

Guilden Morden C of E Primary School
Minutes of Committee Meeting of The Local Governing Board
held on 21st May 2018 at the School

Welcome, apology and absence

No apologies, everyone welcomed.

Pecuniary Interests

No changes

Confidential Minutes

Some discussions will be confidential in this meeting and minuted separately.

Minutes from previous meeting on 20th March 2018

The minutes from the previous meeting were agreed and signed.

It was agreed by all present that our Agenda would need to be altered and prioritised as the Headteacher had received resignation letters from two Teachers who worked part time to fill a full time Teaching post. It was agreed that Parents should be informed as soon as possible of the resignations and the upcoming vacancy for a Teacher.

It was agreed that an advert for a Key Stage 2 Teacher should be placed as soon as possible. An advert could be placed with EPM, DEMAT and enquiries could also be made with Hertfordshire and Bedfordshire.

**ACTION: SF to send information to JF regarding some wording for the Advert.
JF to place Advert**

Safeguarding

The Lead Governor for Safeguarding (SF) will be visiting the school on 14th June 2018 to carry out an Audit for Safeguarding. The LGB enquired if the Audit will also cover the After School Cool Club, and received assurance that it would. KC has a check List for Safeguarding which she will put with the other documents. There was discussion around the safeguarding procedure when visiting organisations come into school. The Headteacher confirmed the procedure.

The Annual Child Protection LGB Monitoring Report is required.

ACTION: NT to seek proforma for School and Preschool.

ACTION: JF, KC and NT to do the report.

Class Structures

KC reported that preschool have 5 children leaving to start at the school.

Discussion took place regarding the arrangement for Classes in September 2018 which is minuted confidentially.

GDPR

Policies have been received from DEMAT which the Governors need to adopt for the School. Each Governor is to read and print off the last page of the Policy, sign it, and send back to the School.

ACTION. All Governors to read and print and sign the last page of each Policy and return it to the School.

The Privacy Notices and Policies had gone out to all Parents by email. Parents will receive the Declarations in the School Bag of each pupil. Mrs Siddle will collect in all the Declarations.

SEND

DEMAT have a visiting Inclusion Expert who could provide the SendCo for the school.

ACTION: JF to find out costs and report back to LGB

Pupil Premium

JF reported that the plan for Pupil Premium was completely finished and would be uploaded to the website. This plan is soon to be reviewed.

ACTION: JF to upload Pupil Premium plan to the Website.

Budget

The new budget for September 2017 has not been signed off. The monthly reports that the Headteacher is receiving are based on 2016 Budget. It will soon be necessary to plan the Budget for 2018. NT to discuss with MR regarding current budget information from DEMAT.

ACTION: NT to discuss with MR with regard to contacting the DEMAT Finance Director.

Any Other Business

Naomi from DEMAT had carried out a Governor Audit with MR in order to see if we needed any support. MR confirmed that all was ok.

It was agreed that the School's volunteers made a huge contribution to the School. More volunteers were needed to hear pupils read and it was agreed a plea would be put out in the School's contribution in the July edition of the local village news.

ACTION: NT to do.

It was agreed by the LGB that it was important to get a path into school with a ramp around the front of the school and entering the playground on the North side.

ACTION: MR and JF to follow through.

The Christian School Distinctiveness Report was discussed and agreement was reached on delegating this to JDR and JF

ACTION: JDR and JF to complete Christian Distinctiveness Report.

The future Clerking of LGB Meetings was discussed as our current Clerk is unable to continue. NT to enquire if we could buy into a service carried out by Hertfordshire, Bedfordshire or Cambridgeshire Local Authorities.

ACTION: NT to email MR to discuss.

ACTION: NT to email Hertfordshire, Bedfordshire and Cambridgeshire Local Authorities regarding a Local Government Clerking Service.

JF reported that a work experience student had been in school for two weeks and had proved very useful in Class 1.

JF reported that each pupil can expect 1 lesson per week in the Swimming Pool with Chloe Jackson, PE Teacher, and possibly another swim each week. It is hoped that the PTFA will have 3 after school swimming opportunities for the pupils. The PTFA Insurance covers them for this. The Cool Club will have one swimming opportunity per week. JF pointed out that the people allowed to use the swimming pool must be pupils or ex-pupils of the School.

The Small Schools Review was discussed.

ACTION: NT to email Mark to ask if he has completed the Review that he had received regarding Small Schools.

The Cambridgeshire Local Authority Catering Service is to end this year and JF reported that he had completed a questionnaire about what the school required from a Catering Service. The expectation is that a new contract will be in place in October.

The new Play Equipment in the Playground is due to be officially opened on Tuesday 17th July 2018. It is planned that this will be a Community Day with the official opening of the play equipment, a display of dancing, and a picnic.

ACTION: NT to include an invitation from the School for members of the village to attend in the written piece for Gamut

Next Meeting: Tuesday 10th July 7.00pm to 8.30pm

Items for next Agenda:

Impact of Teachers C Professional Development

GDPR Update

Safeguarding

Website Update

Pupil Progress Data

Headteacher's Report

Budget

Clerking

Governor Visits

Update on new pathway into school

WJN
10/7/18