



***'Learning to love God, one another and ourselves'***

Governing Board of Bembridge CE Primary School  
Meeting held on Monday 22 May 2017 at 6 pm

**Attendees**

|                     |                          |
|---------------------|--------------------------|
| Alan Morris (Chair) | Co-opted Governor        |
| David McCallum      | Parent Governor          |
| Anna Wood           | Foundation Governor      |
| Sarika Braithwaite  | Parent Governor          |
| Amanda Bloor        | Ex-Officio Governor      |
| Barbara Clough      | Local Authority Governor |
| Susie Simmonds      | Foundation Governor      |
| Ben Wightwick       | Parent Governor          |
| Gordon Kendall      | Co-opted Governor        |
| Clemma Yardley      | Staff Governor           |

**1. Apologies/Pecuniary Interests**

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| <b>1a Apologies</b><br>Sandra Grocock | Headteacher |
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**1b Pecuniary Interests** - Governors were asked if they had any pecuniary interests and none were declared

**2. Minutes of Meeting held on 20 March 2017**

**2.1 Accuracy**

Minutes of meeting were confirmed as a true record with exception that David McCallum should be meeting with Mrs Yardley as technology co-ordinator

**2.2 Matters Arising**

- Roof is now completed
- Kitchen Refurbishment – decision should be received from the local authority in respect of funding for the upgrade of the ventilation system by the end of June. If this is unsuccessful devolved capital will need to be used.
- Wraparound care – it was agreed that a questionnaire needs to be sent to parents to see if they would use a breakfast and/or afterschool club. Contact to also be made with pre-schools to see if there is also any interest with these parents. It was suggested that commitment would need to be made on a termly basis to ensure the financial viability.

**3. Feedback from the Executive Committee**

**SIAMS** – inspection report has now been received where the outcome was “Good with Outstanding Features”. The reason given for the school not yet being Outstanding was because the leadership team and the vicar are all fairly new in post. All agreed that it was a very good report and a letter from the diocese has been received congratulating the school.

**Staffing** – Mrs Clemma Yardley and Mrs Dee Swallow have been appointed as Assistant Headteachers and will be working closely with Mrs Grocock. Interviews have taken place to replace the reception class teacher who is due to retire at the end of the summer term. Mrs Shadbolt, who is coming from Kent, has been appointed, from a strong field, to take on this role and will start in September.

#### **4. Budget**

- We ended with an in year deficit of £24/25k however the school started with £125k carry forward.
- Next year we will be looking at a surplus of £100k and, whilst this is a good position to be in, it was also important to ensure that as much as is possible is spent on the children that are at present in the school.
- Budget has been set for the next three years as it is difficult to be accurate beyond this point.
- Following recommendations from the Executive some changes have been made to the budget in that some additional expenditure has been included. The key things were improvement to Wifi; new projectors in the classrooms and upgrading some staff laptops.
- Discussion took place about upgrading some of the play equipment with the suggestion of some equipment to enable better use of the area at the front of the school.
- ICT governor stressed the importance of the upgrade of the Wifi, which at the moment is not fit for purpose.
- Discussion also took place by the Executive on the possibility of employing an apprentice and further information on this is awaited from the local authority.
- Governor asked about our staffing costs and how these compared with other schools. The school business manager reported that, when the school is benchmarked against 125 similar schools, Bembridge falls in the middle, which is a good place to be. Eighty per cent of the school budget is spent on staff which has always been a priority of the governing board. At the moment the school does not have many children with a statement with the additional expenditure, which this would entail.
- Although the upgrading of the kitchen had been considered the SBM said that, in the present financial climate, he felt that a grant from the local authority was unlikely to be successful. In addition it was important that the upgrade to the ventilation system was carried out in the summer holidays in order to meet the health and safety requirements and it would not be possible to get the kitchen refurbished in these short timescales.

#### **5. Headteacher’s Report**

- There are 161 pupils on the school roll with a full intake for the reception class in September.
- Update was given on staffing. Letter has been sent to parents of Year 3 children giving update on the staffing position during the absence of the class teacher. In addition the children have their usual TA, who has not only provided continuity for the children but has been of great assistance to the two teachers who have been providing cover. There maybe a need to rearrange TA cover during the anticipated absence of two TAs for health reasons.
- SATs have taken place with the results being available during June.
- Update given on school trips.
- Senior leadership team are meeting each week

- Headteacher thanked governors who took met with the inspector as part of SIAMS.
- Leavers' Service is due to take place at the end of the year and this is always very successful. Mrs Groocok asked if we could also have a reception class welcome service and Rev Amanda Bloor was enthusiastic about this.
- Attendance details are being included with the newsletter each week. Governors asked about the lower figures in two classes although it was known that one class has an accepted reason for slightly lower attendance figures. There was concern that when children return from school and need assistance to catch up on what they have missed this has an adverse effect on the other children. A suggestion was made that where the figure falls below the expected standard this should be marked in red to emphasise the effect it has on the rest of the class.

## 6. Policies

No policies for discussion.

## 5. Governor Training

### 5.1 Future Training

- **MATS** – Alan to attend this
- **Health and Safety** – Gordon booked on Health and Safety

### 5.2 Feedback from Training

- Jeni attended the Induction Training, which she found very helpful and interesting.

## 6. Co-ordinator Visits

**6.1 Literacy** – Gordon had submitted an extremely thorough report. Part of the visit involved sampling workbooks across the school together with the subject co-ordinator. A key feature looked out for was the use of Teaching Sequence Plans. They also tracked pupil progress in writing and work structure. Gordon attended all Year Group classes, with the Literacy Coordinator. All classes (except Year 6) had a mixture of groups doing either a guided reading lesson, or were answering a question posed about their books, or were involved in independent reading. Gordon asked the children questions relating to their understanding of what they were reading and then talked more generally about how they viewed guided reading and personal reading and the choice of books available. Children from all Year Groups were polite, friendly, articulate, respectful and confident, (within the bounds of individual personality and age). Gordon was impressed by the application shown, the children got on with their reading activities in an industrious way – these were children who were interested in what they were doing and not easily distracted. Older children showed great maturity and self-confidence and were able to clearly express themselves and their thoughts. Full details are contained within the report.

### 6.2 Music

Report had been submitted and circulated. Susie had observed a class of children aged between 8-9 where they were using their listening skills. In addition the children were learning the ukulele.

### 6.3 Pastoral/Collective Worship

Susie carried this observation in January and the report had been submitted for the SIAMS.

The chair reminded governors of some visits that needed to be done these included History, Geography and SEND.

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| <b>11. Correspondence</b>      | As mentioned above a letter had been received from the Diocese congratulating the school on the success of the SIAMS.  |
| <b>10. Any Other Business</b>  |  |
| <b>10.1 Internet</b>           | – further discussion on the need for good internet access throughout the school.<br><br><b>Action: Governors asked that an audit take place of ICT across the school so that further funding can but put into this area if it is needed.</b> |
| <b>10.2 Social Media</b>       | – there have been some issues raised on social media which Clemma will raise at the next senior leaders’ team.   |
| <b>11 Date of Next Meeting</b> | <b>Monday 3 July 2017 at 6 pm</b>  |