

Full Governing Board Minutes

The Annual Housekeeping meeting of the Full Governing Board was held on Tuesday 17th October 2017 at **Buckland Brewer Primary School** at 18.30. The minutes of the meeting are set out below.

Meeting - Minutes (Part I)				
Date/Time	Tuesday 17 th October 2017/ 18:30		Location	Buckland Brewer
Attendees	Initials		Agenda Summary	
Graham Bridger	GB	Foundation Governor	<ol style="list-style-type: none"> 1. Welcome & apologies for absence 2. Declaration of Pecuniary / Business Interests 3. Confidentiality Statement 4. Approval of Parent Governor 5. Agree minutes from previous FGB meeting held on 11.07.2017 6. Matters arising from previous minutes 11.07.2017 7. Agree minutes from previous FGB meeting held on 12.09.2017 8. Matters arising from previous minutes 12.09.2017 9. Agree minutes from previous EFGB meeting held on 26.09.2017 10. Matters arising from Resources & T & L Minutes 11. Consider HT report (to include safeguarding) 12. Approval of the School Improvement plan 2017/18 13. Ensure HT Performance Management Meeting is set 14. Letter from Ofsted 15. Complaints Policy Review 16. Finance Policy for ratification 17. Admissions Policy Consultation 2019/20 18. Governor Visit Reports 19. Governor training update 20. Correspondence 21. EHCP Consultation Letter 22. Card for Linda Rafferty 23. Items brought forward at the discretion of the Chair. 24. Changes to SEND funding 25. Date & Time of Next Meeting 	
Sarah Day	SD	Co-opted Governor		
Lucy Dignam	LD	Co-opted Governor		
Gina Finch	GF	Staff Headteacher		
Alan Jones	AJ	Co-opted Governors		
Miranda Roper	MR	Parent Governor		
Clare Sargeant	CS	Co-opted Governor		
Apologies	Initials			
Claire Ankers	CA	Foundation Governor		
Erol Eales	EE	Parent Governor		
Phil Priest	PP	Co-opted Governor		
In Attendance	Initials			
Wendy Ainscough	WA	Clerk		

Signed by Chair _____

Minute ref#	Minute	Actions / By whom
171017/1	<p>Welcome & apologies for absence</p> <p>AJ welcomed all to the meeting Apologies had been received in advance from PP. No contact had been received from EE or CA.</p>	
171017/2	<p>Declaration of Pecuniary / Business Interests</p> <p>None declarations were made.</p>	
171017/3	<p>Confidentiality Statement</p> <p>AJ gave a reminder about confidentiality and the declaration was signed by all present. For the benefit of new Governors GF gave an explanation of Part II procedures.</p>	
171017/4	<p>Approval of Parent Governors</p> <p>MR was welcomed to the meeting, she confirmed that she was happy to join the Governing Board as a Parent Governor and left the room.</p> <p><i>AJ proposed that MR join the Governing Board for a 4 year term, this was seconded by GF and the Board unanimously agreed.</i></p>	
171017/5	<p>Agree minutes from previous FGB meeting held on 11.07.2017</p> <p>The minutes of the meeting dated 11.07.2017 were considered.</p> <p><i>AJ proposed acceptance of the minutes, this was seconded by CS and the Board unanimously agreed.</i></p>	
171017/6	<p>Matters arising from previous minutes 11.07.2017</p> <p>There were no matters arising.</p>	
171017/7	<p>Agree minutes from previous FGB meeting held on 12.09.2017</p> <p>The minutes of the meeting dated 12.09.2017 were considered.</p> <p><i>AJ proposed acceptance of the minutes, this was seconded by CS and the Board unanimously agreed.</i></p>	
171017/8	<p>Matters arising from previous minutes 12.09.2017</p> <p>SD agreed to take on the role of joint chair of the Governing Board and left the room.</p> <p><i>GF proposed that SD becomes Joint Chair of the Governing Board with GB, this was seconded by AJ and the Board unanimously agreed.</i></p>	
171017/9	<p>Agree minutes from previous EFGB meeting held on 26.09.2017</p> <p>The minutes of the meeting dated 26.09.2017 were considered.</p> <p><i>AJ proposed acceptance of the minutes, this was seconded by CS and the Board unanimously agreed.</i></p>	
171017/10	<p>Matters arising from Resources & T & L Minutes</p> <p><u>Resources Committee</u></p> <p>CS asked about safeguarding concerns surrounding a child in Buckland Brewer.</p> <p>GF gave an overview of the actions that had been taken to alleviate the situation.</p> <p><u>Teaching & Learning Committee</u></p> <p>No questions were raised</p>	
171017/11	<p>Consider HT report (to include safeguarding)</p> <p>The HT report was circulated in advance of the meeting.</p> <ul style="list-style-type: none"> Attendance - GF explained the reasons for the dip in attendance 	

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figures in Parkham.

CS queried the attendance figures in Buckland Brewer.

GF explained that this is still high as they have such low numbers on roll that each absence effects the numbers.

- Safeguarding – Level 2 update training is planned for 03.11.2017, all Governors were invited to attend. GF advised that they school are going to be involved in Operation Encompass, a joint project with Devon and Cornwall Police.
- New Teaching Assistant has been appointed for Parkham. The successful candidate is a qualified teacher.
- BBU5’s staff have transferred on existing terms and conditions. GF explained her plan for re-structure of the school to bring them onsite.

GB asked if they had managed to negotiate a reduction in rent for the Village Hall.

GF advised that they were meeting with the Hall Committee on 25.10.2017.

- Admissions 2019/20 – GF advised that she would like to increase the PAN from 7 children to 10 children. She added that they would need to be confident that they could accommodate the numbers and still offer the quality of education.
- PE plan & the Pupil Premium Plan – Both documents have had to be redrafted following the doubling of the sports premium grant. GF explained that they have to be careful how they account for the spend, and would need to be able to evidence impact.
- SEN Funding changes – GF talked to Governors about the changes, explaining that they have removed a layer of funding which will have an impact on children who have lower level additional needs.
- Lead Governor Roles – Governors were reminded of their lead roles.
- Dates for Parent Forums were agreed. AJ, GB and LD agreed to attend in Parkham. SD & LD agreed to attend in Buckland Brewer.
- Dates for Parents evening were circulated. GF commented that a Governor Presence would be appreciated. GB agreed to attend Parkham and SD agreed to attend Buckland Brewer.

171017/12

Approval of the School Development plan 2017/18

A copy of the School Development plan was circulated in advance of the meeting. This had been looked at by the Teaching & Learning Committee.

GF explained that the report was a summary overview and underneath were the detailed action plans which were managed by the subject leads. A simplified version of the plan would be published on the school website.

She told Governors that they have tried to be focused. As they are a small team, if they too much it becomes diluted. She added that this year’s plan is more adventurous as they have more stable staffing with people leading in different roles.

AJ asked if they were are on track to meet the Autumn term success criteria.

GF replied that they were.

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	<p>GB questioned that there was nothing mentioned about Governors</p> <p>GF advised that this had been discussed as part of last year's Self Evaluation and it was felt that they were included in the Leadership and Management action plan.</p> <p>GB felt that there should be more mention of safeguarding.</p> <p>GF advised that they were working on the safeguarding audit at present, and that this would generate its own action plan.</p> <p><i>Governors unanimously agreed that they were happy to ratify the 2017/18 School Development Plan.</i></p>	
<p>171017/13</p>	<p>Ensure HT Performance Management Meeting is set</p> <p>HT performance management had already been carried out. The Pay Committee had met and all recommended pay rises had been approved.</p>	
<p>171017/14</p>	<p>Letter from Ofsted</p> <p>GF explained that a letter had been received from Ofsted following a complaint made by a parent. She explained that they had also received a complaint from the parent which had been investigated. Part of the complaint had been upheld and this had resulted in changes to systems and procedures. Additional monitoring had also been put in place to cross reference these reported steps. These will now be checked as part of SD's SEND Governors visits.</p> <p>Ofsted will be taking no further action and were satisfied with the steps that had been taken. It is likely that this will be referred back to in the next Ofsted inspection.</p> <p>GF explained that the allegations listed within the letter have been investigated under the safeguarding policy and the code of conduct and appropriate action taken where necessary. Policies had also been reviewed</p> <p>GF feels that they have listened to concerns of parents and have investigated them fairly. Investigations had been reviewed by the safeguarding team from Babcock. GF told Governors that she would be confident to talk to Ofsted about the allegations.</p>	
<p>171017/15</p>	<p>Complaints Policy Review</p> <p>AJ told Governors that the standard model complaints form had been modified, and sections had been amended to give guidance and procedure. Governors discussed the new amendments, and the policy was amended accordingly.</p> <p>GB asked at what point written records start.</p> <p>GF responded that they would start immediately and all interactions would be recorded on CPOMS to provide a chronology.</p> <p>It was agreed that the Managing unreasonable behaviour Policy would be amended to resemble the updated Policy and added to the next resources agenda for ratification.</p> <p>GF expressed her thanks to AJ for his work on adapting the policy.</p> <p><i>AJ proposed acceptance of the updated Complaints Policy, this was seconded by GB and the Board agreed unanimously.</i></p>	

Signed by Chair _____

171017/16	<p>Finance Policy for ratification</p> <p>The updated Finance Policy had been considered by the Resources Committee</p> <p><i>AJ proposed acceptance of the updated Complaints Policy, this was seconded by GB and the Board agreed unanimously</i></p>	
171017/17	<p>Admissions Policy Consultation 2019/20</p> <p>Defer to next Resources agenda.</p>	WA – Add to agenda for next Resources Committee
171017/18	<p>Governor Visit Reports</p> <p>GB visit reports had been circulated in advance. He provided Governors with an overview of his observations during school lunchtimes. GF asked him to repeat the visit in the spring term and comment on the differences.</p>	
171017/19	<p>Governor training update</p> <p>AJ attended Heads and Chairs update at Torrington. AJ booked to attend a chairs update in January MR, LD & EE booked to attend new governors raining on 08.11.2017</p>	
171017/20	<p>Correspondence</p> <ul style="list-style-type: none"> • An EHCP Consultation Letter had been received. GF explained that they are required to consult with the designated school for the area. In this case the child is already being educated elsewhere. GF will respond accordingly. • A card had been received from Linda Rafferty. 	
171017/21	<p>Items brought forward at the discretion of the Chair</p> <ul style="list-style-type: none"> • See Part II 	
171017/22	<p>Tuesday 5th December 2017 at 18:30 in Parkham</p>	

Meeting Closed at 20.20

Approved