

**WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL**  
**MEETING OF GOVERNORS**  
**Thursday 5 February 2015 at 6pm**

**MINUTES**

Present:	Martin Williams (MW)	LA (Vice)
	Heather Gregory (HG)	Foundation
	Kelly Furlong (KF)	Parent
	Jonathan Howse (JH)	Parent
	Kate Porter (KP)	Staff
	Felicity Williamson (FW)	Foundation (Chair)
	Geoff Eales (GE)	Vicar
	Alison Devereux (AD)	Foundation
	Jo Thorn (JT)	Deputy Headteacher
	Alvin Jeffs (AJ)	Foundation (Vice)
	Melissa Crocker (MC)	School Business Manager
	Gillian Quick (GQ)	Headteacher
	Miranda Pincott (MP)	Foundation
	Liz Mansbridge (LM)	Clerk

Action	By whom
SEND review of plan	HG/GQ
Training certificates to be filed at school	All
Confirmation of traded services bought	MC
Coordinate working group re MAT proposal	MW
Interim response to MAT proposal	GQ
Thank you card to Steve Quentin	LM
Upload policies to websites and check electronic signatures	FW/LM
Progress on school website	KP/MC/KF
Capacity of SLT for release time and use of HLTA	Agenda item
Draft Improvement plan and folder	AJ
Thank you letter to Y6 pupils	AJ

Opening Prayer: Taken by GE

Item	Discussion	Action
1	<p><b>Welcome and Apologies</b></p> <p>There were no apologies although MP would be late as attending after work. FW welcomed everyone to the meeting especially KF as this was her first FGB as a governor.</p>	
2	<p><b>Standing items</b></p> <ul style="list-style-type: none"> <li>• Declaration of Interest ~ JT declared a potential conflict of interest within items 10 &amp; 11. Both FW and LM declared a conflict from the item about traded services as both work for the LA in other capacities. It was agreed that they would take no part in the discussion for these points.</li> <li>• Safeguarding matters ~ None.</li> </ul>	
3	<p><b>Receive the minutes from the FGB meeting 20/11/14</b>  <i>(circulated previously)</i></p> <ul style="list-style-type: none"> <li>▪ Matters Arising &amp; update</li> </ul> <p>It was agreed for GQ to confirm the 14/5 as the date for governor training about Ofsted with David Amos. HG &amp; GQ will carry forward the item about</p>	

	SEND plan. Governors were reminded that training certificates needed to be printed off CPD online and other training to be filed at the school as evidence of training. The minutes were accepted as a true record of the meeting and signed by FW in her capacity as Chair. They were retained at the school.	
4	<b>Headteacher's Report</b> ( <i>attached</i> ) FW thanked GQ for the report which governors had received in advance. The report was reviewed page by page. GQ informed governors that staff had signed the new LA model Safeguarding disclosure policy which was adopted by the school. However there were likely to be some changes to it as the legislation had some conflicting elements which were being looked at. There were no other comments or queries.	
5	<b>Traded services 2015~2016</b> ~ <i>spreadsheet already circulated (declaration of interest from FW &amp; LM)</i> MC guided governors through the prepared spreadsheet for services and explained her rationale for her recommendations. Governors agreed to stay with the services purchased last year with the following exceptions: Staff well being programme ~ although governors reiterated their commitment to staff well being it was felt that this programme was not appropriate at this time. There were alternatives that could be provided from within the Diocese and the LA. Gary Saul Patterson who was the sponsor behind this agreed that a school could join part way through a school year if they wished. Sickness pooling scheme: it was agreed to use Lark insurance for a 12 month trial. They provided cover from day 3 or 5 of sickness (depending which policy was bought) and would also maintain cover if a member of staff returned too soon without triggering a further waiting period. They also provided cover for jury service absence. The cost would be £1558 initially which would increase if claims were made to a further £4200. Governors asked if other schools were using this policy (St Martin's) and agreed to use Lark insurance for a 3 day waiting policy. MC would inform the LA of governors' decisions.	MC
6	<b>Multi Academy Trust ~ confidential item (see appendix 1)</b> MP arrived during this discussion.	
7	<b>Policies ~ New Cycle</b> FW thanked GQ for the revised policy cycle which clearly showed which policies were delegated to the Headteacher and which were the responsibility of governors. She proposed that the policies come to the FGB for ratification as the FGB would be quorate. If governors agreed she would allocate review of policies to small groups of governors, according to their skills, who would be responsible for any necessary EIAs. If the policies were LA model ones this wouldn't be required. The reviewed policies would be circulated to governors in advance of the meeting and questions should be sent to the reviewing group before the meeting. Ratified policies would be uploaded onto the school and NSESP websites. FW would work with LM and GQ to upload. LM will check whether electronic signatures are acceptable with Governor Services. <b><u>H&amp;S policies</u></b> <b>Fire Safety</b> ~ governors checked the procedure for contacting parents in the event of a fire and were satisfied that they were workable and confidential. <b>Health &amp; safety</b> ~ the next audit is due 27th February. <b>Worlebury Risk assessment</b> ~ governors agreed to keep in reference to the pond in case one was reintroduced to the school grounds. <b>Fire Evacuation</b> ~ it was agreed that fire drills would pick times of family worship and other difficult to manage times of the day (finishing time).	FW/LM/GQ

	<p>Governors could be a fire warden if they happened to be in school at the time of a drill. It was agreed to send Steve Quentin a card expressing our thanks and appreciation of his work in helping with fire safety aspects in school.</p> <p><b><u>Financial Policies</u></b>  <b>Fraud Bribery &amp; Corruption</b>  <b>Purchasing</b> ~ governors had queried how GQ makes purchases, MC confirmed that she had a purchasing card which needed MC's counter authorisation.  <b>Financial Procedures</b>  <b>Debt Recovery Policy</b>  <b>Charging &amp; Remissions Policy</b>  <b>Scheme for Financing Schools Revised 2014</b>  <b>Staff Absence Insurance</b>  <b><u>HR Policies</u></b>  <b>Flexible Working Policy</b>  <b><u>Operational policies</u></b>  <b>Equality Impact Assessment Guidance</b>  <b>Single Equality &amp; Community Cohesion Plan</b></p> <p>There were no further questions about the policies and all were ratified by the FGB. MC took the opportunity to inform governors about the changes to the school website which is no longer supported by the original providers. KP and MC volunteered to look at new host providers. GE recommended 'fast hosts' which is the provider used by his church. KF will ask Dave Blackhurst (parent) for advice. Progress will be reported back at the next FGB meeting. MC left the meeting.</p>	
8	<p><b>Governor Reports &amp; Monitoring</b></p> <ul style="list-style-type: none"> <li>▪ <b>Health &amp; Safety</b> ~ governors thanked MP for her work in the interim of appointing a governor to H&amp;S. There were no questions from her report.</li> <li>▪ <b>Report back from Headteacher appraisal</b> ~ AJ reported that the Headteacher appraisal cycle has been completed, with a programme in place up to the end of the school year. He asked governors to consider what they wanted following the appointment of the new Headteacher and whether the FGB wanted the appraisal to be before or after the availability of Raise online information. JT, having started part way through the year, will not be eligible for any pay progression until September. Governors have been informed that all staff have now been appraised.</li> <li>▪ <b>Governor roles</b> ~ FW said that following resignations the FGB was short of people for the Headteacher's review panel and the Admissions. These are statutory roles. AD informed governors that she wanted to step away from the training role. It was agreed that FW would work with AJ and MW to allocate roles, with AJ coordinating any suggestions and volunteers. KF agreed to be part of the panel.</li> <li>▪ <b>Use of NSESP website</b> ~ LM informed governors that she will be using the NSESP website to load documents for FGB meetings, Governor Induction pack and policies. LM will ask if we can have our own calendar area.</li> </ul>	<p>FW/AJ/MW  KF  LM</p>
9	<p><b>Strategy and visioning</b></p> <p>FW was pleased with the positive amount of responses about the vision statement. She had advice from Governor Services and the Diocese that this should be reviewed following the appointment of the new Headteacher and Pauline Dobbs had said she would help the governors as part of an Inset day. FW hoped that the Governor newsletter could now go out to parents to keep them informed about the appointment process. The future</p>	

	school model should form part of the visioning day.	
10	<p><b>Deputy Headteacher release time</b></p> <p>GQ had circulated a paper in support of her proposal to reduce the release time of the deputy Headteacher from the classroom. The proposal was to reallocate 2 x half day release from the Deputy Headteacher to the 2 TLR teachers. This was currently being funded as additional time but the budget wouldn't sustain this additional £7k cost in the longer term nor was it comparable use of time for a 210 intake primary school. JT said that there was a counter argument that this was not the appropriate time to reduce the overall capacity in the SLT as there were still major changes happening in embedding the new curriculum and unpicking the assessment framework. The release time for the two new TLRs is currently covered by Emma undertaking her HLTA training. However, she is now awaiting the results of her assessment and therefore should not be carrying out this role. If Emma is successful Governors will have to decide whether to change her contract to give her HLTA status within the school. AJ proposed looking at the proposal in conjunction with the new budget at the next FGB meeting. This will need to include what to do about the HLTA role in the school. FW offered to put together options for governors with the help of JH.</p>	<p>Agenda</p> <p>FW/JH</p>
11	<p><b>Headteacher recruitment (progress)</b></p> <p>GQ and JT left the meeting for this item.</p> <p>MW gave a progress report of the recruitment panel to governors. The JD and person specification is just about finalised. The governors had written in a requirement for the new Headteacher to teach for half a day a week. The decision had been taken for a quarter page colour advert in TES with the gold package. Any thought of what should be included in the packs should be sent to MW by Monday 9 Feb,.</p>	
12	<p><b>What impact will this meeting have on our pupils</b></p> <p>Governors considered the impact of the evening's discussion on the children of the school. The review of leadership time, appointment process for the new headteacher, decisions for traded services support would all have a positive impact on the pupils.</p>	
13	<p><b>Any other business:</b></p> <p>GQ made governors aware that staff were feeling vulnerable during the appointment process and it would helpful if governors let staff know how valued they were. The two Y6 pupils Keira and Lauren, who organised the sponsored walk should have a letter of thanks from the governors. AJ volunteered to write this. He also volunteered to write a draft improvement plan for governors to consider. GQ reminded governors that there was still a possibility that the school could be inspected by Ofsted.</p> <p>Meeting closed 8:45pm</p>	<p>AJ</p>