

Minutes for Committee Meeting of LGB for Guilden Morden C of E Primary School 16<sup>th</sup> June 2017

Personnel and Staffing

Committee Members:–

Alan Wright HT	Governor	Absent
Anna Fettiplace	Governor	Present
Judith Davis Roach	Governor	Absent
Ninette Taylor	Governor (Vice Chair)	Present
Mark Robinson	Governor (Chair)	Present
Sarah Fryer	Governor	Present and minute taking

Also Attending: None

1. Apologies for Absence

Alan Wright – absence agreed

Judith Davis Roach – absence agreed

2. Pecuniary Interest

None

3. Confidential minutes this meeting

These were decided

4. Minutes from last meeting (and decision re Confidential minutes past meetings).

Agreed and signed

5. Matters Arising not otherwise covered

None

6. SEND report

Report to be carried over to full GB 18<sup>th</sup> July

There were questions raised whether we can continue working with Heather, which could be of benefit to the school. Whilst we are aware that there is a cost we are unsure of how much or what support DEMAT could give.

**Action:** AF to email Sarah Conant

7. Marketing: flyer

AW to liaise with Kristy about the flyer and open day – Date suggested by pre-school as 3<sup>rd</sup> July for the open morning. AF suggested that Mondays were not good for working parents and requested it be on a Friday and suggested 7<sup>th</sup> July. It was suggested that the flyer might go inside the Royston Crow for delivery.

**Action:** NT to find out the cost of this, numbers and timescales, for the pre-school for 29<sup>th</sup> June.

**Action:** MR to update JDR with regards to flyers

**Action:** MR to speak to AW and Kristy re the date, and first draft for pre-school flier

**Action:** MR to talk to J Fisher re values statement for next year

## 8. Safeguarding

SF to meet AW and JF on Tues 20<sup>th</sup> re action plan (tbc with AW)

Governors noted that we recognise the importance of checking staff and volunteers have an understanding of safeguarding and know how to implement it. The governors commit to speaking to all staff about this.

**Action:** SF to confirm action plan meeting with AW

**Action:** SF ensure that all staff and volunteers are spoken to over the coming term

**Action:** door handle – SF to speak to Health and Safety re positioning of door handle and whether there are any fire risks etc, re height regulations

Car park safe access - Carried over to full GB 18<sup>th</sup> July

## 9. Maths Scheme

Carried over to full GB 18<sup>th</sup> July

## 10. Pupil Premium

NT raised a concern that we are lacking in information about the spend of pupil premium.

**Action:** NT to speak to AW to complete spend template

## 11. Hot drink policy adopt

This was agreed and adopted

## 12. Time of meetings

Carried over to full GB 18<sup>th</sup> July to mix evenings and school day meetings, suggest Fridays

## 13. Meeting date next term

Carried over to full GB 18<sup>th</sup> July

## 14. Any other business

Parent coffee morning – we need to meet with the parents to ensure that they know

- Progress since 1<sup>st</sup> November
- Successes and work to do
- Class structure
- Read write inc. update
- Suggested date 27<sup>th</sup> June

**Action:** NT to draft a letter to parents so that they are aware prior to the coffee morning

**Action:** MR to check with AW that this is an agreeable

A concern was raised that the swimming pool policies were out of date.

**Action:** AF to follow up with AW

AW has compiled a list of places to gain grants for the playground funding. The concern is that there will be quite a few grants and possibly matched funding.

**Action:** AF to contact local companies

**Action:** continue conversation on 18<sup>th</sup> July, and other companies that we could approach

NT suggested that we need a Governor code of conduct

**Action:** NT to research

Action: Structure of GB to be discussed at 18<sup>th</sup> July meeting

  
18/7/17