

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

Quorum: Governors 6	Date / Time: 9 th May 2017 7:00pm
Chair: Marisa Hackett-Lee (MHL)	Clerk: Jackie Larder

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

1 Apologies for Absence:

No apologies.

MHL welcomed everyone to the meeting and introduced Alistair Stokes (AS), prospective parent governor. She reminded everyone of the confidentiality of all discussions and decisions which take place during governor meetings.

2 Declaration of Interest:

None stated.

3 Approval of Minutes of Meeting Held on 21st March 2017:

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

4 Matters Arising from the Meeting 21st March 2017:

4. (5) Broadband - changeover was completed and is working well.

4. (6) Closure of School Lane – was discussed but dismissed as unnecessary. Contractors have ensured the access point onto School Lane is now out of use. They are working with consideration to residents and, wherever possible, avoiding deliveries at start and end of school day.

4. (11) Website is now live. AS queried the charity number at the bottom of the website, which did not appear to exist.

➤ **Action LB: Follow up validity of charity number with DoWMAT**

All other actions were confirmed as complete or included on the agenda.

5 Safeguarding

LB thanked JL for adding Safeguarding section to the Governors Secure area of website.

No safeguarding business to discuss.

6 Clare Saunders ALP Visit / Governors Skills Audit

Academy Learning Partner Report

Governors agreed to complete the NGA skills form in readiness for the meeting with CS.

LB circulated the Teacher Assessment Tracking Sheet. Governors spent some time reviewing the data and LB outlined key elements and answered governors' questions to understand contents and

meaning. She explained that the timing of the Academy report (September, January and April) doesn't currently allow for circulation and discussion at FGB meetings prior to its distribution. Governors agreed that it was not necessary to see figures in advance of distribution, but felt they should be made aware by exception.

- ***Action JL/Govs: Send skills questionnaire to governors for completion by Sunday 14th May***
- ***Action JL: Collate returned questionnaires into skills matrix by Monday 15th May***
- ***Action JL: Add governor training documents and link to online resource to website***

7 Governing Body Vacancies Update

AS was in attendance, pending formal appointment, having completed the parent governor form. SM advised that she understood some parents were deterred from applying due to the specific Finance skills required.

JL advised that SGOSS do not have any suitable governors to fill the Co-Opted vacancies at present. Following a brief discussion, Governors decided to complete the skills audit and review gaps in knowledge before re-advertising remaining vacancies through school and the Crowle Cryer.

8 Staffing Arrangements – Summer Term

LB circulated and talked through changes in staffing arrangements for the summer term. In response to governor questions she explained that the bespoke finance support was a short term arrangement, following the departure of Mrs Howe, to assist with embedding the new SAGE finance system. The situation will be reviewed in September and a more economical solution considered. Governors supported this approach.

9 Website – Monitoring, CPD, ALP Reports etc

- ***Action JL: Add new sections for Monitoring and CPD to the secure area of the website.***

10 Buildings Update

Governors viewed progress on the new building. LB advised that contractors were on course to complete the work according to schedule. In response to governor questions she confirmed that the Site Manager was on site daily and the Project Manager and Health & Safety Inspector had also visited. Children have adapted well to the changes in routine at lunchtime and are enjoying eating lunch outdoors and being able to see the building work in progress.

11 Pupil Premium Update (MHL/CTC)

Pupil Premium training took place on Tuesday 25th April. MHL and CTC advised that the course covered how this differs from disadvantaged children and best practice.

Pupil Premium – Children of families on low income are eligible for a sum of money to support their learning, but it must be applied for. It is used to provide free school meals and also other items e.g. subsidise trips and purchase school uniform.

Disadvantaged children – children who are in unfavourable circumstances e.g. looked after, in care or adopted from care.

Governors should ensure they are fully aware of how money has been utilised and that there is robust evidence that it is being used in an effective way. LB confirmed that spending of Pupil Premium funding is not required to be published on school website due to low numbers in school and the resulting possibility of individuals being identified.

12 **Being a Governor of a Church School (CTC)**

CTC advised that this was a good, well run course; it was delivered at a basic level for people who were new to school governance. She outlined key points learned about the different categories of church schools and how a CofE School is not a 'faith school' as it is inclusive of everyone.

Flagged up a couple of questions.

- Trust deed – where is it and who holds it?
- Christian values - AR confirmed that Service and Truthfulness are the values for summer term. Evidence could be seen in the classroom
- Statutory policies are currently being adopted by the board of trustees.
- LB confirmed that we are registered on Edubase
- Instrument of government can be found in the Governors page of the website
- AR advised that while the hall is unavailable during the building work children are having bible stories in class, but the achievement assembly still goes ahead.

Make sure littlest children are at front of church. If school based service tend to have them at front, at family service families sit together at front, those without at back.

➤ **Action LB: Investigate whereabouts of Trust Deed.**

13 **AOB**

LB notified governors of her resignation / early retirement on 31st December 2017. A formal letter of resignation was handed to MHL. Governors expressed their surprise and sadness at the decision but were thankful to LB for giving additional notice to what was contractually required.

LB left the meeting.

MHL confirmed she had already spoken to Karen Surrell to understand more about how the head teacher role is changing and to seek input on next steps. MHL outlined a number of options available which would need to be explored and fully understood. A provisional meeting date has been set for 7th June to discuss the process and options more fully.

MHL asked for two volunteers to join her to form a head teacher recruitment panel and attend this meeting – JF and KK

The next FGB meeting was rescheduled provisionally to 13th June.

Governors discussed how the news will likely impact parents and the potentially the wider local community. MHL circulated a letter she had drafted to inform parents. Governors deliberated whether further detail of the next steps being taken should be included. MHL reminded governors of the confidentiality of the discussions taking place and stated that any decision would be based on securing the long term future of the school; Parents will be kept up to date once decisions are made.

➤ **Action MHL: Send out letters to inform parents.**

➤ **Action MHL: Confirm meeting date with Karen Surrell of DoWMAT to KK/JF.**

LB re-joined the meeting.

Course – H&S for Governors

JF advised that the course covered basic health and safety information and he will discuss conducting a risk assessment with LB over pupil violence.

Next FGB Meeting: Tuesday 13th June - 7:00pm

The meeting closed at 9:20 pm

Signed

Date