

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

<b>Quorum:</b> Governors 6	<b>Date / Time:</b> 15 <sup>th</sup> November 2016 7:00pm
<b>Chair:</b> Marisa Hackett-Lee (MHL)	<b>Clerk:</b> Jackie Larder

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

**1 Apologies for Absence:**  
 Apologies had been received and were accepted from Alison Roberts and Katie Kempson.

**2 Declaration of Interest:**  
 None stated.

**3 Approval of Minutes of Meeting Held on 13<sup>th</sup> September 2016:**  
 The minutes were approved as an accurate record and duly signed by the Chair.

**4 Matters Arising from the Meeting 13<sup>th</sup> September 2016:**  
 10. LB confirmed she had spoken to both cluster head teachers and Bethan Owen regarding data sharing with parents. Advice is to only publish figures comparing Crowle against National data.  
 11. Safeguarding Policy yet to be published on website.  
 13. DL will be invited to receive her parting gift in January.  
 13. The governor visits are still to be arranged: MHL – Safeguarding, CTC – in her new role as Foundation Governor

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

**5 Academy Update (DOWMAT)**  
Academy Order  
 MHL circulated the Academy Order document for Governors to view, which is an agreement in principal to conversion.

Due Diligence  
 LB has been working with David Jenkins to complete all forms for approval; as part of the due diligence process the Diocesan have completed a number of thorough meetings each involving a comprehensive questionnaire and a personal visit with a requirement for evidence and additional questions during the visit. LB advised this has been a time-consuming process but noted she has been very impressed with the professionalism and thoroughness of those involved. A report is expected from each meeting.

LB advised that some queries have arisen during the due diligence process:  
 Buildings – there has been an oversight of some audits which should have been completed (not unique to Crowle). LB and David Jenkins are in contact with Place Partnership to discuss the best approach to complete the outstanding audits, taking into account priority and cost.

In response to a Governor question, LB reassured Governors that whilst some audits were a year or more out of date, none of them were critical to the health and safety of staff and pupils. Boilers will likely be obsolete for parts within 5-10 years – the Diocesan will bid for money to replace them on our behalf.

#### Service Providers

The Diocesan are currently in discussion with service providers; it is likely to be SAGE for Finance and Scholarpack for management information (to replace SIMS).

#### Next Steps

- To ensure that the building work for the mobile classroom is not affected by the Academy conversion.
- Aiming to convert by 31<sup>st</sup> March 2017 latest (aiming for either 1<sup>st</sup> March or 1<sup>st</sup> April).
- Consider and prepare for financial implications; there will be a period of approximately 12 weeks where we may not have our owed money and will only be able to cover staff wages. LB sought and received Governor approval to purchase consumables in advance to cover this gap in funding. Also, following conversion the money source changes to monthly. Governors we will need to work in 12 monthly blocks and consider how this impacts purchases. e.g. annual staff absence insurance. In response to governor questions, LB confirmed that school will receive all the contingency money owed to us and that we will have support for financial matters where needed.
- Provide update to parents; are we able to let them know which other schools will be joining the DOWMAT.

➤ ***Action LB: Contact David Jenkins to plan communication with parents***

### **6 Mobile Classroom Update**

Governors reviewed the plans for the new classroom. LB explained how the plans have evolved; the design is in-keeping with the rest of school design with wall-mounted heating and 2 square metres more space. LB noted grateful thanks to Richard Temple-Cox who had reviewed the plans. Governors will need to consider whether to renew library carpet once building work is underway. LB pointed out temporary fencing and the children's safe route to outdoor space. The workers portacabin will be placed on the front drive.

Work is due to start at Easter and finish by the start of new academic year 4<sup>th</sup> September 2017. Storage of non-essential furnishings will be arranged early in 2017. Displaced Children will work in the hall and library. There will be no on-site after school clubs in summer term. Sandwiches will be the lunch meal option because there is nowhere appropriate to eat hot meals.

➤ ***Action LB: Once plans are approved, write to parents to confirm details***

### **7 Budget – Half year monitoring pro forma**

LB circulated the latest budget with supporting notes for highlighted change and explained all points.

Governors approved the purchase of pupil exercise books for the next 3 terms at £1,900.

### **8 Governor Constitution**

Cllr Adams has nominated James Fox for the LA governor vacancy. Governors agreed to his appointment with immediate effect.

James Bladen has confirmed the appointment of Caroline Temple-Cox as Foundation Governor.

JL advised that the requirements for a governing body constitution have not changed and the current Education Secretary will not be going forward with moves to scrap the parent governor role. We have 1 parent governor vacancy to fill.

- **Action LB/CTC: Review availability and book Foundation Governor training courses**
- **Action LB: Seek further advice from Karen Sorrell regarding parent governor elections.**

## 9 RAISEonline

LB had circulated the data prior to the meeting. She talked through key points and responded to governor questions:

- 100% of children were working at expected level in maths, science, reading and writing.
- The number of children who reached 'greater depth' did not meet national expectations in Writing or Maths.
- In writing this was because not enough children were doing joined-up writing, which has only just come into the curriculum. This is a key area on the School Improvement Plan as discussed in September.
- Not all year 1 children achieved phonics; this is cohort specific and some children are having rapid reading intervention.
- KS1 reading compared with EYFS (p17) –There are concerns over validity of making a comparison as these are different curriculum.

LB advised governors that Bethan Owen remarked how well we knew our individual children.

## 10 Governor Secure Webpage Demo

JL demonstrated the secure area of the new school website. Meeting agendas, minutes and documentation will be uploaded one week prior to meetings for Governors to view and download. Historical documents will also be retained.

## 11 Forward Look

LB advised that 'I Sing Pop' will lead the Christmas concert and nativity in church on Tuesday 6<sup>th</sup> December as a joint School and community event; tickets will be available to parents as usual and also to the wider community. The group are responsible for the whole performance and are teaching children the songs. Children will be able to purchase a t-shirt to wear at the performance. It will be recorded with a DVD available for purchase afterwards.

**Next FGB Meeting: Tuesday 17<sup>th</sup> January 2017 - 7:00pm**

- **Action LB: Invite David Jenkins to attend to discuss moving forward as a governing body within the DOWMAT**

The meeting closed at 8:55 pm

Signed .....

Date .....