

Minutes of the Governors' meeting of Woodbury C of E Primary School
held on Thursday 28th March beginning at 6.00pm

Present:

Chris Cox (Chair)	Rachel Phillips
Vanessa Freeman	Gillian Pyle
Alison Sparks (Head Teacher)	Helen Lee
Liz Dymond	Jon Breeze
Emma Finnegan	Sue Stock
Jackie Doyle (Clerk)	The Rev'd Sid Humphries,

Apologies: None

1 Welcome, attendance register, training record, declaration of business interests and apologies for absence:

- a. The Chairperson welcomed all present to the meeting. Vanessa Freeman said the opening prayer.
- b. There were no interests to declare.

2 Minutes of the last meeting (14th February 2019)

- The **minutes** were agreed as correct and signed by the Chairperson, including **part 2 minutes**.
- **Matters arising** are covered in these minutes.

3 Governing Body Business.

- **Action Points** - These were progressed and an updated list is recorded at the end of these minutes.

4. Committee Summary reports.

a. Safeguarding: Emma Finnegan reported the following:

- The single central record (SCR) had been signed.
- Suzanne Latham is attending a Safeguarding Administrative course in June.
- The governors who recently ended their term of office have now been deleted from the SCR.
- The only concern was where the administrator's desk was situated enabling visitors or parents to have sight of the office computer viewing any confidential information. It was made clear that the office door is closed when any confidential information is on the screen.
- An intercom system has recently been installed for parents and visitors to use when exiting the building.

Q. How long does a DBS check last for?

A. Indefinitely, it has no official expiry date. Any information included is accurate at the time the check was carried out. Whether or not to carry out a subsequent check is up to the employer. Some authorities suggest a new check every 3 years.

b. Resources. Chris Cox reported the following:

- The following policies were agreed to be adopted:
 - Whistleblowing
 - Flexible Working Requests
 - Staff, Leave & Absence
 - Charging and Remissions
 - Staff Appraisal
- The state of the playground was discussed; daily sweeping of the playground is now taking place to remove any loose gravel that is causing children to fall over. A quote will be sought for both the driveway and the playground.
- The **Asbestos register** has recently been updated.
- The **budget 2019/20** has not been finally agreed, the committee will meet to finalise the year-end budget which will then be submitted to DCC. Pupil numbers are lower than expected due to foundation being oversubscribed last year and siblings of children who did not get a place in foundation were removed from Woodbury and enrolled at different schools.

The FGB **unanimously agreed** to the **2019-20 Budget** in principle, and are happy to be updated of the carry forward and any other updates they request.

- **School Financial Value Statement (SFVS).** This form covers financial aspects of the school management, has to be completed annually by the Chairman and the Head teacher. This year's edition will be completed and will be sent to the Devon Audit Partnership.

c. Children & Learning. Jon Breeze reported the following:

- 60 Chrome Books have been purchased.
- Helen Lee recently attended a Maths monitoring visit
- Sue Stock recently attended a **mental health** monitoring visit about **Mindfulness & " We Eat Elephants"**
- **School Pupil Tracker** our assessment software is stopping at the end of this academic year. We are looking to use the assessment package linked to SIMS.
- The following policies were reviewed and agreed to be adopted:
 - Radicalisation
 - Religious Education
 - Attendance
 - Children in Care
- Rev'd Sid announced his retirement in June 2019.

d. Admissions. At their recent meeting the committee discussed the new intake for September 2019, looked through applicants lists and checked the data, ranking the applicants in order for the over subscription criteria.

The 2020/21 policy is now on the school website.

The meeting continued into Part 2.

5. Any Other Business.

- The Governors account has a balance of £7,448.31. These will be audited in April.
- The Governors all agreed for £1000 to be used from the account for library books using a company that will match fund us.
- A local resident recently sent a detailed letter to school explaining in depth the increase of cars in the village hall car park and on the road and pavements in Flower Street at school pick up time due to the hiring of the village hall. A response will be sent.

6. Date & Time of next meeting – Thursday 16th May 2019 6.00pm

The meeting ended at 8.20pm.

Jackie Doyle
Clerk to the Governing Board

ACTION POINTS – 28th March 2019

Date		Action Point	Personnel	Status
10/05	1	Governor Recruitment	JD/RP	Closed
2/10	1	Testing RM Unify for sharing documents	JD/CC	Closed
14/2	1	Governor monitoring forms needs completing	RP/SS	Closed
14/2	2	Invacuation procedure	JB/EF	Ongoing