

## 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 29<sup>th</sup> November 2018

Present:

Anna Hammond	(AH)	Co-Chair/Elected Parent Governor
Teresa Miller	(TM)	Co-Chair/LA Governor
Rebecca Barnes	(RB)	Headteacher
Anthony Chetland	(AC)	Foundation Governor
Peter Farmery	(PF)	Foundation Governor
Tim Kaye	(TK)	Foundation Governor
Allen Robins	(AR)	Foundation Governor
Tony Smith	(TS)	Ex Officio/Foundation Governor
Jackie Stone	(JS)	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 6.00 pm with a prayer for Friendship: *'Don't walk in front of me, I mightn't follow. Don't walk behind me, I mightn't lead; just walk beside me and be my friend. We pray for our children and their friendships, ourselves and our friendships and for all the deliberations we shall make today as Governors and as friends. Amen'*

AGENDA ITEM	ACTION
<p><b>1. <u>Apologies for Absence and acceptance/non-acceptance</u></b> Verbal from AC that he would be arriving later – at 6.30 pm</p>	
<p><b>2. <u>Declaration of Interest</u></b> RB/GT/BW/AR – Agenda Items 21 &amp; 23 GT stated that he will be standing for Councillor next year – Gov Servs to be contacted to see if this needs to be recorded, if successful</p>	<b>PK to action</b>
<p><b>3. <u>Governor Vacancy Update</u></b></p> <ul style="list-style-type: none"> <li>• TM's term of office as LA Governor due to finish on the 1<sup>st</sup> December 2018 – personal statement from her for Co-opted Governor vacancy circulated with the Agenda (now outcome of School Organisation known, not likely to need an LA Governor in future). TM left the room while a decision made:</li> </ul> <p>AH proposed appointing TM as the Co-opted Governor</p>	

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<p>Seconded by JS All Agreed. TS welcomed back as Co-opted Governor Gov Services to be informed</p> <ul style="list-style-type: none"> <li>Other existing vacancies to be left as is since re-constitution will take place in the near future, probably down to a smaller Board</li> </ul>	<p><b>PK to action</b></p>
<p><b>4. <u>Matters of Urgency not on the Agenda</u></b> None</p>	
<p><b>5. <u>Acceptance of Draft Minutes of 20<sup>th</sup> September 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</i></p>	<p><b>PK to add signed Minutes to Sch website and send to SGS</b></p>
<p><b>6. <u>Matters Arising Reports</u></b> <i>(Circulated with the Agenda)</i></p> <ul style="list-style-type: none"> <li>Revised Scheme of Delegation <i>AR proposed acceptance</i> <i>GT Seconded</i> <i>All Agreed</i></li> <li>Revised Standing Orders Agreed that AH/TM/JS to meet and go through it and bring suggested amendments for approval to next FBoG Meeting</li> </ul> <p><i>TM proposed acceptance of the Report</i> <i>AR 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><b>AH/TM/JS to meet PK to add to next Agenda</b></p> <p><b>PK to attach to approved Minutes</b></p>
<p><b>7. <u>Headteacher's Appraisal Arrangements</u></b> Steve John coming on the 4<sup>th</sup> December to carry out appraisal with 2 Governors – AH &amp; PF offered, all agreed</p>	

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	<p><b>8. Sub-Committee &amp; Working Party Reports</b></p> <p><b>i. Finance SC Report</b> (Circulated with the Agenda)</p> <p>a) <b>ToR incorporating Division of Duties for Approval</b> TK proposed approval JS seconded All Agreed AH Signed</p> <p>b) <b>Virements for Approval</b> <b>Proposal to move £2100 from ESS Budget to TS budget</b> TK proposed TM seconded All Agreed</p> <p><b>Proposal to move £798 from MSA &amp; CP budget to ESS budget</b> TK proposed JS seconded All Agreed</p> <p>RB to arrange for Virements to be done by DC</p> <p>c) <b>Teachers' Pay Policy Option 2 for Approval</b> RB explained 3 Options on offer (Option 1 would only give pay rise to 2 grades, Option 2 gave pay rise across all grades and Option 3 was for schools to decide own pay rises). Finance SC had provisionally agreed Option 2 – Agreed by FBoG</p> <p>d) <b>Confirmation of Division of Duties</b> Recent Audit had highlighted possible issues with how financial purchases are signed off but had not taken into account difficulties with being a small school/staff. Finance SC was happy that procedures are clearly defined within the Finance Policy (&amp; Division of Duties) and recommended that the FBoG approve too. Agreed.</p> <p>RB gave update regarding photocopier lease – final 18 months/2 years on half-cost so decided to keep it and look to upgrade once part of the MAT</p>	<p><b>RB to action</b></p> <p><b>RB to action</b></p>
(AC arrived)	<p><b>9. Family Room Update</b> AH/TM confirmed that they had received a letter from the Parish Council informing them that with great reluctance, the ring-fenced £200K from the CIM fund for the school, was now having to be taken</p>	

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ACTION	AGENDA ITEM	ACTION
	<p>back into the Village Hall contingency fund; letter read out at Meeting. All expressed extreme disappointment at this directive from the CIM Fund to the Parish Council</p> <p>The Fairfield Estate appeared to be willing to advance a small grant initially, but this was based on the School having the £200K from the CIM Fund, so now this is unlikely to progress. Will have to wait to see if there is anything left over when the Village Hall is completed that will come back to the School.</p> <p>JS also reported that having exhausted all the major sources for grants (Lottery, National Grid etc) she is currently approaching the larger companies working on C site to see if any support might come from them. AH thanked JS for her tenacity.</p> <p>Agreed AH to email Parish Council letter to PK to attach to Minutes</p>	<p><b>AH/PK to action</b></p>
	<p><b>10. Safeguarding Update</b> (Circulated with Agenda)</p> <ul style="list-style-type: none"> <li>• TM confirmed she had carefully read through the Policy and had raised some questions with RB – update at next Meeting</li> </ul>	<p><b>TM to action</b></p>
	<p><b>11. Admissions</b></p> <ul style="list-style-type: none"> <li>• Admissions for September 2019 already in place, following September's will be under the MAT</li> </ul>	
	<p><b>12. Received Correspondence</b></p> <ul style="list-style-type: none"> <li>• AH reported that she had received a further communication regarding the parental complaint in the summer and that she had followed this up with a formal letter and informal meeting and that the issue is resolved for now</li> </ul>	
	<p><b>13. Monitoring of the SDP and Calendar</b></p> <ul style="list-style-type: none"> <li>• RB confirmed that the new-format SDP is now on the School website in the Governors' Secure Area and briefly explained it. Much changed from old version and discussion took place as to how Governor visits can be focussed on the new 4 Priority Areas</li> <li>• The Calendar has now been superseded by the Half-Termly Learning Review Weeks (Agenda Item Heading to be changed in future). Next LR Week is next week (RB apologised for late notice)</li> </ul> <p>TM/TK to go in at 9.00 am on Thursday 6<sup>th</sup> December to meet with GT Re Maths</p> <p>AH/AC to go in on Friday 7<sup>th</sup> December to look at English</p>	<p><b>PK to action</b></p> <p><b>TM/TK to action</b></p> <p><b>AH/AC to action</b></p>

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	<ul style="list-style-type: none"> <li>AH/TM have drawn up an Action Plan Re: Academisation – AH to circulate</li> </ul> <p><b>Governor Visits Report</b> (Circulated with the Agenda) Responses to questions raised on page 2 as follows:</p> <p><b>Q 1 How are children with poor communication supported within school?</b> Issue is being addressed by West Somerset Opportunities as well and providing lots of new training for staff including early language acquisition, early talk boost and the next step of this into Y1/Y2. RB confirmed this is a big issue from Pre-School onwards and impacts on all aspects of English, speaking, writing etc. Some children have Speech &amp; Language programmes already, others have been referred. Staff trying to engage all the children in reading to help and encourage language acquisition and every class has 10 new words a week to learn and use and lots of story work is taking place. However, there are children in the younger years who are not able to name basic objects and this will inevitably have a knock-on effect as they progress up the school.</p> <p>GT confirmed that the latest Ofsted Framework which will be out next September will have a major focus on a broad and balanced curriculum and he and RB are looking to being able to plan/design the curriculum (under MAT powers) across the School, looking at vocabulary, experiences and making the curriculum work for our children and families</p> <p>Further question raised regarding new SDP being only subject-based and tending to go against the above? RB agreed but stated that currently even with Curriculum, our Writing, Maths and Reading is not good enough. By raising these, creativity will also come into play (currently the Library is being to encourage more reading) so although Curriculum is not an actual Focus Priority in the SDP, it is there within each of the four identified ones.</p> <p><b>Q3 How do we gain funding to provide support for children with greater needs?</b> At present, there are some children with Higher Needs funding but also some currently unfunded, going through the process</p> <p><b>Q4. Risk Assessment for possible escape of child with greater needs?</b> RB satisfied this is not an issue at the moment with the new gating arrangements (although some parents still do not properly close the gates arriving/leaving the premises)</p>	<p>AH to action</p>

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	<p><b>Q6 What external links/training meetings are available for Pre-School staff?</b>  <i>West Somerset Opportunities training:</i>  <i>Early Years Conference for Pre-School &amp; Reception (RB attended)</i>  <i>½ termly EY Meetings for staff able to attend</i>  <i>Language training</i>  <i>EY support in School</i></p>	
	<p><b>14. Parental Forum/Feedback</b></p> <ul style="list-style-type: none"> <li>AH confirmed the next one to take place on the 14<sup>th</sup> December at 2.15 pm – GT/AH/JS to attend</li> </ul>	
	<p><b>15. General Data Protection Act Update</b></p> <ul style="list-style-type: none"> <li>Posters now up round school</li> <li>WP still to meet – date to be arranged ASAP</li> </ul>	<p>WP to action</p>
	<p><b>16. Racial Incidents for the 2017/18 Academic Year</b>  <i>(Circulated with the Agenda)</i></p> <ul style="list-style-type: none"> <li>No incidents to report for last year</li> <li>RB to look at responses to the 2 questions under Schools/Academies section</li> </ul>	<p>RB to action</p>
	<p><b>17. Governor Training</b></p> <ul style="list-style-type: none"> <li>GT has attended his Induction Day – very good and informative</li> <li>TM attended the Chair's Briefing</li> <li>PK reminded all Governors that feedback forms must be completed either on the day if provided, or by email if sent from Gov Servs</li> <li>Safeguarding Training for the Board now due – RB doing training in Spring and will then do session for rest of Board</li> </ul>	<p>RB to action</p>
	<p><b>18. West Somerset Opportunities Area Written Report</b>  <i>(Circulated with the Agenda)</i></p> <ul style="list-style-type: none"> <li>AH thanked RB for her Report</li> <li>RB confirmed that she is being more selective as to what she attends but there is less on offer currently</li> <li>Other staff including GT are attending Maths training and most of the time RB can cover GT and get it back-paid by WSO</li> <li>Nothing Early Years-wise outstanding at the moment</li> <li>Having come to the end of the first year, new actions will be implemented in the second year</li> <li>Idea of this project is to be able to leave a legacy – looking at a West Somerset Curriculum for 2 years – 18 years (which our school will help to develop and take inspiration from) and raise aspirations in years to come, since it will not be possible to evaluate success at the end of the 3-year project since it's aiming to improve social mobility and that will take years to evaluate</li> </ul>	

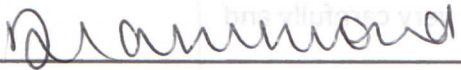
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	<p><b>19. Review of Statutory Policies as per Schedule and delegation</b>            Various Policies reviewed – 3 brought for ratification (see next Agenda Item) and Finance-based ones, reviewed by TK &amp; RB will be brought to the Finance SC for approval/ratification as appropriate</p>	<p>RB to send to PK for next Finance SC Mtng</p>
	<p><b>20. For Ratification</b>  <i>(3 Circulated with the Agenda)</i></p> <p><b>A. Teachers' Pay (RB/GT/BW/AR left the room for this Policy)</b>            TK confirmed he had been through the Policy very carefully and was happy with it</p> <p><i>TK proposed ratification</i>  <i>JS seconded</i>  <i>Agreed and signed by TK To be Reviewed September 2019</i></p> <p><b>B. Safeguarding &amp; Child Protection</b>            TM confirmed that minor amendments Re: numbering had been made and updated copy now on website</p> <p><i>AH proposed ratification</i>  <i>PF seconded</i>  <i>Agreed and signed by TM</i></p> <p><b>C. Whistle-blowing</b>            AH confirmed she had read through this, was happy and was able to sign it off on behalf of the FBoG</p> <p><b>D. Finance Policy</b>  <i>(not previously circulated)</i>            TK confirmed he had gone through this with RB and it was agreed that it could be proposed for ratification</p> <p><i>PF proposed ratification</i>  <i>TK seconded</i>  <i>Agreed and signed by AH</i></p>	<p>PK to add to Agenda</p>
	<p><b>21. School Organisation Update</b>            See separate Confidential Minutes 1</p>	
	<p><b>22. Staff Pay/Performance</b>            See separate Confidential Minutes 2</p>	
	<p><b>23. Review of This Meeting</b></p> <ul style="list-style-type: none"> <li>• Heavy on paperwork</li> <li>• Achieved a great deal within the time</li> </ul>	

ACTION	AGENDA ITEM	ACTION
<p><b>24. Date for Next Meeting</b> <b>31<sup>st</sup> January 2019</b></p>		

Meeting closed 8.06 pm

Agreed and Signed as a true record

Name: ANNA HAMMOND

Print: 

Date: 28/2/19



Finance SC Meeting 9<sup>th</sup> January 2019 – notes by AH

**Present**

TK (chair) RB, PF, AR, AH (minutes), DC

Declaration of interest

AR (potential agenda item 9).

**Minutes**

AR proposed, PF seconded. All agreed

**Matters arising**

Crossing patrol – one applicant. RB requested that a governor be available to interview. AH suggested TM be invited.

Proposed by AR, seconded PF

**Finance based Policies for approval**

- I. Governor's allowance approved. To be signed by chair.
- II. Charging and remissions approved. To be signed by chair.
- III. Lettings policy needs to be in place by end of this term. Needs to be written and approved.

**School Audit Report**

TK and RB have reviewed the audit and necessary is in hand. Minuting needs to provide a clearer audit trail. Agreed to add finance benchmarking reports as a regular item on the finance committee agenda. Action PK

**Annual SFVS form parts C & D**

Reviewed by committee- see notes taken on form.

Where partial or no answers given action plan is required Action TK

**Pre-school finance update**

Discussion as to how we manage the move from LA to MAT with regard to securing the surplus at preschool.

We have not asked for rent for some time from Pre-school.

Discussion about whether we should continue not to ask for rent until the move to MAT and how much contingency is reasonable to maintain. RB will discuss with Tracy Lee from HMAT. Action TK, RB

**Finance Report as at month 6**

Agreed to ask LAD to increase hours until end of March by one day per week. Paid from Pupil Premium and Education support staff.

**AOB**

None

**Date of next meeting**

Not set as awaiting release of budget from county.

