



	<p>the level of risk. MC reported that this very gradual budgetary erosion was based on static pupil numbers, whilst governors were looking at options to increase pupil numbers.</p> <p>Linked to the above, the Headteacher reported that she had discussed the Published Admission Number (PAN) document with SBC. The Headteacher had questioned the LA on the square footage that it had been based on, and established that the calculation had been done years before the two extensions. SBC had indicated that it was not statutory any more to use a particular formula and that the PAN had not been updated for some time. SBC were looking at employing someone to work on updating the PAN documents. The Headteacher had discussions about increasing the PAN from 8 to 9 with SBC. She reported that she had recently had to turn away an application for a Year 2 pupil as the school was already at 8. Governors requested that the Headteacher talk further with SBC regarding this. The LA governor (who was also a headteacher at another school), indicated that the school could pick up one or two additional children with no negative impact on the school, if governors were comfortable with this and it was safe to do so. Following a request from the Chair, the Headteacher confirmed that the recent case was documented. The Headteacher indicated that discussions with SBC had been positive and that she would follow this up further. A governor suggested that the Headteacher went back to the individual case of the Year 2 child to establish the position, looking at the capacity of the school. Another governor indicated taking fluidity of pupil numbers into account.</p> <p>Governors agreed that the meeting with Ian Burbidge would give the opportunity to demonstrate that the school was working in an effective and efficient way and showing that it wanted to be sustainable, including looking at options to potentially increase numbers on roll in the future.</p> <p><b>ACTION – MC to arrange meeting with Ian Burbidge at SBC.</b>  <b>ACTION – EL and MW to follow up Schools Forum recent minutes relating to this issue.</b>  <b>ACTION – MW to discuss further with Swindon Association of Primary Headteachers (SAPH) / Schools Forum representatives.</b>  <b>ACTION – EL to follow up Published Admission Number document with SBC and specific Year 2 case.</b></p> <ul style="list-style-type: none"> <li>• <b>14 October Agenda Item 4 – Risk Mitigation</b> – The initial template had been drafted and part populated - further work was required. The Chair commented that the budget issues above should be updated into the Risk Mitigation template and that this would be on the next agenda.  <b>ACTION – MC / GM to update template.</b></li> <li>• <b>14 October Agenda Item 4 - Diocesan links</b> – Reverend Bill O’Connell was absent from the meeting due to ill health so was unable to report back on progress regarding Diocesan representation at Schools Forum.  <b>ACTION – RevB to continue to follow up.</b></li> <li>• <b>14 October Agenda Item 4 – GB Minutes to be put on website (one year of minutes)</b>  PA reported that this was progressing.</li> <li>• <b>14 October Agenda Item 7 – Code of Conduct customisation</b>  The Code of Conduct previously adopted had been loaded on to the website.  <b>ACTION – EL to customise with Bishopstone logo and to circulate to governors to sign hard copies (reflecting best practice).</b></li> <li>• <b>14 October Agenda Item 8 – School Improvement Plan (Governor element)</b>  <b>ACTION – GM to provide wording to EL for Governor element.</b></li> </ul> <p><b>Other Actions from 14 October meeting had been completed or were on the agenda.</b></p> <ul style="list-style-type: none"> <li>• <b>14 October - Confidential Minutes</b> – Confirmed and the Chair indicated the need to ensure that the implication of the on-going level of need was fed through to the Accounting for Resources Committee.</li> </ul>	<p>MC EL/MW MW</p> <p>EL</p> <p>MC/GM Agenda</p> <p>RevB</p> <p>EL</p> <p>GM</p>
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<p>5.0</p>	<p><b>COMMITTEE REPORTS WITH KEY AREAS FOR THE FGB TO NOTE / ACTION</b></p> <p><b>PERFORMANCE AND STANDARDS COMMITTEE</b></p> <p>The interim minutes from the Committee meeting on 25 November had been circulated to all governors ahead of the Full Governing Body meeting.</p> <p>The Chair of the Committee (JR) provided an update. JR reported that the first Performance and Standards Committee under the new structure was used to improve understanding of data, in order that the governors could hold the Headteacher to account for the standards of educational performance in the school.</p> <p>Specific actions brought forward from the Committee to the Full Governing Body, were as follows:</p> <ul style="list-style-type: none"> <li>• <u>Questionnaire results of parents' views on before and after school activities</u> – The Headteacher updated governors on the outcomes of the questionnaire. There was a roughly 50 / 50 split of views regarding arrangements before school. The parent governor had been helping parents to refocus on what was important in terms of the pupils. A carefully worded letter was discussed as a potential way forward which MW had offered to help draft.</li> </ul> <p>There was strong interest in specialist clubs after school, including those that would require payment, and the Headteacher indicated that a wider range of clubs would be offered from January. There was also some interest in a breakfast club and research would continue regarding this. There had been a positive response to the mini reports.</p> <ul style="list-style-type: none"> <li>• <u>Computer Issues – Touch screen TVs</u> – This was discussed at the Committee meeting and also at the Accounting for Resources Committee. As a decision was required quickly in order to benefit from financial savings relating to bulk purchase with other schools, the Full Governing Body was requested to consider the proposal. PA outlined the benefits of replacing the three whiteboards with three touch screen TVs. The maximum cost involved was £15k, but it was expected to be less than this as a result of the purchasing power of ordering with a cluster of schools. The touch screen TVs provided far greater reliability for all teachers and could be used interactively with all pupils to enrich lessons. The large screens provided a sharp image and could run Android so were like a huge tablet, which would not go out of date. As there is no projector there are no problems with orientation of the projector. It would be possible to use one of the old projectors for the Village Hall so it would not be wasted.</li> </ul> <p>The financial position had been reviewed with the Bursar. There was an £18k carry forward and the Headteacher commented that the budget should be used to benefit children in the school now. The Chair of the Accounting for Resources Committee commented that there was provision in the IT Replacement Fund for the replacement of the white boards, which was already budgeted for £2k per classroom (totalling £6k). A governor asked for clarification of how much updates and on-going costs would be. PA clarified that there were no on-going costs and that the equipment was very robust and waterproof. A governor commented on how this both benefitted pupils by improving provision immensely and enhanced the school's image by having such advanced equipment. The governor commented that Bishopstone was likely to be the first school in the Swindon area to have this equipment used in every classroom. Detailed costings would be reviewed by the Accounting for Resources Committee as it was expected that a final figure could be achieved below the maximum estimate of £15k. The Full Governing Body voted unanimously in favour of the proposal. The Chair requested that the Headteacher communicate the benefits of this through the school newsletter and website.</p> <p><b><i>ACTION – PA to work with MC on the detailed costings and acquisition.</i></b>  <b><i>ACTION – EL to communicate progress through school newsletter / website.</i></b></p> <p><b>ACCOUNTING FOR RESOURCES COMMITTEE</b></p> <p>The interim minutes from the Committee meeting on 25 November had been circulated to all governors ahead of the Full Governing Body meeting. GM had also circulated the work plans for both committees ahead of the meeting.</p>	<p>PA/MC EL</p>
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	<p>The Acting Chair of the Committee meeting (GM) provided an update. In the absence of the permanent Chair and with unexpected low committee numbers, the committee met in a non-decision making capacity. GM reported that the Headteacher review had been undertaken by the sub-committee and a meeting with the Chair of the Accounting for Resources Committee was arranged.</p> <p>A request from MW to move from the Performance and Standards Committee to the Accounting for Resources Committee was agreed. MW would take up the vacancy on the Accounting for Resources Committee created by LM standing down, as he had skills and knowledge helpful to the Committee. Once recruited, the new governor would become a member of the Performance and Standards Committee. A correction that was needed to the committee work plans circulated by GM was noted – RevB had been incorrectly recorded as on the Performance and Standards Committee.</p>	
<p><b>6.0</b></p>	<p><b>HEADTEACHER’S REPORT</b></p> <p>The Headteacher’s report had been circulated ahead of the meeting. The Headteacher introduced the report. A governor commented that the report was in depth and, as the Headteacher had attended both committees, a lighter report may be sufficient for governors so as not to take up too much of the Headteacher’s time. This could cover the key issues at a high level such as benchmarking and related actions. It was agreed that the Headteacher would discuss the format and content further with the Chair.</p> <p>The Chair reiterated the need to ensure reporting to the Full Governing Body was by exception, with a highlight report to the Full Governing Body providing the key issues to either note or for a decision to be made that is outside of the subcommittee authorisation. The Full Governing Body needs full assurance that the subcommittee is the forum for detailed review and scrutiny of performance.</p> <p><b><i>ACTION – EL and GM to meet to discuss the format and content of the Headteacher’s Report.</i></b></p>	<p><b>EL/GM</b></p>
<p><b>7.0</b></p>	<p><b>STRATEGIC PLANNING - FEEDBACK FROM THE VILLAGE HALL AGM AND PARISH COUNCIL MEETING</b></p> <p>A number of governors attended the Village Hall AGM on Monday 24 November in the context of the use of the Village Hall in overall school enhancement and development for the future, and an update was provided. There had been lively debate at the AGM and there was concern from Governors that there had been some possible misinformation regarding availability of the hall for specific events.</p> <p>The Village Hall Committee was requesting a review of charges for the village hall rental. A new Treasurer, Ian Thompson (also Chair of the Parish Council), had been appointed who indicated the need for the school to pay “commercial rates”. Governors expressed concern regarding this terminology, as the school is not a commercial organisation but the main community user, without which the Village Hall would not operate. The Chair confirmed, however, that the school was happy to provide the village hall committee with a breakdown of usage and costings, including ST’s time in making all bookings, the cleaning carried out by the school and other related duties. The Chair also commented that this issue was separate to the strategic discussions regarding the infrastructure of the village hall for the future, and a presentation on this would be required for the future meeting.</p> <p>Governors also attended the Parish Council meeting on Monday 1 December and PA was given the opportunity to speak. PA had questioned the Parish Council in their role in promoting the wider use of the village hall, in energising a central community hub – PA emphasised that this was part of Parish Council business and the school’s willingness to help with this, inviting a member of the Parish Council to attend a future meeting of the School Governing Body. Parish Councillor Tom Green agreed to attend.</p> <p>Governors discussed the potential of the Village Hall, that the school was the main user, the importance of the hall to the wider community, including as an asset to the village (which had an importance for house prices), and the need for a fair hourly rate. Roles of PA and MW were clarified, with PA representing the teaching staff and MW representing the Governing Body.</p> <p>The next Village Hall Committee was on 19 January (7pm) with a pre-meeting before this (date to be confirmed). The Chair emphasised the need for a well thought out presentation to be prepared in advance. Governors thanked PA for clarifying the position to the Parish Council.</p> <p><b><i>ACTION – MW / PA to prepare presentation for pre-meeting and next Village Hall Committee</i></b></p>	<p><b>MW/PA</b></p>

	<i>meeting on 19 January 2015.</i>	
8.0	<p><b>AOB /CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>• <b><u>Update of Governor Membership webpage</u></b> – The clerk referred to the need for the governor membership webpage to be updated for the new Parent Governor (HC), LM’s departure / vacancy, and for role titles to be updated following reconstitution (e.g. community to co-opted). <b>ACTION - PA</b></li> <li>• <b><u>Level 2 Master Teacher for Computing</u></b> – PA had achieved Level 2 Master Teacher for Computing (one of only two in the South West) and governors congratulated him on his success. PA reported that there was £2k funding available to release him from normal teaching time to offer computing CPD for the wider area, but the priority would be to enhance the school. The Headteacher indicated that this represented half a day a week. For January and February arrangements had been made for Mrs Walton to come in and teach Art for a term, half a day a week, which was both filling a need and enhancing the curriculum. The Headteacher indicated that PA’s success presented a great opportunity and was bringing excellent skills into schools. Arrangements for the following term were being looked into.</li> <li>• <b><u>Three Year Condition Report</u></b> – The Vice Chair asked about the updated building estimate. The Headteacher confirmed that this was still in the region of £50k, and elements were being selected to progress. Issues relating to the Diocese and planning needed to be resolved and letters had been sent to both the Diocese and Swindon Borough Council. SBC were contacting a building company that had been identified working locally on a similar project, for the third quote. Work was expected to start in the Spring. Some work could be met from the Capital Reserve.</li> <li>• <b><u>Friends of Bishopstone School (FOBS)</u></b> – A governor commented on the success of the FOBS Christmas event for the children. The Chair asked about the level of funds raised by FOBS. The Headteacher indicated the recent purchases, including a new music system, clock, webcam for the fish and outdoor play equipment. Governors questioned whether there could be improved communications regarding meetings and events. The Headteacher said that any communications could be sent to ST to circulate to parents. A parent governor indicated some events planned by FOBS, including an auction of promises. (A Christmas meal for parents had also been arranged by KE).</li> </ul>	PA
9.0	<p><b>DATES OF FUTURE MEETINGS</b></p> <p><u>Full Governing Body meeting dates (Tuesdays 6pm):</u></p> <ul style="list-style-type: none"> <li>• 10 February 2015</li> <li>• 12 May 2015</li> <li>• 7 July 2015</li> </ul> <p><u>Committee meeting dates:</u></p> <p>Performance and Standards Committee – Tuesdays 5:30pm to 6:30pm, followed by: Accounting for Resources Committee – Tuesdays 6:30pm to 7:30pm</p> <ul style="list-style-type: none"> <li>• 27 January 2015</li> <li>• 28 April 2015</li> <li>• 23 June 2015</li> </ul> <p>Apologies should be sent to the Clerk, at least 5 days before meetings.</p>	

Signed:.....Date:.....  
Chair of Governors