

**HORFIELD CEVC PRIMARY SCHOOL**  
**FULL GOVERNORS MEETING MINUTES 147/17**  
**Thursday 28<sup>th</sup> September 2017**

	<b>Actions</b>
<p><b>1. Welcome, Apologies and Prayer</b>  <u>Present:</u> Jenny Taylor, Karen Dunmall, Oliver Gross, Ian Harvey, Yvette Kydd, Sue Lloyd, Kate Loveridge, Peter Lyes, Jo Marsh, Susan Merelie, Marc Tite, Jo Willis and Nikki Herberson.</p> <p><u>Apologies received and accepted</u> from Paul Welch and James Volkk.</p> <p><u>No apologies received from</u> Peter Smith.</p> <p>No changes to pecuniary declarations.  Prayer from Kate.  Welcome to Ian, our new co-opted Governor.  The meeting commenced at 7.02pm.</p>	
<p><b>2. Head's Report</b>  The key area of focus is now science. We have a wonderful opportunity, Tim Gregory, a PHD Student from Bristol who is on the programme 'Astronauts: Do You Have What It Takes?' is coming in to talk to the school. Jo M will liaise with him. Mrs Cunningham, Assistant Head, also has a programme for scientists to come into Year 6. Looking also at SEND in general and PP ongoing. At the Deputy Heads meeting most talked about boys writing but we don't have to. Positive note.</p> <p>SL mentioned that the Equalities Action Plan needs slimming down and being a yearly plan. IH to review then SL to revamp.</p> <p>Re cutbacks and LEA visits. Not needing to buy extra in. In addition, key questions on safeguarding, leadership, etc. Not gained a lot.</p> <p>Carry out more peer observations. Ofsted said 'consistency of practice'. Good for CPD and more effective if they identify their own needs. Ofsted spending less in classes and more looking at books to check there is a longer time keeping up good practice. We'll follow the Ofsted model. KD offered help and suggested a link to the cluster to view each other school's books.</p> <p>Will also be good for children to present their own to link governors too.</p>	<p>JT to send strategic plan to all Gov.</p> <p>Jo M to liaise with Tim Gregory</p> <p>IH to review please.</p> <p>Link Governors to see children present their work.</p>
<p><b>3. Academisation / Developing CPD opportunities</b>  Read through the letter from Bristol Diocese. Can now join non-Church schools. Believed we got money for converting, but appears to be that we now pay. KD stated that from her perspective this now pushes</p>	<p>NH to upload Academisation Letter to Gov Hub.</p>

Academisation further away. A reminder that it needs 9 out of 12 non-staff Governors to vote for Academisation. All voted against.

On the back of this JT met 4 other local church schools (WOT, Stoke Bishop, St Johns and .....) all of whom were anti Academisation. Soft alliances are now forming in the NW24 Group. They are interested in 5 schools working together in a very informal arrangement instead. Felt NW24 too big and Governors find it hard to attend. It is a way of working together without the financial ties.

The promised Questions for Governors hasn't arrived yet so JT will email around and ask for you to jot down your thoughts.

(Paul Welch arrived at 7.27pm.)

Fits in with the Governor's idea of keeping our distinctiveness and good if we can cut costs as a group, share good practice and expertise. Governors all working together too?

Read out JV's mini marketing feedback. JT stated it's all moving forward, especially music as Bristol Plays Music are in communications with us. Opportunities to observe 2 classrooms, orchestra and choir. Help us to set up a training room for delegates to use. Costs have been chatted about and just need agreements. Six schools are already committed to buying in. Had long talks on ensuring no impact on children, recompensing staff and making sure it makes a real difference to the budget and adding value to the community.

#### 4. Pupil Safety Survey, Health & Safety Survey, Fire Safety Assessment

Nothing particular to say regarding the **Pupil Safety Survey** – same as every year, but carried out more efficiently. Children were chosen to be representative.

**Health & Safety Survey – mainly the fire risk assessment** carried out recently by a paid company. We are at substantial risk. School now has an action plan to be sent to SM. Lack of record-keeping, especially the fire log. Main problem is who is going to take on the additional workload in school? Doors need looking at, especially the kitchen door which is not a current regulation fire door. Question: How often are surveys carried out? Answer not known. Fire wardens have lapsed – need more training and people to step into that role. Need to find out professional costs of updating and repairing. Use the forward budget?

Chatted about the Business Manager's workload – can she be removed from the office to somewhere quieter? She is constantly trouble-shooting. Do we need more in the office? Someone used to spend 2 days a week on health and safety so it's a lot of work. Can something be removed from the Business Manager's workload short-term? Reiterated that she has had no health and safety training or information passed on to her.

JT to email Questions for Governors. Governors to email JT their thoughts in return.

JT to chat to Business Manager.

<p>JT confirmed we did the lockdown, blocked exits and fire alarms, even though only 1 is recorded. In fact we had 3 fire tests, including a minor incident in the partnership room.</p> <p>SM had details of a visitor being head-butted in the stomach by a child. On investigation this turned out to be a minor incident involving a SEN Year 1 child showing his affection at the time.</p> <p>Staff attendance is great. Sickness is mostly lunchtime staff.</p> <p>No child has a PEEP – personal evacuation plan.</p> <p><b>5. Policies</b></p> <p>Policies on Governor Hub need looking at and agreeing by the end of next week. The Attendance Policy has been amended. All to look at the CiC Policy which was extensively looked at over the summer. Need to add to the Staff Wellbeing Policy, in light of the sad recent events, that staff need supporting internally from Governors and externally from Education Psychologist.</p> <p>The school dealt with this sad event very well and were all supporting each other. The Church Service went very well and Father John had the right tone and people found comfort in his words.</p> <p>SL mentioned we don't have an Environment Policy regarding non-littering and reducing food waste as a school and to encourage Parents/Carers to do the same. We do have a Green Club – could they draw up a policy? The first school council meeting took place and they all mentioned green issues such as litter, solar panels, as well as football posts and access to water.</p> <p><b>6. Minutes of Last Meeting 146/16 – Actions and Matters Arising</b></p> <p>Actions have all been completed or are currently being carried out. Minutes then signed by KD.</p> <p><b>7. AOB</b></p> <p><b>Change of Bank Signatories</b> – These have been changed in light of the new Deputy Head, etc.</p> <p><b>Permission to take Year 6 to Ironbridge</b> – YK formally asked. Ironbridge again as they can't risk being in the same position as last year and the trip was a great success last year. It also fits in with science, geography and history.</p> <p>KD to liaise with JT regarding the Head's Performance Review by the end of Term 1.</p> <p>A reminder that <b>Parents Evenings</b> for Years R-5 are in November, with Year 6 a week later. Could Governors help on these evenings and set up a refreshment rota.</p>	<p>All to Look at policies on Gov Hub.</p> <p>Ask new Assistant Deputy Head if she'd like to do a small presentation to the Governors at the next meeting.</p> <p>KD to do Head's Performance Review by end of Term 1.</p> <p>Governors to help at Parent Evenings.</p>
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<p>JT announced that a member of staff requesting a <b>sabbatical</b> can be agreed at the Head's discretion. Been agreed for Term 3. It's very hard and a big financial issue but JT has cover.</p> <p><b>Hiring Shine</b> has been really successful. They do lunchtime sports and cover PE. Been less football-related incidents since.</p> <p><b>The MUGA</b> is still positively proceeding. What about the comment that it might be taken back at some point in the future? To look into.</p> <p><b>8. Date of Next FGB Meeting – Thursday 25<sup>th</sup> January 2018</b></p> <p>The meeting concluded at 8.25pm with KD saying thank you to all staff in light of recent events and stated that Governors were there to help in any way.</p>	<p>Check MUGA not to be taken away at any point.</p>
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