



Minutes of Meeting held on Tuesday 12th June 2018 at 7.00pm

Governors present:

Miss E Heanes – Headteacher	Mr J Hayes - Chairman
Mr P Hazell	Mr A Westcott
Mrs F Cameron	Mr P Buxton
Mrs B Vaghela	Mrs M Pidoux
Mrs R Poole	Mr S Cullen
Mrs R Orpwood-Price	

Clerk: Mrs J Galloway

1. Mr Hayes opened the meeting with a prayer.

2. **Apologies for Absence**

Apologies were received and accepted from Mr Taylor and Mr Casey.

3. **Declaration of Interests**

There were no declarations of interest.

4. **To Approve Minutes of Meeting of 24-04-18**

The minutes of 24-04-18 were approved as a true record and signed by the Chair.

5. **Matters Arising**

Agenda item 9 – Progress measures will be agenda item for July meeting.

Agenda item 12 - Governors were reminded to complete on-line Prevent training and provide a copy of their certificate.

There were no further matters arising from the minutes.

6. **To Approve Minutes of Budget Meeting of 03-05-18**

The minutes of 03-05-2018 were approved as a true record and signed by the Chair. The school has received no response from the DEMAT after submission of the 2018/2019 budget.

7. **Committee Reports of 15-05-18 – Questions & Comments**

Governors were provided with copies of the minutes prior to the meeting (see attached).

Finance, Estates & Personnel - There were no questions or comments on the minutes.


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

8. **Headteacher Report**

Governors were provided with a copy of the Headteacher report (see attached). Additional points / questions raised were:

- **Visits** – The new class teacher – Alice Cox will be commencing employment with the school from Monday 2nd July. She has also agreed to accompany Year 3 & 4 on their residential visit to Burwell. This will give her the opportunity to meet some of the children and school staff and experience a school residential visit.
- **Classes for 2018/2019** – Parents will be advised of the class teachers will be teaching from September, by week ending 29th June.
- **Statutory Duties** – A Fire drill was held this week and this went very well. An invacuation will take place this term and a Governor will attend to observe the process..

There were no further questions or comments on the Headteacher report.

Minutes Approved : Signed  Dated 16.6.18

9. Health & Safety Update

Mr Hazell advised that an end of year review will take place later in the term. All areas of concern previously flagged up have been dealt with.

ACTION: Mr Hazell to liaise with the Headteacher re: date for review visit

10. Estates Report

The Governors were provided with a copy of the report prior to the meeting (see attached).

- **Roof** - A Contractor has been to visit the school with Rachel Lamb from Spire on behalf of the DEMAT. The works would consist of: Replacing all roof/velux windows & electric blinds in all affected areas. Additionally replacing some of the roof tiles and any damaged internal ceiling tiles. They anticipate that this will resolve the problem. If it does not further work will be carried out at a later date. If it was a case of having to re-tile the roof then this would have to be done in stages. This work of replacing roof windows will take approximately two weeks. We have been advised that a further quote will also be sought for comparison.
- **Slabbing** – The school is awaiting a quote to replace crazy paving withing the grassed area to the side of the amphitheatre. This will then reduce long term maintenance for this area.
- **Asbestos repairs** – These were minor repairs to paintwork.

There were no further questions or comments on the report.

11. GDPR

Governors were advised that the DEMAT have insisted that all Governors must have a school e-mail account. The Clerk has set up e-mail addresses for all Governors and these were provided to Governors at the meeting. Governors were also provided with details of setting up an outlook account. Alternatively, access to email can be gained via the KnowledgeHub at: <https://www.khub.net/learntogether> and clicking on 'Schools email'.

12. Governor Newsletter / Governor Annual Report

Chairs of Committees and Chair of Governors were reminded that they would need to submit a short statement to the Clerk for compilation of the annual Governor Newsletter to parents. It was suggested that these be submitted by 3rd July.

A Governor Annual Report is also to be written by the end of the Summer term and submitted to the DEMAT, this will be looked at by the Headteacher and Chair of Governors in readiness for the next LGB.

ACTION: Governor Newsletter & Governor Annual Report to be agenda items for next LGB.

13. AOB

There was no further business.

14. Dates of Next Meetings

The dates of the next scheduled meetings have been agreed as:


Committees – Tuesday 3rd July 2018

LGB - Tuesday 17th July 2018

15. Closing prayer

The meeting closed with a group prayer.

Meeting closed at 7.40pm.

Minutes Approved : Signed  Dated 