



FGB Meeting Minutes 8 May 2019 PART ONE

Present:

Elaine Joyce (EJ)	Victoria Abbott (VA)
Adam Boshoff (ACB)	Laura Edmends (LE)
Andrew Turner (AJT)	Steve Turnbull (ST)
Carol Edmans (CE)	Nicola Riley (NR)

In attendance:

Pam Langridge (Clerk)
Carolynne Ballard (Bursar)

Apologies

Aaron Twaits & James Bingham, both accepted.

Declarations of Interest

CE declared married to ST.
ST declared married to CE.
EJ related to staff member.

Constitution

1 x Foundation Governor vacancy.
ACB to contact Chamber of Commerce.

Acceptance of Minutes

Minutes accepted with one typo on page one to be corrected (closed / closer).

Matters Arising

Governors reminded to let Clerk know when actions are completed.
Venn diagram circulated.
School literature prepared by LE, ready for circulation in local nurseries.
Education Toolkit actioned.
[CE CB and ACB to meet with DPO when report is received.](#)

Updates from Chair

None

Update on CS Net

No more information on transfer of land asset since last meeting. EJ felt that the lawyers were progressing the matter but were minimising costs by not chasing.

Official launch of GLP is scheduled for 13 May involving simultaneous singing in individual schools and a shared ceremony with representatives from all the GLP schools and local dignitaries.

Head Teacher Report

As requested by governors previously VA handed out a Venn Diagram, to support her HT report, to show the overlap of children with different additional needs. Governors thanked VA for the diagram. **To make it even more helpful governors asked that in future if it could also include social care so governors have a really clear understanding of exactly how many children need additional support and at what level.**

Governors also requested it would be more useful in future reports to give the number of children in the different groups, rather than percentages as these can be misleading when representing such small numbers of pupils.

Governors were advised that majority of children learning EAL at the early acquisition stage are in the lower school and there is only a very small number.

In answer to a question about any concerns the school may have about children learning EAL Governors were reassured that most children learning EAL are making expected progress. Slower progress was usually linked to a second additional need rather than just learning EAL.

Governors noted the take up of 'paid for' after school clubs offered to children attracting PPG money was low. School has now arranged dance and cookery clubs to offer an improved variety to appeal to a wider range of interests.

In response to a question about most effective use of PPG VA said the HSLW and Early Bird Club had most measurable impact.

Governors were advised the school has increased the HSLW hours from 5 to 7 hours so that she can also provide ELSA support. This solves the issue of having to pay for ELSA training for another member of staff. The supervision costs will be shared with the other local schools where the HSLW also works.

Governors asked if HT report, when reporting on CPD/SDP, could have a column for 'actions' and one for 'impact'. If the impact had not yet been evaluated the column could be blank.

Governors were advised some PPG funds have been used to prepare maths packs for families to take home to encourage maths activities. Governors suggested printable / downloadable resources on the school website may also support home learning for all pupils.

Some Governors raised concerns around sending expensive equipment home which may not be returned but VA explained that the resources were not ones she felt could be substituted with cheaper alternatives.

Following discussion on music provision & new music resources Governors suggested inviting Godalming Band, or other similar organisations, to the school to show the children a wide range of instruments to support music curriculum. VA advised that a local company, promoting music education, had been into a school assembly recently.



Governors were pleased to note the intruder alarm and fire drill practises were undertaken with positive outcomes.

Governors noted the general upkeep and cleanliness of the school has already improved with the appointment of the new caretaker. VA said she had noticed that the new caretaker is proactive which is impacting positively on daily school life.

Governors noted the range of CPD undertaken and asked the school to ensure succession planning where specific costly training is undertaken by one individual to reduce impact of loss of knowledge /financial with any subsequent staff turnover.

Finance

Governors were advised that a robust budget has been prepared by AaT and CB and signed off by EJ following communication with AaT & CB. Whilst the budget shows an in-year deficit it could be absorbed by the current year carry forward.

Governors noted that the provision for supply has been reduced further, after savings had been successfully made this year.

Governors asked for a full set of quotations for rolling redecoration works to be able to prioritise works. It was agreed focus should be on entrance hall and new external school name board

Governors reminded school it is best practise to obtain 3 quotations for works, unless contractor is known to the school through previous good value for money work.

Governors discussed options and encouraged investigation of hard-wearing and welcoming flooring for entrance hall, rather than simply replacing like with like. CB to research costings.

School Fund accounts are with auditors and will be ready for next meeting.

SFVS has been actioned.

Governors received a hand out on staffing structure for 2019 / 20 which includes an extra afternoon LSA. At this point in time VA expects the class teacher on Mat Leave to return to work and, to date, has not had any resignations.

Governors received a hand out confirming the SLA's the school has purchased. NR had discussed SLA buy backs with CB prior to final decisions being made.

Governors were advised that all school SENDCOs must undertake a national qualification within 3 years of appointment. Moss Lane's SENDCO will need to start this training in December 2019 at a cost to the school. (The National Award for SEN Coordination costs £1,980 +VAT.)



Governors agreed this expenditure had to be made but asked that the SENDCO undertakes optimum training during her non-contact /SENDCO time and in personal time to minimise impact on learning and avoid incurring supply staff costs as much as possible. [CB to investigate on line training provision options.](#) It was noted the SENDCO has been seeking external promotion.

Governors were advised admissions have been allocated very differently this year only reaching approx. 700 meter radius around school compared to [previous years of 1600 meters, resulting in some disappointed and distressed families.](#) [Governors asked if this would affect numbers on roll at the start of the year](#) and were advised that 59 places have been accepted so far. There is a reasonable waiting list but until September term starts final numbers are always fluid. Governors would need to monitor the impact of this on overall school numbers.

Governors were advised the total cost of the proposed outdoor learning space including installation is expected to be £33320 plus £600 for planning permission.

EJ proposed that, given the final cost of £33920 the FGB agree to proceed with the purchase and installation of the additional learning space. All governors agreed to the proposal of accepting this quotation and the school applying for planning permission, in the hopes works will be undertaken in October 2019 half term. It was noted that the figures quoted include 20% VAT which school will have reimbursed.

Governors were advised that a parent has suggested the hard tarmac in the playground be replaced with soft floor covering after a child sustained a head injury after a trip / fall which required a visit to A&E.

Update from Strategic Leads

Governors were reminded about the Summer Fair and BBQ. (08/06/19) Governors traditionally run the BBQ.

AB asked if there could be ways to have closer liaison with PTA to encourage and support wider engagement from the parent community. On reflection it was recalled that Governors had attended a range of PTA/ new parent events.

Governors had received the written copy of LEs verbal feedback about her attendance at the EWO/HT meeting.

[AB had been in school recently and his H&S report will follow.](#) He had noted much improved general tidiness, H&S and organisation.

Policies to Review

Governors received a copy of the draft Relationship and Sex Education Policy. [Following discussion about how to engage families before the policy is ratified it was agreed this should be referenced in the newsletter and available for parents](#)



to read via the school website, offering a period of time for comment on the incorporated updates. EJ to draft paragraph.

Next Meeting

10 July 2019. Focus: SDP review/Pupil progress & attainment