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| | SV reported there is nothing to the report at present. | |
| 9 | Review pupil numbers – Reception class is likely to be 30 in September, our current pupil numbers are: Reception - 23, y1 - 30, y2 – 29, y3 – 29, y4 – 39, y5 – 27, y6 - 30. Applications have been received for new pupils in year 1. A growth fund request will be submitted in autumn term if pupil numbers meet what we anticipate. | |
| 10 | Review of the accident book for Spring Term – SV to report back at next committee. | |
| 11 | Staffing update – SV circulated staff update prior to meeting, <i>MP and SI asked how the year 3 class will be covered on the days there is no provision?</i> Year 3 will be supported on these days by SV and our new HLTA with sports provision. HLTA posts are being restructured; these will have further elements to their job roles, these elements will be; Assistant SENCOs, additional support in classes to cover teacher absence / training, wellbeing and mental health work, interventions around phonics, maths and literacy. Curriculum teams will be replaced with 4 new teams, SV will circulate information before FGB once final decisions have been made. | |
| 12 | School Build Update – Changes made to the kitchen have a cost of £7000, SV awaiting responses from Susan House on points circulated to governors prior to meeting and who will be funding this. SV raised with Susan House that the minutes from the CEM do not correspond with the minutes SV has. No drawings were seen till November and SV raised concerns immediately on receipt of these drawings, and meeting took place December 2017. Governors to discuss further at FGB and set a targeted plan of action. SV reported back that kitchen manager is partially happy with changes to the layout but there are still areas of the kitchen to be finalised. Windows have been amended and awaiting glazing. Remote access is not finalised for the first term and waiting for clarity on this. The anticipation is to have a tarmac entrance where the kitchen currently is but Elliots are unsure if there is enough time scale to complete this. No clarification on the remote access from the entrance gate as yet. Plans now show the remote access we need but no clarity on who will be funding certain areas of this. SV is waiting to hear back. SV and SLT have been considering the options for the how twilight and the start of the school day will work depending on the location of the school entrance and remote access for the autumn term. SV waiting to hear back if the sheds can be moved, or if new ones are being supplied. SV will continue to chase all the above issues. SV advised Elliots have stated some rooms are unable to fit certain furniture in, SV is working with Elliots to ensure the furniture can be accommodated. | |
| 13 | Health and Safety Update – More playground space has been lost due to the relocation of the site office for the build, fire drills have been completed and established the best escape routes for the children. Fire equipment will be moved from the existing school across to the new school, Adrian Ableson and SV will be arranging locations for the fire equipment in the new build following training they have received. Temporary fire escape stair case will be in place of the second bridge until second bridge is erected. Health and Safety Team at DCC will be completing an audit shortly after we move in. | |
| 14 | Propose dates for committee meetings 2018-2019 – SV will identify dates to be proposed at FGB with all governors present. | |

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| 15 | <p>Governors training update and feedback – No training complete since previous meeting and no governors expressed any wishes to complete particular training.</p> | |
| 16 | <p>GDPR – to include review of the following policies and documents Privacy Notice - pupils Privacy Notice - staff Privacy Policy Retention Policy IT Policy Social Media Policy Breach & Escalation Procedure Governors received bespoke policies above prior to meeting, these have been personalised from documents received from Steven Scown Solicitors as part of the Exeter Consortium package that has been brought into. Staff training took place on 25th May, this will be completed with governors at FGB.</p> <p>AGREED: JS proposed, SI seconded and all governors agreed policies and privacy notices named above to ratify at FGB.</p> | FGB |
| 17 | <p>Policies for review: Budget Monitoring – reviewed by SF and comments sent prior to meeting, policy recommended for ratifying. Finance – Stuart Ireland has reviewed and sent notes prior to meeting, NM to correct typo errors within document, SI proposed policy for ratifying. Health, Safety & Wellbeing (DCC & School) – MP reviewed and reported back to committee. Sun protection policy was also reviewed alongside these two policies. <i>MP asked do we try to arrange activities outside of the times stated in the policy when the weather is hot? SV advised yes where possible we continue to do this.</i> <i>MP asked do all teachers wear hat during play and lunch duty including teaching outdoors as stated in the policy? SV advised this is not the case and policy needs to be amended to reflect this. Governors reviewed and agreed to continue to not supply sunscreen and remove this from the policy. MP asked do we supply sunscreen for children that may have forgotten this? This is under the permission of the parent/carer.</i> DCC policy is model policy. MP talked governors through schools health and safety policy and asked questions for clarification. See attached policy. Policy will need review once the move into the new build. SV will be completing health and safety policy during the move into the new build. Policy states staff member to attend resources committee, currently SV is staff representative. Last health and safety audit took place in September but will take place again in the autumn term. Site inspection will not be taking place this year as building will be no longer in use from September.</p> <p>AGREED: MP proposed, SI seconded and all governors agreed to ratify the policies above.</p> <p>Managing sickness absence – JS will review for next committee</p> | |
| 18 | <p>Policies due for review at next meeting: Managing sickness absence Pay Procurement Safeguarding and child protection Charging & Remissions Complaints Grievance</p> | <p>JS JS MP MP SI SI SF</p> |

The meeting closed at 7:02pm