

# Minutes of Meeting held on Wednesday 8<sup>th</sup> February 2017 at 7.00pm



Governors present:

Miss E Heanes – Headteacher    Mr J Hayes - Chairman  
Mr P Hazell                            Mr R Taylor  
Mrs R Orpwood-Price            Mr D Casey  
Mr P Buxton

Clerk:                                    Mrs J Galloway

1.        The meeting opened with a prayer

2.        **Apologies for Absence**

Apologies were received from Mr Westcott, Mr Cullen, Mr Marsland and Mrs Cameron.

3.        **Declaration of Interests**

There were no declarations of interest.

4.        **To Approve Minutes of Meeting of 22-11-16**

**The minutes of 22-11-16 were approved as a true record and signed by the Chair.**

5.        **Matters Arising**

There were no matters arising from the minutes of 22-11-16.

6.        **Committee Reports of 11-01-17**

The Governors were provided with a copy of Committee minutes of 11-01-17 prior to the meeting (see attached).

***Standards & Ethos Committee Minutes*** – There were no questions or comments on the minutes.

***Finance, Estates & Personnel Minutes*** – There were no questions or comments on the minutes.

7.        **Headteacher Report**

The Headteacher talked through her report and made points as detailed below. ( Copy of report attached):

- A Teaching Assistant who is currently working 1:1 has resigned and is due to leave at half term. There is a review of the pupil's education health care plan (EHCP) due, it will be decided after this meeting whether the school will advertise for a replacement teaching assistant.
- Attendance – a recent meeting was held with the Education welfare officer who was pleased with the way in which attendance is managed.
- Swimming lessons went very well this year and the majority of children who attended gained their 25metres.
- There are a number of new after school sports clubs both in house and provided by an external provider.
- The newly appointed PE Co-ordinator, Miss Scotney is doing a fantastic job at organising events.
- Child Protection – one concern raised. **A Governor enquired if this concern had been sorted?** The Headteacher advised that it had.
- Parents evenings have been well attended
- Dinner numbers have been decreasing. This is due partly to a change in menu. The school is going to investigate other suppliers for this service.

8.        **Roof & Grounds Update**

A meeting has been held with our Property Management adviser - Cath Conlon - CCPM. The advice given was:

- The roof problems need to be treated as two separate projects
- Project 1: Roof specialist to investigate the problems, this will involve erecting scaffolding and investigating inside and outside of the roof.
- CCPM will liaise with the two companies who have already been out to look at the roof issues to get like for like quotes for the investigation
- On receipt of quotes, Governors will need to decide which company to retain

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- Investigation to take place during the Easter break
- Project 2: If after investigation it is discovered that the repairs to the roof are major rather than remedial, a detailed report will have to be provided and then CCPM will go out to tender for the work
- Cath Conlon will speak to DEMAT to assess the possibility of any funding should this become a major project

Mr Hazell has been in to undertake an asbestos check. A few panels have some flaking paint on them which need to be re-painted. The school office are contacting the Health & Safety team at County Council to obtain quote for re-painting the panels.

Bark is due to be laid under the tree area in the corner of the playground before the end of term.

A tree surgeon has been booked to cut back trees and remove a dead tree during the half term break.

## 9. Policies for Review & Approval

**SRE** – The Governors were provided with a copy of the policy prior to the meeting (see attached). There have been no changes to this policy. **The Governors agreed to approve the policy.**

**Collective Worship** – The Governors were provided with a copy of the policy prior to the meeting (see attached). Only slight amendment to this policy, in the timings of Collective Worship. **The Governors agreed to approve the policy.**

**RE** – The Governors were provided with a copy of the policy prior to the meeting (see attached). There have been no changes to the policy. The RE subject leader has attended training on a new RE scheme which is being introduced. The training will be cascaded down to all teaching staff. The new scheme will commence from September 2017. The Governors agreed to approve the policy. The policy will need to be reviewed and amended accordingly in the Autumn term.

**Gender Equality** - The Governors were provided with a copy of the policy prior to the meeting (see attached). There have been no changes made to this policy. **The Governors agreed to approve the policy.**

## 10. DfE Visit

The Headteacher shared a copy of the letter received after the recent DfE visit. The Governors were pleased with the content of the letter. The headteacher had also received positive feedback from the DEMAT.

## 11. Governor Training / Governor Visits

**Literacy Report** – Mr Buxton had undertaken a Literacy and Year 5 visit (see attached report). Mr Buxton commented that it had been a very positive visit.

## 12. AOB

The Chair advised that the PCC had made a recommendation to the LGB for a new Governor. However, clarification needs to be sought as to the process now in force for appointing new Governors. The DEMAT are drafting an application form for prospective new Governors to complete.

The recent 'open afternoon' was very successful with a greater number of Key Stage 2 parents in attendance.

**ACTION: Clerk to clarify application process with DEMAT**

## 13. Dates of Next Meetings

The dates of the next meetings have been agreed as:

Committees – Thursday 9<sup>th</sup> March 2017

LGB - Wednesday 29<sup>th</sup> March 2017

## 14. Closing prayer

The meeting was closed with a prayer led by Mr Hayes.

Meeting closed at 8.45pm.

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