

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

Quorum: Governors 6	Date / Time: 12 th September 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)	Caroline Temple-Cox (CTC)
Apologies:	
Alistair Stokes (AS)	

1 Apologies for Absence:

Belated apologies were received and accepted from Alistair Stokes.

2 Declaration of Interest:

None stated.

3 Approval of Minutes of Meeting Held on 27th June 2017:

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

4 Matters Arising from the Meeting 27th June 2017:

11. Monitoring calendar to be discussed at a later date.

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

5 Safeguarding

All staff attended refresher training 'Safeguarding in Education' at Fladbury on 05/09/17

Miss Johnson's training is due to take place this month.

No safeguarding issues to report.

6 Staffing Update

DoWMAT approved recruitment of apprentice on 18th July. Following interview, Miss Simpson has been taken on; she was strongest on paper and excellent in interview. Kidderminster College believe we will also be in receipt of £1k grant.

In response to governor questions, LB confirmed that

- She is working 4 days per week at present
- It is a 15 months course (term-time only) but hoping to complete within 12 months.
- At the end of the apprenticeship she will be qualified as Level 2 TA and could go on to Level 3.

Having received an email from Principa School of Language Ltd, with whom we have worked in the past, LB sought governor approval to offer a placement for a Business Administration Trainee from 8th-29th September. Governors were unanimously in agreement to the placement.

7 Buildings Update

Governors took a tour of the new classroom and also viewed changes to other classrooms. LB pointed out the few matters still to be resolved. She advised that a partial handover took place on Friday 9th and noted that Arden Construction have been excellent. Governors were very impressed with the outcome.

The outside space and garden will be attended to. Friends of Crowle have been awarded £10k 'Awards for All' grant to build a spiritual garden.

The money has already been received into the school budget but the news is confidential until the official announcement has taken place. FoC have provisionally booked Gardens of Reflection to carry out the work commencing during October half term; SM advised she had visited a school in Bromsgrove who had used his services and were very complimentary. LB noted thanks to FoC and Nicki Dupree.

SM also confirmed that Tesco counters promotion currently running in stores is guaranteed to raise £1k but may be up to £4k.

LB circulated a copy of newsletter which included ASP (Analyse School Performance), which replaces RAISEOnline.

LB advised that she had signed up for a trial with Cool Milk who run and administer a school milk provision scheme, which we currently do ourselves This will be easier and more efficient.

9 Headteacher Recruitment Update

MHL reminded governors that information regarding recruitment is strictly confidential; parents will be notified in writing when appropriate. She reported that there had been 10 good quality applicants, of which 4 have been selected for interview to take place on 5th October.

The DoWMAT led interviews will also include our Academy Learning Partner, Clare Saunders, who has provided independent support throughout. The candidates will undertake tasks in morning and interview in afternoon.

12 AOB

Governing Body Terms of Office

Sharon Moore confirmed her intention to step down when her term of office ends on 2nd October. LB thanked Sharon for her support and noted it had been good to have the link across from Friends committee. The parent governor vacancy will be advertised.

JL noted that Alison Roberts' term of office is also ending; the Staff governor member will be determined at a forthcoming staff meeting.

Finance

Budget has not yet been approved. End of year accounts are still being agreed. LB advised that an additional governor meeting may be required to discuss Finance (incl pupil premium & sports funding) & CIF bid.

Next FGB Meetings: Tuesday 14th November - 7:00 pm

The meeting closed at 8:25 pm

Signed

Date