

## HOME FARM PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY – TUESDAY 9<sup>TH</sup> JANUARY 2018, 19:00

### MINUTES

#### PRESENT:

Dan Mansfield (Chair)	Emily Hale	Clare Palmer
Richard Potter (Headteacher)	Chris Ketley	Martin Wilson
Lorna Catmull	Tracey Khan	Kelly Wright
Caroline Croydon	Stephen Lefley	Vicky Carlin (Clerk)

<p><b>Welcome and apologies for absence</b></p> <p>1. Dan Mansfield welcomed Governors to the meeting. Apologies for absence had been received from Marilyn Rivett, Mary Smith and Hugh Crayston and those apologies were accepted by the Governing Body.</p>	
<p><b>Register of business interests</b></p> <p>2. The register was available in school. No additional interests were declared.</p>	
<p><b>Minutes of the previous meeting and matters arising</b></p> <p>3. The minutes of the previous meeting were agreed as an accurate record. All matters arising were covered on the agenda for this meeting.</p>	
<p><b>Headteacher's report and open questions to the Headteacher</b></p> <p>4. Richard Potter provided updates on safeguarding matters and staffing matters and these are recorded separately. Caroline Croydon and Lorna Catmull joined the meeting at this point.</p> <p>5. The Governing Body noted that there were now 34 pupils in Year 3 and Year 4, and asked whether there were any issues with physical space in the classroom. Richard Potter explained that space was tight, but workable, but the school could not take more than 34 pupils in either of those classes. Essex County Council was meeting with Colchester Headteachers the following week to discuss the pressure on Year 3 and 4 spaces.</p> <p>6. Governors asked whether larger class sizes would be an issue once the expansion had taken place. Richard Potter explained that the school would not be willing to take more children than the Published Admission Number (PAN) and that those cohorts which had increased above 30 would most likely be the ones that reached the appropriate point to create a second cohort soonest.</p> <p>7. Marilyn Rivett had asked a question by email prior to the meeting, asking whether children were being disadvantaged by the increase in class sizes. Richard Potter noted that children were not being disadvantaged, and that the staffing levels in both Year 3 and Year 4 had been increased in order to maintain the appropriate adult to child ratio.</p> <p>8. A series of tours and an open evening had taken place during the Autumn term and Governors asked how these had gone and whether many of the families attending had been new to the school. Richard Potter confirmed that there had been a good uptake for the tours and the open evening, and that there had been lots new to the school and a significant number from outside of the catchment area.</p>	
<p>9. Governors asked whether expansion of the school might result in increased number of</p>	

<p>children with additional needs in the school, and how the school would respond to this. Richard Potter explained that staff would continue to use effective classroom techniques in order to deal with specific needs and there was an ongoing focus on ensuring that staff were equipped with a range of techniques. In her SENCO role, Miss Cooper had recently been trained in the 'Thrive' approach to social and mental well-being, which drew on a range of disciplines including neuroscience. This was being rolled out to other staff.</p> <p>10. Richard Potter provided an update on premises issues. There had been water ingress from the roof over the Christmas period, which seemed to have been made worse by high winds. The school was in ongoing discussions with Essex County Council and Mitie about next steps.</p>	
<p><b>Strategic issues</b></p> <p>11. The Governing Body discussed the ongoing Government focus on academisation. This discussion is recorded separately.</p> <p>12. The Governing Body discussed the forthcoming building work which was due to start on 12<sup>th</sup> February. The contractors, Morgan Sindall, would create a secure compound accessed through the Burns Avenue gate which would be screened from the school grounds. Governors asked what the impact on children would be of losing access to half of the field whilst the building works were taking place. Richard Potter noted that the existing field was very generous and that there would be plenty of space for 216 children. There would be a loss of the existing line of sight from the playground to the field and the staff stations for break time and lunch time would be reviewed to reflect this.</p> <p>13. Refurbishment works for the existing block would take place mainly in the holidays, and there would need to be significant movement of furniture and resources between classrooms. Governors discussed the logistics and resourcing of this work. More detailed plans would be put in place once schedules were available from the contractors.</p> <p>14. Governors asked how decisions would be made about expansion in other cohorts beyond Reception, and Richard Potter provided an overview of how and when decisions would be made by Essex County Council. The published admissions number for Reception in September 2018 was 60. There had been no decision to expand any other cohort at this point but there was scope for this to change before September. The school would be provided with appropriate notice.</p>	
<p><b>Update from Chair of the Finance, Asset Management and HR Committee</b></p> <p>15. Stephen Lefley provided an update on the Committee's work. The Committee would be meeting in March to consider the year-end position and to scrutinise the draft budget for 2018-19. The internal controls evaluation audit had taken place, and there had been no major issues raised. The contract with Monthind Clean to provide caretaking services was still in place, and Monthind were providing a new caretaker under this contract.</p>	
<p><b>Non-pupil days 2018-19</b></p> <p>16. Richard Potter outlined his proposals for the five non-pupil days in the school year beginning September 2018 which were:</p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> September 2018 – staff training day and handover of the new build;</li> <li>• 4<sup>th</sup> September 2018 – staff training day including time for teachers to prepare their new classrooms;</li> <li>• 29<sup>th</sup> October 2018 – NEETSA, CTTC and Colchester Schools Consortium training day;</li> <li>• 3<sup>rd</sup> and 4<sup>th</sup> January 2019 – staff training days;</li> <li>• 3<sup>rd</sup> June 2019 – time for staff to write pupil reports.</li> </ul>	

<p>17. The Governing Body approved these non-pupil days and further details would be provided to parents.</p>	
<p><b>Governing Body matters</b></p> <p>18. Lorna Catmull’s DBS check had now been completed. There were no other membership issues to report. Caroline Croydon would be undertaking a monitoring visit the following week focusing on SEND issues. Richard Potter would be meeting with Lorna Catmull as part of the Governor induction process. Emily Hale had undertaken a monitoring visit focusing on the DERIC approach to reading, and the report had been circulated.</p>	
<p><b>Chair’s correspondence</b></p> <p>19. The Governing Body noted the letter received from St Benedict’s Catholic College consulting on changes to its admission arrangements.</p>	
<p><b>Any other business</b></p> <p>20. There were no other items of urgent business</p>	
<p><b>Date of next meeting</b></p> <p>21. The next meeting would take place on 27<sup>th</sup> March at 7pm. This meeting closed at 7:50pm.</p>	