



‘Learning to love God, one another and ourselves’
Governing Board of Bembridge CE Primary School
Meeting held on Monday 15 October 2018 at 3.30 pm
Held at Bembridge CE Primary School

Attendees

Alan Morris (Chair)	Co-opted Governor
Sandra Grocock	Headteacher
Jo Seward	Parent Governor
Gordon Kendall	Co-opted Governor
Jeni Gallagher	Co-opted Governor
Mike Gidley	Foundation Governor
David McCallum	Co-opted governor
Clemma Yardley	Staff Governor
Anna Wood	Foundation Governor
Sarika Braithwaite	Parent Governor
Amanda Bloor	Ex-Officio Governor
Deb Abell	Clerk to Governors
Steve Reading	School Business Manager

1. Apologies Accepted

All governors present

1b Pecuniary Interests

No pecuniary interests were disclosed for this meeting

2. Minutes of Meeting held on 2 July 2018

2.1 Accuracy

Agreed that they were a true record of the meeting

2.2 Matters Arising

Action: Cooler Units/Air Conditioning

Use of heat reducing paint was decided against as not being good value for money. Air conditioning units were trialled and found to be too noisy and unsafe for use in a classroom area.

Governor had experience of using plastic window film and this was found to be unsatisfactory.

Blinds were discussed however it was felt that this would not solve the problem of the heat from the corridor and the lack of airflow.

Action: 10/18/01 Governor has a contact who has experience in this area and he will arrange for him to come into the school to give some advice.

Action: 10/18/02 SBM will liaise with the Local Authority regarding possibility of air conditioning being provided through the schools capital grant.

3. Annual Business Items

3.1 Declaration of Pecuniary Interests -Pecuniary interest forms were completed for the year with the reminder that these can be updated at any time governors have a change of circumstances

3.2 Governor Code of Conduct – Governors agreed unanimously to accept the terms of the code

of conduct.

3.3 Collaboration Agreement – Agreed unanimously

3.4 **Executive Committee**

It was agreed that the following would be members of the Executive Committee: Headteacher, Chair of Governors, Vice-Chair, David McCallum, Amanda Bloor and Jo Seward
Executive Committee – Terms of Reference – the updated TOR were agreed. *(amendment made at November meeting that TOR were not discussed this was rectified at this meeting)*

3. Feedback from the Executive Committee

3.1 Finance

- Chair responded to a letter from the Local Authority Finance Officer who requested clarification of our budget. The letter had been shared with governors and explained the measures that had been put in place to keep expenditure to a minimum.
- In addition he had also asked the SBM to revisit the budget in the light of changes, which indicate that we are an additional £20k better off. Whilst we have sufficient reserves for the next three years it is important that we continue to budget carefully. Salaries have increased more than expected and teachers' pensions are also going up in April 2019.
- There is an issue with the school's payroll and HR provider and notice has been given to Capita to end the contract as they have been unable to provide essential information relating to staff salaries. SBM is acting on behalf a group of Island schools to identify another provider from 1 April 2019.
- Pupil count is likely to be 195 that is 5 less than the current year and will result in £15k less funding.
- School will continue to consider opportunities to work with other schools and thereby save money.
- TA has asked to reduce her hours. Headteacher will consider the impact on the school before making a decision.
- Discussion took place on using volunteers within the school as an extra resource.
- Kitchen has now been upgraded

3.2 After School Club

- Update given on the after school club which is not yet running to the expected capacity.
- In addition there were issues in finalising the employment of the two assistants, which incurred additional expense.
- Feedback from the children and parents, using the after school club, was very positive with fun activities being offered on a daily basis.
- Ideas were shared on how to make the club successful however all agreed that, whilst it was important to revisit this matter at each meeting, it was far too early to judge on its future.
- Discussion also took place on activity clubs offered by the school and a decision was taken that from January 2019 a charge of £1 will be made per club per week.
Information on this will be shared with parents via the newsletter as soon as possible.

4. Headteacher's Report

- **Staff** – Mrs Wood has been employed as the new French teacher teaching KS2 on a twice weekly basis. One TA left at the end of the summer term with another requesting reduced hours from January 2019.
- **Parent Questionnaire** - Questionnaire was sent out in July with 85 responses. Whilst the outcome was generally positive there was some concern in respect of the response to bullying. In particular 12 parents responded negatively in respect of bullying in addition 27

parents responded they did not know how the school responded to bullying. Although this question was a little ambiguous arrangements have been put in place to address this with a parent workshop being put in place and the school taking part in the anti-bullying week. Workshop to also be attended by teachers and the chair of governors. Parents have also been reminded of the process to be followed if they are worried about bullying.

- **Results** – Children’s results are very good this year. KS2 at 89% against the national average 75% in Reading, 89% against 78% in Writing, 89% against 78% GPVS with the only area for improvement being maths at 75% against the NA of 76%. Pupil premium children also under achieved in Maths. Maths project has been put in place to improve on outcomes and will be targeting specific children, five of which are girls. KS1 had a combined score of 74% against the NA of 65%. Recent report from Ofsted has suggested that in future inspections their focus will be looking at the progress the child is making at that time rather than exam results.
- **School Improvement Plan** – governors were asked to consider the whole plan but in particular their own subject responsibility and particularly page 13.
- **Action: 10/18/3 – Clerk to add SIP agenda for full discussion at next meeting.**
- **Co-ordinator roles** - governors agreed to continue in their present co-ordinator roles for the next school year.
- **Action: 10/18/4 - Governors to liaise with subject leads to arrange any visits due this term.**
- **Safeguarding** – CP policy to be updated to include amendments from the revised Keeping Children Safe in Education.
- **Action: 10/18/5 Headteacher to update Policy and Clerk to include on next agenda.**
Clemma attended the Safeguarding Children Board annual conference, which this year focussed on on-line safety. This was an extremely worthwhile conference and she will share the knowledge gained with her colleagues. Teachers have completed the on-line keeping children safe in education training. In addition on 29 October all staff will attend a full day’s course on Safeguarding. Contact arrangements for parents/carers have now been changed to ensure that 3 contacts are on the child’s records. This follows the recommendations from a serious case review following the death of a child. There are no safeguarding issues to report. Governors attended safeguarding training in September.

5. Policies

- **Pay Policy** – Carried unanimously to adopt the policy following minor amendments from Pay Committee to Executive Committee.
- **Behaviour Policy** – Amendment in the last paragraph with regard to Race is to be removed as is covered elsewhere. The word ‘seriously’ to be removed from Page 4. Page 7 word ‘appropriate’ to be changed in ‘inappropriate’.
- **Action: 10/18/5 Headteacher to make amendments and policy to come back to the next meeting.**

6. Governor Training

- **Action 10/18/6 Clerk to resend the link to the Prevent Training. See below:**
<https://www.foundationonline.org.uk/login/index.php>
- **Chair of Governors Forum** – Chair had attended this and updated on the new Ofsted Framework, which is due to be implemented from September 2019.

7. Governor Co-ordinator Visits

- 7.1 Christian and Pastoral – discussion took place on possible ways of involving other denominations in the school however it is known that invitations have been made. Both the

7.2	Methodist minister and Catholic Priest have very large parishes to cover. Early Years – Co-ordinator had an excellent visit looking at the outside space for reception class children. There were some issues in respect of storage and ideally an area of astro turf would be of benefit during wet weather.
8.	Subject Leader Report
8.1	PSHE –Report had been circulated and was noted.
8.2	RE – This will come to a future meeting.
8.	Correspondence
8.1	None apart from letter from local authority regarding our budget.
9.	Any Other Business
9.1	SIAMS – Headteacher has attended the training on the new inspection however the school was only inspected in 2017 and will be due another inspection in 2022.
9.2	LLP carried out her usual visit throughout this week and a report will follow.
9.3	Home Code of Conduct – discussion took place on whether this should be introduced. There are still issues with dangerous/inconsiderate parking outside of the school.
9.4	Headteacher’s Performance Management – arrangements to be made for this to take place in conjunction with the LLP.
9.5	Schools Forum – Gordon Kendall is to be a primary school representative on the schools forum.
11	Date of Next Meeting
	Monday 26 November 2018 – 3.30 pm

GOVERNOR MEETING DATES FOR 2018/19	
Autumn Term	Tuesday 4 September – Friday 21 December (3/9/18– Staff only)
1st Governors’ Meeting	Monday 15 October 2018 (Executive – Monday 24 September)
Half Term	Monday 22 October – Friday 26 October
2nd Governors’ Meeting	Monday 26 November 2018 (Executive – Monday 12 November 2018)
Spring Term	Monday 7 January 2019 – Friday 5 April 2019
3rd Governors’ Meeting	Monday 4 February 2019 (Executive – Monday 21 January 2019)
Half Term	Monday 18 February 2019– Friday 22 February 2019
4th Governors’ Meeting	Monday 18 March 2019 (Executive – Monday 4 March 2019)
Summer Term	Tuesday 23 April – Tuesday 23 July 2019
5th Governors’ meeting	Monday 13 May 2019 (budget agreement) (Executive – 29 April 2019)
Half Term	Monday 27 May 2019 – Friday 31 May 2019 (Bank Holiday Monday 6 May)
6th Governors’ meeting	Monday 1 July 2019 (Executive – Monday 17 June 2019)