

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 15th September 2016
at 5.00pm.

Present: Mark Back (Chair), Rachal Daniels, Teresa Goble, Sidonie Kenward, Jo Whitmore, Emily Winslade, Martyn Giddens (Headteacher), Mark Dally (Associate Member), Martin Brown (Business Manager), Andy Thomas (Clerk).

Not Present: Andrea Septei.

1. Quoracy of meeting

The required quorum was six Governors. The meeting was therefore quorate.

2. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Bryony Coleborn, Mo Marsh and Katie Blood. Andrea Septei was not present.

3. Consideration of apologies

Apologies were duly accepted.

4. Current membership of Governing Body/ vacancy filling

It was noted that there were currently vacancies on the Governing Body for two Parent Governors and the Staff Governor. Measures to fill these would be taken forward. **ACTION - AT**

5. Appointment of Chair and Vice Chair

Mark Back (MB) had been nominated as Chair and was appointed. Teresa Goble and Emily Winslade (EJW) had been nominated for the position of Vice Chair. Following discussion TG withdrew and EJW was appointed.

MB stated that this would be his last year as Chair, although he may stand as Vice Chair, and asked those present to consider standing next year. He thanked the GB for its support for him as Chair and welcomed EJW as the new Vice Chair.

It was confirmed that GB meetings would now be 'paperless' and Governors were asked to ensure that they made arrangements to bring their own hard or electronic copies of documents to meetings. **ACTION - Governors**

6. Declarations of Interest

There were none declared.

7. Policy review schedule

It was noted that the Policy Review Schedule document had been circulated for information.

8. Business interests register

The annual Business Interests Register was circulated and signed by those present.

9. Previous minutes

a) *Minutes of meeting held on Thursday 20 July 2016*

The minutes of the meeting of the Full Governing Body meeting Wednesday 20th July had been circulated.

b) *Approval of minutes*

The above minutes were agreed and signed by the Chair.

c) *Matters arising from above*

- (i) *School priorities:* covered in the Headteacher's Report
- (ii) *After School Provision:* It was reported that, following the ending of the Groovy Gang after school provision, an external provider had made an approach regarding a new provision. Legal advice had been sought from the Local Authority in respect of employment issues arising from the redundancy and displacement of Groovy Gang staff. The FPP Committee had met earlier that day to review the position and had agreed to recommend to the FGB that a period of 3 months should elapse before going to tender with a view to starting any new provision in January 2017. This was agreed. **ACTION – FPP/ MG**
- (iii) *Governors attendance at joint INSET day:* It was noted that the last INSET day had been a success. There had been no formal invitation to Governors but this would be taken forward for future INSET days. **ACTION - MG**

10. Headteacher's Report

MG invited Martin Brown (MEB) to set out proposals for the replacement of photocopiers/ printers at the school. MEB presented a document setting out the costings associated with various contract types/ lengths and unit efficiency/ print quality. It had become necessary to renew provision as many units were reaching the end of their lives and a strategy to reduce wastage was also required. It was intended that the number and location of units would be rationalised and that staff would be required to log-in to the printing/ copying unit in order to enable printing. This would dramatically reduce wasted paper arising from documents not picked up. Limits would be placed on the number of copies possible for each member of staff and training/ awareness would be undertaken on this and associated budgetary requirements. Following discussion the Governing Body endorsed MEB's recommendation for:

- A three-year contract for new 'Riso' units at an approximate cost of £70k (seventy thousand pounds).
- The sale of existing infrastructure.

ACTION – MEB

It was further agreed that the FPP Committee would keep this matter under review.

ACTION - FPP

MG presented a detailed written/ PowerPoint report to the Governing Body. The following key issues were highlighted:

- *School Development Plan:* In discussion it was agreed that a communication/ engagement event for parents should be arranged, providing the opportunity for dialogue with staff and Governors and review of school documents.

ACTION – MG

- *Governor Visits/ Link Governors:* Link Governors were encouraged to liaise with respective allocated staff members.
- *Pupil numbers/ staffing:* A number of staff were due to go on Maternity Leave. Staff deployment and TLR provision was accordingly being reviewed. A letter to parents was due to be issued. Following discussion it was agreed that consideration should be given to placing an advert in the Bevendean Bulletin in relation to nursery places. **ACTION - MG**
- *New teachers:* A number of new teachers had started at the school. This was a welcome development and the staff concerned were enthusiastic and hard working. It was agreed that they should be invited to a future FGB meeting in order to facilitate introductions. **ACTION - MG**
- *New staff:* A number of new support staff had also started at the school and this was also welcomed.
- *Staff Absence Policy:* It was reported that the Local Authority model policy was in place. A concern had been identified about the high incidence of discretionary leave requests/ absences, which was having an adverse operational impact. It was agreed that this should be reviewed by the FPP Committee. **ACTION - FPP**
- *'Houses' for pupils:* The introduction of Houses had had a huge impact and been enthusiastically received by pupils.
- *Summer works:* A programme of works had been undertaken across the summer and had had a significant positive impact on the school environment. The lower school area had been transformed and the staff/ kitchen area refurbished.
- *Moving Forward:* ICT provision, grounds maintenance and printing/ copying facilities (as above) were being reviewed.
- *Drama:* Developments noted.
- *After school clubs:* These were working well.
- *'Thank You's:* MG expressed his thanks to MEB, the school caretaker, the cleaning staff and MB for their hard work and commitment over the Summer.

Finally it was agreed that a Governors' event should be held, possibly tied-in with the parents' engagement event (see above). **ACTION - MG/ MB**

11. Adopt Code of Practice for Governing Body for the year 2016-2017

This had been circulated in advance. It was agreed and signed by the Chair.

12. Agree Terms of Reference for Full Governing Body and sub-committees

The following Terms of Reference had been circulated in advance of the meeting:

- Full Governing Body
- Finance, Personnel and Premises Committee (FPP)
- Curriculum, Standards and Welfare sub-committee
- Headteacher's Performance Review

These were all agreed.

13. Agree membership of sub-committees

A document (also covering Link Governors – see item 14) setting out proposed membership of the following Committees had been circulated:

- FPP
- Curriculum, Standards and Welfare
- Complaints/ Exclusions/ Appeals
- Headteacher's Performance Review

The proposals were agreed.

14. Link Governors

A document (also covering Committee membership – see item 13) setting out proposed Link Governors had been circulated.

The proposals were agreed.

15. Governors' Visits

A proposed Governor Visit schedule had been circulated in advance, together with a template report form. The schedule was agreed. It was noted that TG had undertaken a successful visit in July 2016.

16. Scheme of Delegation

It was reported that the FPP Committee was due to review the Scheme of Delegation. Any changes would be referred to the FGB for ratification.

17. Chair's Correspondence

a) Training

It was reported that the Local Authority provided training for Governors. Details were provided by Governor Support and bookings could be made online or via the Clerk. A website link had been included on the agenda. Governors were encouraged to access the available training.

b) Other

Reference was made to a petition to the Local Authority calling for restrictions on the number of multi-occupancy homes in the Bevendean/ Moulsecoomb area. It was noted that any changes in this area would have an impact on the school in terms of pupil numbers.

It was also reported that a letter had been received from the Local Authority congratulating the school in relation to its results. This was noted/ welcomed.

18. Clerk's matters

a) Paperless meetings

Covered under item 5.

b) Governors' notebooks

Notebooks had been provided for Governors' use and had been distributed at the start of the meeting. Governors were encouraged to use these as a tool for preparing for meetings and making notes etc.

19. AOB

a) Items notified in advance (5 days notice required)

No items had been notified.

b) Emergency items (requiring advance discussion with the Chair)

There were no items.

20. Date of next meeting

Thursday 8th December 2016 at 5.00pm.

There being no further business the meeting closed at 6.30pm.

***** Please see Action Points from this meeting on the following page**

Action points from FGB meeting held on 15th September 2016

| Action | By | Person responsible |
|---|---------------|--------------------|
| 1. Address GB vacancies | In due course | AT |
| 2. 'Paperless' arrangements to be made for GB meetings. | Ongoing | Governors |
| 3. Tender for after school provision to be taken forward with a view to establishment in January 2017 | January 2017 | FPP/ MG |
| 4. Governors to be invited to future INSET days. | Ongoing | MG |
| 5. A new printer/ copier contract and sale of existing infrastructure to be taken forward | As required | MEB |
| 6. Printer/ copier contract and sale to be kept under review by the FPP Committee | As required | FPP |
| 7. Engagement event for parents to be held. | In due course | MG |
| 8. Consider advert in respect of nursery places. | As required | MG |
| 9. Invite new teachers to a future FGB meeting. | In due course | MG |
| 10. Review Staff Absence Policy | In due course | FPP |
| 11. Hold Governors' event | In due course | MG/ MB |