

## Full Governing Board Minutes

An Extraordinary meeting of the Full Governing Board was held on Tuesday 13<sup>th</sup> June 2017 at Buckland Brewer Primary School at 18.30. The minutes of the meeting are set out below.

Meeting - Minutes						
Date/Time	Tuesday 13 <sup>th</sup> June / 18:30		Location	Buckland Brewer		
Attendees	Initials		Agenda Summary			
Claire Ankers	CA	Foundation Governor	<ol style="list-style-type: none"> <li>1. Welcome &amp; apologies for absence</li> <li>2. Declaration of Pecuniary / Business Interests</li> <li>3. Attendance &amp; Confidentiality Statement</li> <li>4. Consider adoption of Buckland Brewer Under Fives as a Governor run setting.</li> <li>5. Ratify decision to extend age range of Parkham school from 2-11.</li> <li>6. Items brought forward at the discretion of the Chair.</li> <li>7. Date &amp; Time of Next Meeting</li> </ol>			
Graham Bridger	GB	Foundation Governor				
Sarah Day	SD	Co-opted Governor				
Melanie Dorrell	MD	Staff Governor				
Erol Eales	EE	Parent Governor				
Gina Finch	GF	Staff Headteacher				
Alan Jones	AJ	Co-opted Governors				
Phil Priest	PP	Co-opted Governor				
Linda Rafferty	LR	LEA Governor / Chair				
Clare Sargeant	CS	Co-opted Governor				
Apologies	Initials					
Claire Ankers	CA	Foundation Governor				
Melanie Dorrell	MD	Staff Goven				
In Attendance	Initials					
Wendy Ainscough	WA	Clerk				
Bridget Millman	BM	School Business Manager				

Signed by Chair \_\_\_\_\_

Minute ref#	Minute	Actions / By whom
FGB 170613/1	<p><b>Welcome &amp; apologies for absence</b></p> <p>LR welcomed all to the meeting. Apologies had been received in advance from</p>	<p>WA – update attendance register</p>
FGB 170613/2	<p><b>Declaration of Pecuniary / Business Interests</b></p> <p>None were declared.</p>	
FGB 170613/3	<p><b>Attendance &amp; Confidentiality Statement</b></p> <p>All present signed the confidentiality statement.</p>	
FGB 170613/4	<p><b>Consider adoption of Buckland Brewer Under Fives as a Governor run setting.</b></p> <p>GF told Governors that she has been in contact with Warren Smart, Chief accountant, as he will have to approve the plan from a financial perspective. He has listed some concerns around the plan, in particular that they run at a deficit despite this being due to decreased numbers in September. He has advised that he is happy to work with the school to rule out any year 2 deficit.</p> <p>The proposed staffing numbers are based on projected numbers, this means that there would need to be a redundancy of hours. GF advised that existing staff would be TUPE'd across and they would then need to consult on redundancy. She added that there was sufficient funds in the existing reserves to cover any future redundancies.</p> <p><b>SD asked about the current hours.</b></p> <p>GF advised that they open for 4.5 days at present, adding that there is the possibility that 0.5 day could be incorporated into KS1.</p> <p><b>GB asked about effect of 30 hours funding.</b></p> <p>GF advised that they have calculated based on worst case scenario. A discussion about projected numbers followed.</p> <p><b>PP asked if we could appoint on zero hours contract or an equivalent.</b></p> <p>AJ commented that there would be a buffer for 2 years with current capital reserves.</p> <p>GF felt that it would be better to bring the pre-school on-site as the largest expenditure is rent.</p> <p><b>PP felt that it would be appropriate to tell the village that the Governors are prepared to take on the risk of keeping the pre-school open.</b></p> <p><b>LR queried the takeover date of October half term.</b></p> <p>AJ advised that it would not be practical to put everything in place by September.</p> <p><b>PP asked how it would be governed.</b></p> <p>GF confirmed that is would have a G122 separate budget as it is run off site. PP asked who from the pre-school would feedback to the Governing Board GF advised that this would be down to the management of the site. Debbie Brookes as EYFS lead would oversee roles.</p> <p>PP added that we would want staff to feel that they are part of the school. GF advised that there are already good links in place.</p> <p><b>LR asked if Debbie Brookes was happy about how these changes would affect her role.</b></p> <p><b>SD asked how we are going ensure Governance, would a pre-school parent or</b></p>	

Signed by Chair \_\_\_\_\_

	<p>a staff representative that would join the board.</p> <p><i>PP proposed that the Flying Start Federation take over the running of Buckland Brewer Under Fives as a Governor run setting, this was seconded by AJ and the Governing Board unanimously agreed.</i></p>	
FGB 170613/5	<p><b>Ratify decision to extend age range of Parkham school from 2-11.</b></p> <p><i>LR proposed that the age range of Parkham Community Primary School was extended to 2-11, this was seconded by PP and the Governing Board unanimously agreed.</i></p>	
FGB 170613/6	<p><b>Items brought forward at the discretion of the Chair.</b></p> <p>None</p>	
FGB 170613/7	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting will be on Tuesday 11<sup>th</sup> July 2017 at 18:30 in Parkham.</p>	

Meeting Closed at 18.38