



FGB Meeting Minutes 23 May 2018 PART ONE

Present:

Elaine Joyce (EJ)
Victoria Abbott (VA)
Adam Boshoff (AB)
Carol Edmans (CE)
Dewi ab Iorwerth (DabI)
Anna Sanders (AS)
Steve Turnbull (ST)
Aaron Twaits (AT)
Andrew Turner (AJT)

In attendance:

Pam Langridge (Clerk)
Sara Cox (Deputy)
Carolynne Ballard (School Business Manager)

PROCEDURAL MATTERS

Apologies

Apologies were accepted from Giles Bedloe.

Declarations of Interest

EJ declared relationship to school staff member.
CE declared married to ST.
ST declared married to CE.

Constitution

Local Authority Governor, DabI, advised he will be stepping down at the end of the academic year.

[EJ to contact Nicola Riley to follow up expression of interest in vacancy.](#)

All Governors asked to think of any suitable candidates & succession planning.

Governors were reminded we need to act quickly as papers need to be submitted by 30 May for panel on 7 June.

Governors were advised AS will resign at the end of the academic year. [VA will arrange staff vote in September to fill Staff Governor vacancy.](#)

Matters to be Raised

Governors were advised the EYFS policy has been updated.

[ST requested HT report from last meeting be reissued with adjusted figures.](#)

ENSURING ACCOUNTABILITY

Acceptance of Minutes

Minutes were agreed, Governors requested list of initials at start of minutes for clarification.

Policies

CB has added teacher pay scales to Teacher Pay Policy. CB to return to AT who will circulate to all Governors.

Need to clarify if H&S Policy is annual or on a three yearly rotation and update the policy summary document and policy front sheet.

Any Non Agenda Items

After a robust discussion Governors agreed the parent survey should be reissued to Year R and Year 1 parents to determine if swimming should be re booked. Time lines are very tight. EJ has drafted survey. CB to update with current costings and action.

It was agreed that as PTA subsidise the provision and parents are asked to pay a contribution if the responses are unfavourable the school will need to offer an alternative provision.

Governors asked school to consider taking an alternative year group swimming in future years.

Updates from The Chair

None

STRATEGIC MATTERS

H&S Report

To follow from AB.

Governors were advised that new smoke alarms in the Annexe would cost £1395 per classroom and £2350 for school hall. It was agreed one alarm should be fitted once new boiler installed in the classroom nearest to the boiler

Boiler installation hopefully covered under SCC Buy Backs.

Governors were advised radiator cover replacement came with hefty installation charge. Caretaker to sand and paint instead.

Head Teacher Report

Governors were provided with a staffing structure handout but advised the actual allocation of classes /teachers may change before September

Governors were advised two new teacher appointments have been made.

Governors were advised significant savings had been made by:

- Employing NQT
- Employing teacher on lower pay scale
- Deputy Head returning to class
- SLT providing teaching cover and PPA cover
- Year R PPA to be managed in house
- Leadership time reduced by half a day

Governors were advised to support these changes the school will employ an HLTA.

Governors were advised that SCL provision has been reduced from 3 days to 2 in reaction to the price increase.

Governors were provided with a schedule of clubs and lettings. It was agreed that there is limited space in the school to offer after school care on site.

Governors were advised Koosa are hoping to increase available places on the provision of the transport from Moss Lane to GJS.

Governors asked if we could do more to fill the lettings gaps to generate further income and were advised a new dance provision is being trialled after half term.

All Governors were asked to read updated KCSIE and confirm to Clerk when actioned. Clerk to email. Governors were directed to a website by Andrew Hall for further detail on safeguarding.

Governors agreed the importance of providing a checklist for all lettings to reflect recent updates to include collection of emergency contact details, medical conditions, provision of inhalers etc.

Governors thanked AS for submitting her work diary. Governors were advised that the number of staff on the playground during lunchtime had been adjusted since to improve ratios.

To further understand teacher workload, Governors asked the SLT to provide a list of additional meetings staff are required to attend eg breakfast briefings / staff meetings / staff run clubs. Governors would like to understand how time is used before 9am and after 3pm.

Governors suggested implementing an annual survey to review teacher work load / work life balance / stress.

AT thanked the team for the reduction in supply staff costings which has had a positive impact on the budget.

Governors were advised that a set of 6 ipads, charging unit and cases costing approximately £5k were next on the 'wish list'.

FMR & Budget

FMR to follow once CB has completed training.

Budget has been submitted.

Full Review and costings of clubs & lettings

Circulated in hand out.

Cooperative Trust

Governors were advised the CSNet contract has been signed and returned.

The next call for action is to find out about the land.

EJ to contact John O'Connor to resolve.

Governors were advised that timetable has become unclear and looks to be postponed till September.



CE was directed to CSNet website for additional information around project brief.

OTHER MATTERS

Strategic Governor Links

AT has attended Finance meeting

EJ has helped children with Godalming in Bloom planting

GDPR Update

Governors were advised Rachel Dunnage has been appointed as DPO for Confederation.

New policy and privacy notices look great.

[Page 7 point 7.2 needs to be amended to a hyperlink.](#)

[Pupil Information page 2 need to add 'as required'.](#)

Governors formerly ratified the new policy and thanked the working party. [Policy to be uploaded to website.](#)

It was agreed there needs to be an action plan with target dates set up for GDPR.

AOB

Governors were advised the Clerk has received an email complaint from a parent.

[The Clerk is to advise the parent to write to the class teacher in the first instance,](#) as per the school complaint policy. If the parent is unhappy with the response, the issues can then be escalated to the SLT and then the Governors.

Meeting Review

Governors understand that difficult decisions have been made to implement cost savings and have a clear understanding of next year's staffing structure.

Next meeting

6.15pm 11 July 2018