreSchool</b> – happy with this set up now</li> <li><b>Public Consultation Meeting</b> – to take place</li> <li><b>Staff Consultation Meeting</b> – letter going out to all staff tomorrow – Meeting taking place on Monday 20<sup>th</sup> May at 4.00 pm (copies to HR, Union Reps and Haygrove with invitations to attend)</li> <li>WP still meeting monthly</li> </ul>	
	<p><b>21. <u>Confidential Items</u></b></p> <ul style="list-style-type: none"> <li>Agenda Item 7ii Staff Items x 2</li> </ul>	
	<p><b>22. <u>Review of This Meeting</u></b></p> <ul style="list-style-type: none"> <li>GT thanked for his positive input to his first Meeting as H/T</li> </ul>	
	<p><b>23. <u>Date for Next Meeting</u></b>  <b>Changed to Thursday 4<sup>th</sup> July 5.30 for 6.00 pm</b></p>	

Meeting closed 7.30 pm

Agreed and Signed as a true record

Name: ANNA HAMMOND

Print: Anna Hammond

Date: 11/7/19

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Stogursey CoE Primary School Board of Governors  
Draft Minutes of the FBoG Meeting held 9<sup>th</sup> May 2019 approved for circulation

Initialled: AST

Date: 11.7.19





Stogursey CoE VA Primary School

School Core Values: Courage Resilience Kindness Friendship Thankfulness Love

**MATTERS ARISING REPORT FROM FBoG MEETING: 9th May 2019**

<b><u>AGENDA ITEM</u></b>	<b><u>ACTION</u></b>
<p><b><u>Agenda Item 3 – Governor Vacancies</u></b></p> <ul style="list-style-type: none"> <li>PK/AH to arrange election for Staff Governor vacancy</li> <li>PK to contact PCC Re: 4 Foundation Governor vacancies</li> </ul>	<p>In process. <sup>See Agenda Item 3</sup> 11/07/19                      Rev Nicky emailed and reply received confirming she would speak to PCC, but no further update received from her before she went on holiday. AH subsequently contacted the Diocese and confirmation now received that Tina Wilkes can approve on behalf of the Diocese and TW has sent conversion to academy forms to AH for all the Foundation Governors. See Agenda Item 3 for July 11<sup>th</sup> Meeting</p>
<p><b><u>Agenda Item 5 – Acceptance of Draft Minutes of 28<sup>th</sup> March 2019</u></b></p> <ul style="list-style-type: none"> <li>PK to add signed copy to Sch website and send to SGS</li> </ul>	<p>Done</p>
<p><b><u>Agenda Item 6 – Matters Arising Report</u></b></p> <ul style="list-style-type: none"> <li>TM to email Parish Council letter to PK</li> <li>GT/JS to meet Re GDPR training after SATs week</li> <li>JS waiting for DBS check renewal update</li> <li>GT/JS to arrange date for annual Health &amp; Safety Walk Around after half-term</li> <li>GT to speak to Pre-School staff either at the Staff Consultation Meeting or individually</li> <li>PK to add signed MA Report to approved Minutes</li> </ul>	<p>Done                      See Agenda Item 7 below                      Certificate not received yet                      See Agenda Item 9 below <sup>See Agenda Item 12</sup> 11/07/19                       Done                       Done</p>
<p><b><u>Agenda Item 7 – Sub-Committee &amp; Working Party Reports</u></b>  <b>GDPR WP</b>                      GT/JS (GDPR WP) to meet early first half summer term</p>	<p>Initial Meeting held 11<sup>th</sup> June; findings: GDPR reminders to be delivered in Staff Briefings and a lockable filing cabinet purchased for School Office</p>

<u>AGENDA ITEM</u>	<u>ACTION</u>
<b>Finance SC</b> AH/GT to look at class numbers to give info to County ready for Appeals GT to send signed Budget Summary to County GT to check with DC to see if model Hirings Policy available and check if extra insurance needed	In hand Done Done
<b><u>Agenda Item 9 – Safeguarding Update</u></b> <ul style="list-style-type: none"> <li>• GT to action all outstanding issues from Fire Audit with assistance from AC/PF and KC</li> <li>• TM/GT to check Single Central Record after half-term</li> <li>• JS/GT to prepare for Safety Audit in June</li> </ul>	Done Meeting 5 <sup>th</sup> July to complete check Report to be circulated 8 <sup>th</sup> July  Done 25 <sup>th</sup> June; some paperwork could not be located following handover from RB to GT; GT has not had relevant training yet for some of the Headteacher data bases relating to safety. Action List has been drawn up
<b><u>Agenda Item 10 – Pre-School/Wraparound</u></b> <ul style="list-style-type: none"> <li>• PK to amend future Agendas (Wraparound to be dropped for now and Pre-School to be included in the Headteacher’s Report)</li> </ul>	Done
<b><u>Agenda Item 11 – SEND Update</u></b> <ul style="list-style-type: none"> <li>• GT/DC to amend updated Policy on website to say ‘reviewed February 2019’</li> <li>• TM to send SEN Report to PK to attach to approved Minutes</li> </ul>	Policy amended and on website Done
<b><u>Agenda Item 13 - Monitoring of the SDP and Half-Termly Learning Review Week Update</u></b> <ul style="list-style-type: none"> <li>• AH to see if TS and AC are available to go into School on the 10<sup>th</sup> June</li> </ul>	Superseded by MAT events
<b><u>Agenda Item 14 – Parental Forum/Feedback</u></b> <ul style="list-style-type: none"> <li>• GT to arrange date for next Forum</li> <li>• AH to arrange for Parent Survey to go out at end of term for return at start of summer term</li> </ul>	Done Survey sent out; TM doing report for circulation
<b><u>Agenda Item 15 – Governor Training</u></b> <ul style="list-style-type: none"> <li>• BW to email info pack on Data Breach training to PK for circulation</li> <li>• PK to circulate website address to all Governors</li> </ul>	Both done

<u>AGENDA ITEM</u>	<u>ACTION</u>
<p><b><u>Agenda Item 16 – Clerks’ Briefing Update</u></b></p> <ul style="list-style-type: none"> <li>• GT to check with DC and Haygrove as to ‘Key for Governance’ package purchase</li> </ul>	In hand
<p><b><u>Agenda Item 18 – Review of Policies as per Schedule</u></b></p> <ul style="list-style-type: none"> <li>• GT to raise reviewing of Policies at forthcoming Haygrove Meeting to see how to proceed</li> </ul>	In hand
<p><b><u>Agenda Item 19 – Ratification</u></b></p> <ul style="list-style-type: none"> <li>• AH to check through Complaints Policy and Data Protection &amp; Online Safety</li> </ul>	Done and signed off by AH & TM

Agreed as true record; to be attached to approved Minutes for 9<sup>th</sup> May 2019

Signed: Anna Hammond Date: 11/7/19

Print: ANNA HAMMOND

