



Governing Body of *Coldean Primary School*

Learning together, inspiring each other

Meeting of the Full Board of Governors (FBG) – Draft Minutes

Tuesday 30 April 2019 at 17.00 hours

Present: Dawn Lorec (DL – acting Chair), Samantha Fearn (SF), Tom Humphries (TH), Karis Cooper (KC), Stuart McConnachie (SM – Headteacher) and Sarah Ali (SA).

In attendance Nigel Watson (NW – staff member & deputy headteacher), Alexis Grummett (AG – staff member & Special Educational Needs Coordinator (SENCo)), Sophie Clifford (SC – staff member), Jo Smart (JS – staff member & school bursar) and David Harvey (DH – clerk).

1. **Apologies for absence** – were accepted from Steve Horne (SH), Rebecca Ouassa (RO) and Sharon Terrill (ST – Chair). The Clerk noted that six out of nine governors were present and confirmed that the meeting was quorate.
2. **Declarations of interest** – None.
3. **Minutes of the previous meeting**

The minutes of the meeting held on 8 February 2019 were approved by the FBG and signed by the Chair.

4. **Actions from the last meeting:-**

- Circulation of NW data report of January 2019 to all – done.
- Contact with MS to verify intentions to serve as co-opted governor for another term of office – done.
- Contact with KC to verify intentions to serve as staff governor for another term of office – done.

5. **Matters arising** – None.

6. **Committees**

Resources and Finance

In the absence of the committee Chair (RO), TH provided the FBG with highlights of the last meeting of 19 March 2019. TH stated that these included presentation by JS of the school three year budget (showing a surplus); a focus on tightening costs; parental voluntary contributions via ParentPay (JS confirmed that parents were already starting to pay in); a discussion on the rates bill (JS stated that a significant increase had been imposed); submission of the School Financial Value Standard (SFVS) return (JS confirmed that this had been done by the deadline of 31 March); and presentation of a report by SM.

Education and Learning



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The acting Chair provided highlights of the Committee meeting of 2 April which included – attendance by ST, RO and DL of pupil progress meetings on 1 April; visits by Cassie Palmer (CP – assistant headteacher) to other schools in the area to discuss Pupil Premium (PP) strategies (Coldean was attended by 50% plus PP students, who were doing well and better than the national average); use of Year 6 reading mentors once the SATS were completed for Years 1 and 2; impressive use of reading journals; concern about writing (measures in place to address this shortcoming); the high incidence of exclusions (SM was in contact with the local authority about specific children in this regard).

SM acknowledged this last point about exclusions and provided specific details of the children concerned; adding that one to one plans to address behaviour concerns were now in place.

Governors noted that, with regard to data, there were variations in different years; e.g. concerns with Year 2. NW explained that using percentages did highlight variances but pointed out that when applied to only a few children, this could have a big impact on the Year group as a whole.

7. Recruitment and Retention

The acting Chair updated the FBG about developments on governor membership:–

- SC had been elected unopposed as staff governor successor to KC and would take up her appointment with effect from 9 June 2019 (i.e. the day after expiry of KC's term of office);
- the FBG had agreed NW's appointment as co-opted governor successor to CP, with effect from 17 March 2019 (i.e. the day after expiry of CP's term of office);
- the FBG had agreed AG's appointment as an associate member, with effect from the date of this meeting (i.e. 30 April 2019);
- the FBG had been notified of SH's intention to step down as co-opted governor at the end of the academic year (i.e. with effect from 10 July 2019, the day after the last FBG).

NW suggested that a governors' skills audit be carried out, to identify gaps in the FBG – DH agreed to circulate the National Governance Association (NGA) template to this effect.

8. Governor monitoring

Raising Attainment Plan (RAP) & Monitoring Timetable

NW paid tribute to the considerable amount of governor monitoring done in the latest period of the current RAP. The acting Chair noted that governors had reviewed their participation in this regard and the RAP as part of the work done on the Governors' Day event of 8 February 2019. The acting Chair informed the FBG that, following the success and value of this Day, ST had suggested holding two similar events in the new academic year; for the second to focus on planning a monitoring visit programme.



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NW suggested that governors might like to attend part of the school science week – the acting Chair noted that SF and SA agreed to participate on 27 June. The acting Chair concluded by saying that the monitoring timetable was working well and governor should continue with this system – the pairing arrangement was of particular value.

Governor visit reports

TH informed the FBG that he and SH had carried out a mathematics learning walk in March and would compile a visit report shortly. The acting Chair advised the FBG that, as governors' presence at pupil progress meetings was documented in minutes taken of these events, monitoring visit reports need not be done in these instances.

9. Headteacher report

Finance

SM alerted the FBG to the finding of an accounting discrepancy which had resulted in a carry forward figure of £240K being identified – in excess of the usual 8% allowed by the LA. JS explained that this had happened to an incorrect zeroing out of a contingency fund, which had not been properly monitored or corrected by the LA, despite it being sent monthly outturn reports by the school.

SM stated that he was now in discussion with the LA on how this money might be spent by the school and had compiled a provisional plan and timetable in support of this approach. SM provided details of this expenditure plan to the FBG, which included provision of SEN support (a mini Hub); staff training; school premises improvements (flooring, safety doors (fob operated), hall fire door, nursery fencing, nursery conservatory, outside stage area, car park, emergency lighting and Early Years toilet refurbishment).

JS informed the FBG of the school's intention to withdraw from the School Information Management System (SIMS) in September; and to sign up to the Pier self-service system (with ten other schools).

Personnel

SM provided the FBG with details of senior staff movements, occurring as a result of resignations and maternity leave; and planning in place to mitigate these changes. SM added that continuing with reading support would be considered (i.e. after an impact assessment) and funded from the carry forward surplus.

Premises

SM provided details of works planned in the school, which included emergency lighting, replacement windows, hall fire door, nursery metal fence and replacement of the reception wooden fence by a hedge. SM highlighted the solar panel installation in particular, commenting that the panels, although put in, had yet to be connected up – there were unresolved concerns with the subcontractor's working practices which were being dealt with by the LA and Health & Safety Executive (H&SE).



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Raising Attainment Plan (RAP)

SM stated that he had reviewed this document, to see what had been done well and what needed further attention.

Children's Parade

SM drew attention to the school's participation in this event, due to take place on 4 May.

Admissions

SM anticipated the school welcoming 37 children in Reception in September 2019.

Well-being

SM recounted the successful visit by staff on 23 April to the Eastbourne town gallery, which included participation in a still life drawing class and a vegan lunch.

Health & Safety

SA informed the FBG of her appointment as H&S link governor and her recent meeting with NW to go through the school policy. SA highlighted her examination of the school first aid kits, to check on items expiry dates and streamline contents; also incident and accident reports (practice on quality of completion and information sharing with parents was variable). NW reported that the LA had recently encouraged schools to set up internal H&S committees for participation by senior and support staff, also governors – this would be done by Coldean

10. Any other business

The acting Chair drew attention to the need for governors to raise their profile and asked about the provision of identity badges – NW confirmed that this had been done.

The acting Chair asked about welcoming new children – SM confirmed that the teddy bear picnic was still being done (5 July) and encouraged governors to attend.

The acting Chair thanked KC on behalf of the FBG for her much appreciated service to the Board over the last four years.

The acting Chair noted that AG, in her role as associate member, would attend FBG and Education & Learning Committee meetings.

11. Agreements / recommendations made at the meeting

Appointment of NW as co-opted governor, with effect from 17 March 2019.

Appointment of SC as staff governor, with effect from 9 June 2019.

Appointment of AG as associate member, with effect from 30 April 2019.

ACTIONS	BY WHOM
Participation in school science week in July 2019	SF & SA



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Circulation of NGA governors skills audit template to FBG members	SH
Completion of a governors' monitoring visit report (maths learning walk of March 2019)	TH

I confirm this to be a true representation of the Governing Body meeting on this day

..... ChairDate

Next meeting – Tuesday 9 July 2019 - 17.00 hours