

CROWLE CHURCH of ENGLAND FIRST SCHOOL
Minutes of Full Governing Body Meeting

Quorum: Governors 6	Date / Time: 27 th June 2017 7:00pm
Chair: Marisa Hackett-Lee (MHL)	Clerk: Jackie Larder

Present:	
Lynn Biggs (LB) – Headteacher	Alison Roberts (AR)
James Fox (JF)	Sharon Moore (SM)
Katie Kempson (KK)	Alistair Stokes (KK)
Apologies:	
Caroline Temple-Cox (CTC)	

1 Apologies for Absence:

Apologies had been received and were accepted from Caroline Temple-Cox.

2 Declaration of Interest:

None stated.

3 Approval of Minutes of Meeting Held on 9th May 2017:

The minutes were approved as an accurate record and duly signed by the Chair.

4 Matters Arising from the Meeting 9th May 2017:

6. JL to send skills matrix to karen.surrall@dowmat.education

12. LB advised that the Diocesan confirmed that we wouldn't have been able to join the DoWMAT and become an academy without the Trust Deed. It is believed to be held at the Old Palace.

All other actions were confirmed as complete.

5 Safeguarding

No safeguarding business to discuss.

LB circulated the Key Data Report for June 2017 to cover items 6-10 of the agenda. Governors discussed key elements of the report and LB answered questions.

6 Staffing Structure

Miss Johnson will undergo training in July and September to take up the role of Designated Safeguarding Lead.

New teacher Miss Morris is Education Visit Co-Ordinator (EVC) trained and also Paediatric First Aid Trained.

LB outlined details of the Apprenticeship Levy and how this could possibly benefit Crowle staffing; enabling two apprentices to be employed for more hours and at a lower cost than Teaching assistants. LB had been approached by Kidderminster College. One day at college would be paid for from the Levy including training for safeguarding, first aid etc. AR noted that the Teacher would be developing and shaping them from the outset. College would put forward candidates for selection and interview. Performance monitoring would take place in the same way as other members of staff. The college course would result in a Level 3 diploma in early years or Level 2 in teaching and learning in schools.

LB sought governor approval to explore the idea further with DoWMAT financial officer and Kidderminster College.

- ***Decision ALL: Governors approved unanimously for LB to follow up recruitment of apprentices. Governors asked that LB investigate what similar options are available at more local colleges before proceeding with Kidderminster.***

7 Buildings Update

Governors viewed progress on the new building. LB advised that the contractors were one week behind schedule mainly due to the late arrival of bricks, but were hoping to make up time. The furniture is due to be released from storage on 30th August but there is flexibility to change this.

There haven't been any complaints from parents or residents relating to the works. The Site Manager informs the close neighbour whenever a delivery lorry is going to be parked for any significant amount of time. Children have adapted well to the temporary changes to routine.

8 Devolved Formula Capital Expenditure

LB confirmed £13k held with approximately £4k expected for 2017/18 allocation. She sought governor approval for the purchase of two replacement interactive whiteboards and electronic fixing brackets. A quotation had been received from CIS and a comparison quote would be sought.

- ***Decision ALL: Governors approved unanimously the purchase of whiteboards.***

LB explained proposals to reconfigure the library and sought governor approval for the purchase of additional shelving. The Friends would be approached to purchase beanbags. Governors discussed how to dispose of the TV with the possibility of donating it to the middle school, village hall or IT Schools for Africa and also suggested LB that the blinds were not replaced, unless sun glare was found to be an issue.

- ***Decision ALL: Governors approved unanimously the plans to reconfigure library.***

Budget for 2017/18 is yet to be set. The money left over with WCC from 2016/17 budget following conversion to Academy should be transferred over by 30th June.

In response to a governor questions LB explained

- The criteria for spending the devolved formula capital and that there was no fixed schedule for replacement of items.
- The CIF Bid to apply for Academy funding for two new boilers would be paid for out of Academy finance funding, not from the School budget.
- The Academy budget runs September to August (Local Authority ran April to March) and unspent budget can be carried forward.

9 Headteacher Summary Report

Term-time holidays – There is still no clearly defined criteria. Attendance below 85% still has to be reported to County.

Curriculum - Staff will be reviewing ICT packages for September. Governors welcomed the news that the DoWMAT ICT officer, who has been certified as a Child Exploitation and Online Protection (CEOP) ambassador, is planning to provide an internet safety training session for parents in Autumn term.

School Improvement Plan – Objective 2 (Progress) – Feedback and marking policy will be reviewed in September.

Objective 3 (Vulnerable Pupils) – All staff are very aware of individual needs of children and rapid interventions have shown capacity to narrow the gap. An Educational psychologist has been employed

to work in school which has worked really well for consistency and continuity. She has been contracted for another 8 sessions next year.

Objective 4 – Children have coped well with recent disruptions: Conversion to Academy status hasn't impacted children or parents. Standards and work ethic have and continue to be maintained.

10 HR Mercury System – update and impact on finance

LB explained the issues caused by the new Mercury HR and Finance systems at Worcestershire County Council implemented by Liberata. The DoWMAT has been supportive and although there are still issues to be resolved by Liberata but the situation is much improved from a week ago.

11 Monitoring Calendar for Governors

Discussion postponed until September meeting. LB distributed the latest version of the calendar for information.

➤ **Action JL/MHL: Include in September meeting agenda.**

12 AOB

MHL had been approached by Tara Fallon-Lowbridge, member of the parish council about sitting in on governing body meetings. MHL advised her that it would not be possible unless she were a member of the governing body. The skills audit will be reviewed in Autumn term before further recruiting takes place.

➤ **Action LB: Send DBS check information to AS.**

13 Headteacher Recruitment

MHL informed governors that the sub-committee had met with both Karen Surrall of DoWMAT and the school APL Clare Saunders, from whom some good, objective advice had been received. After due consideration they had made the decision that the best scenario for Crowle is to recruit a new headteacher.

The advertisement will be placed this week on Eteach. Potential candidates will be given the opportunity to look around school before the end of term

➤ **Action MHL: Add group viewing dates/times to advertisement.**

Application closing date is 8th September, a shortlisting date has been set and then interviews will take place with representatives of DoWMAT. MHL has asked that Clare Saunders is also included on the panel.

Next FGB Meetings: Tuesday 12th September - 7:00pm

Tuesday 14th November - 7:00 pm

The meeting closed at 9:20 pm

Signed

Date