



Governing Board of Bembridge CE Primary School Meeting held on Monday 28 November 2016 at 6 pm

Attendees

Alan Morris (Chair)	Co-opted Governor
Anna Wood	Foundation Governor
Gordon Kendall	Co-opted Governor
Sandra Grocock	Headteacher
David McCallum	Co-opted Governor
Ben Wightwick	Parent Governor
Sarika Braithwaite	Parent Governor
Amanda Bloor	Ex-Officio Governor
Steve Reading	School Business Manager (agenda item 5)

1. Apologies and Pecuniary Interests

Susie Simmonds	Foundation Governor
Lindsey Stapeley	Staff Governor
Barbara Clough	Local Authority Governor

Governors were asked if they had any pecuniary interests and none were declared

2. New Governors

Welcome was given to two new governors, Sarika Braithwaite as a new parent governor and David McCallum who it was agreed would be a co-opted governor. David has four years previous experience as a parent governor and in addition has business and other skills essential to the governing board. These had been identified in a skills audit.

3. Minutes of Meeting held on 7 October 2016

3.1 Accuracy

Minutes of meeting were confirmed as a true record

3.2 Matters Arising

None

4. Committees and Subject Co-ordinators

- 4.1 **Executive** – the Chair explained the role and Terms of Reference of the Executive committee. It was agreed that the Membership will be the Chair, Headteacher, Gordon Kendall, David McCallum, Ben Wightwick and Amanda Bloor.
- 4.2 **Pupil Disciplinary Committee** – 3 governors not staff nor parents – this committee will be formed if it is needed from relevant governors
- 4.3 **Pupil Disciplinary Committee** – Appeals – 3 governors not staff nor parents – committee will be formed if it is needed from relevant governors
- 4.4 **Headteacher's Performance** – Gordon Kendall and Barbara Clough both have undertaken this training however there is a need for a 3rd governor. Governors (not staff or parents) were asked to consider undertaking this training.

4.4 **Governor Tasks**

It was agreed that, in order to build on their expertise, governors would continue with their responsibilities with the following exceptions:-

- **Safeguarding/LAC/Attendance** – It was agreed that Sarika would take over this responsibility from Alan Morris. Sarika has a background in children’s social work and safeguarding had been identified as a skill gap in the Board. Sarika will undertake the relevant safeguarding training to enable her to carry out this responsibility.
- **Geography/History/SEN/Pupil Premium/Educational Visits**– Alan Morris
- **PSHE**- Anna Wood

5. **Feedback from the Executive Meeting (School Business Manager attended for this item)**

- Discussion took place on the headline in the County Press, which gave the future financial implications for the school. This showed a cut of £50k by 2020, which is a significant amount for the school to manage. There will be a need for the Governing Board to have a contingency plan in place and the Executive, in conjunction with the school business manager, will start the planning for this looking at all areas of the budget and reporting back on this. Additional funding will be available for areas of deprivation however the school does not score highly in this respect. Parents should be encouraged whenever they are eligible to apply for Free School Meals as this will be of advantage to the school.
- Finance monitoring had been circulated which shows that the budget is on track however the school is spending more than it receives and gradually eating into its reserves. As the reserves were £125k at the start of the year there is no immediate concern. Expenditure has or will be hit by increases in employers’ national insurance contributions and pensions. We are also feeling the implications of the job evaluation process on the salaries of the support staff. As teaching staff become more experienced there will be an increase in the teaching staff budget.
- The school’s budget statement, at the half-way stage, needs to be submitted to the Hampshire finance department. It was proposed Gordon Kendall, seconded Ben Wightwick that the budget be agreed and submitted. The budget was signed off by the Chair and Headteacher.
- The school was due to have a Health and Safety audit. Steve Reading, School Business Manager, has carried out the preparation work for this including updating the Health and Safety Policy and fire risk assessment. Tony Wright, who has the school’s contract in respect of health and safety, reviewed them and he felt they met the appropriate standard. The audit has now taken place with no problems. Thanks were given to Steve Reading for all the work he carried out to bring this up to standard.

6. **Headteacher’s Report**

- **Pupils** - there are 192 pupils on roll two having left and one joined. The school has two looked after children that have been placed by another local authority. There are no children on EHC at the moment. Adaptations have been made to ensure the school is suitable for a pupil joining the school who will have an Educational Health Care Plan.
- **Staff** – The school has a new data manager – Karen Berry. Assistant Headteacher will step down from her post wef end of December 2016 but will continue to be a class teacher.
- **Attendance** - 9 Fixed Penalty Notices have been issued for unauthorised absences. Attendance is now reported on a weekly basis in the school newsletter. Regular meetings take place with the Education Welfare Officer. Overall however school

attendance is good.

- **Training** – staff have received training in attachment and behaviour. Kevin Harcombe, school improvement partner, has attended the school as part of headteacher’s induction. Year 6 have received “Moving on with Confidence” training from Penny Crossley and she has also been working with the Looked after Children.
- **Community Links** - Harvest Festival at Holy Trinity.

7. School Improvement Plan

School Improvement Plan had been circulated and hard copies were given to each governor. Within the plan links have been made to the IW Children’s plan and British Values. The headteacher went through the plan and in particular explained that the action plans should be part of the governor co-ordinator visits. They need to make sure that the relevant policies are in place and there will be links within the plan. Governors were very complimentary about the thoroughness of the plan and recognised it will be very helpful to them.

Discussion took place on the need to raise the profile of the school and it was felt that part of this could be by the introduction of a Facebook page. Ben will meet with the relevant staff members to explain how other schools have used Facebook and how this could be managed. The Governing Body confirmed backing for this.

8. Policies

- 8.1 **Pay Policy** – Draft pay policy had been circulated. The policy had been drafted by the IWC in consultation with the relevant staff bodies. There is minor work needed to make it relevant to Bembridge and this will be carried out at the next Executive meeting. However the policy was agreed in principle and will be implemented.

9. Training

Induction – Sarika has attended her induction training.

10. Co-ordinator Visits

Visits due in November/December:

- Early Years – Barbara
- English – Gordon
- RE – Anna
- Art/Design/Technology – David

Relevant governor will make arrangements with the subject co-ordinator to carry out his/her visit.

11. Correspondence

- **Termly Bulletin and Hampshire 1/4ly magazine** – Sandra and Alan will send these to Deb for circulation to governors.

10. Any Other Business

10.1 **Panel Against Redundancy** – Gordon is sitting on a panel for another school.

10.2 **Diocese Bequest** – this is currently worth £19k and the diocese has asked the school whether they would like to cash this in; partly cash in or leave it to run. Discussion then took place on the possibility of Invest to Save opportunities in order to stabilise the school financially. Both Ben and David had experience of the popularity of 3G pitches, which could

be used by both the pupils but also hired out thereby producing income for the school and also raising its profile. David and Ben will discuss this with Steve to establish the feasibility of the scheme.

11 Date of Next Meeting

Monday 6 February 2017