



'Learning to love God, one another and ourselves'
Governing Board of Bembridge CE Primary School
Meeting held on Monday 2 July 2018 at 6 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
Deb Abell	Clerk to Governors

Visitor

Tony Wright	Health and Safety Advisor
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1. Apologies Accepted

1a	Sarika Braithwaite Amanda Bloor	Parent Governor Ex-Officio Governor
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1b Pecuniary Interests

No pecuniary interests were disclosed for this meeting

2. Health and Safety Update

- Tony Wright attended to give governors a presentation on their Health and Safety responsibilities.
- Essential that records are kept of any accidents at school as pupils are able to bring a claim against the school until 3 years after they are 18.
- Important that the school is risk aware rather than risk averse
- School has a health and safety policy which is updated regularly.
- Need to assess risks to employees, children and visitors
- Headteacher is responsible for the day to day management of Health and Safety with monitoring of health and safety activities.
- Some schools have involved children in health and safety inspections and have picked up on some different things.
- Governors should not work in isolation but are part of the management body.
- If managed correctly health and safety saves lives, keeps people from harm, improved morale amongst the workforce, saves money, improves efficiency, sends out a positive message and sets a good example.
- HSE website for governors is recommended see [Link](#)

2. Minutes of Meeting held on 21 May 2018

2.1 Accuracy

Agreed that they were a true record of the meeting

2.2 Matters Arising

Action 03/18/5 – Sandra will ask Steve to look into the possibility of using a paint to reduce the heat within the glass corridor and include the cost with his proposals. Both Anna and Clemma had reported on the heat in the classrooms in the recent spell of hot weather. David suggested that Comfort Coolers might be a better solution in the long term, rather than the paint, although running costs would need to be factored into the decision. It was agreed a decision regarding this would be made via email.

Action 05/18/01 David will look further into the value for money in respect of the paint and/or Comfort Coolers and the information will be shared.

Paint is £180 a tin with an estimate of 3 to 4 tins needed. However David had also looked into the provision of coolers for the corridors, which it was felt would be more appropriate and economic in the long run. The funding for these could come from the Diocese bequest that totals approximately £20k. Governors agreed that it was important that the classrooms are cool enough for pupils and staff to work in and agreed to the expenditure necessary in order to bring this about whether this is to repair existing air conditioning or the purchase of the new cooler units.

Action: 03/18/8 Holding Leaders to Account Training - Gordon will go through the core information and produce a briefing note to be shared with governors for a developmental session at a future meeting - carry forward to the next meeting as this is not quite complete.

Action: 03/18/9 Headteacher will ask SBM to look into the cost of renewing DBS for staff and the options available. This will be further discussed at the next meeting. School Business Manager has advised that all DBS checks meet the requirements of Ofsted and that to carry out further ones at the present time would involve unjustified expenditure.

Action 05/18/2 – David McCallum will speak to Glen Walker about producing a sign for the school to use – Completed. Banner will now be placed on the front fence of the school.

Action 05/18/04 Deb to contact Governor Services to see if training can be arranged for the autumn term with the offer that it is held in Bembridge. Completed – unfortunately this cannot be held at Bembridge however governors have been booked onto the training which will be held at Westridge.

- **Action: 05/18/06 Maths Governor will meet with Headteacher and Maths Co-ordinator and will use this as a topic for her next school visit.** Primary phase inspector is due to come to the school on 12/13 September and Jo Seward, Maths Governor, will try to attend. She will also carry out a maths visit in September.
- **Action: 05/18/09 – Clerk to email governors who gave apologies to ensure that they would be able to attend the new time.** All governors were asked to indicate which days/times would be best for future governor meetings. It was agreed that all future meetings will start at 3.30 pm with governors being able to use the after school club for their children.

3. Feedback from the Executive Committee

3.1 Finance

SBM had not been able to obtain a definite figure from Capita who are using a new system. Because they have not kept to their contract he, along with other schools, intends to move to another company. The first few months of the new financial year can be confusing as there are several annual payments made at the beginning of the year. We have a TA leaving at the end of the school year who will not be replaced and this will result in a saving of between £10/11k. The headteacher has already reorganised TA support so that all classes will receive appropriate support.

Modern Foreign Language Teacher is also leaving and she will be replaced by Anna Wood. Wrap around care – thanks was given to Jo for giving a presentation to the parish council requesting funding for the after school club. Two people will be needed to run the club and the closing date for applications is due shortly. It was agreed that the club will be held in the school rather than at Windmills. Sandra and Jo will be involved in the staff interviews. Jo and Sarika will be advertising the club after school to enable parents to find out about what will be offered.

4. Headteacher's Report

- Although there a significant number of holiday requests, which are referred to the local authority, attendance overall is generally good. In cases of persistent absence meetings take place with parents.
- Teaching Alliance student will be placed in Year 2 next year and the school receives a financial contribution towards this.
- Shift It – the school has received a gold award and was second overall in the Baylink games.
- Swimming – **Governor asked about the arrangements for swimming lessons. The headteacher advised that Year 3 have swimming lessons and at the end of the course it is hoped that they can swim 25 metres. If they are not able to achieve this extra tuition is provided in Year 6.**
- Achievement – Year 1 achieved 97% for phonics which governors agreed was a very strong result.
- SIP – Senior management team will be reviewing and updating this and including area for development.
- Subject Co-ordinators – governors spoke very positively about the teacher subject co-ordinator reports which they had found to be very informative and helpful.

8. Policies

- **Equality Policy** – page 3 minor amendment made but policy was agreed. Lead officer is the Headteacher. It was agreed that governors would be given the opportunity to attend the staff training on equality and diversity. **Policy was agreed by governors**
- **Attendance Policy** – it was agreed that the information on non-attendance on page 4 would be removed as the school is not responsible for this. **Policy agreed by governors apart from the minor amendments.**

9. Skills Audit

- Governors had completed skills audits and the clerk will update this prior to the next meeting.
- Gordon Kendall and Alan Morris reported no change to the SA completed the previous year.

9. Governor Training

9.1 Forthcoming Training

Clerk attending Policy training at the end of June.

9.2 Training Attended

- **Policies** – Clerk attended this training and will work on a policy review during the summer.
- **Keeping Children Safe on Line** – Anna attended this and recommended the future training sessions both to governors (particularly parents) and staff.
- **Chair of Governors Meeting** – Alan attended this and will circulate the minutes. Matters discussed included H&S and the need to have an asbestos management plan and that fire risk assessments are carried out. Natalie Smith has taken over from Kim James as the Island’s School Improvement Manager. The island’s school attendance figures have improved so that they compare favourably with the national figures at 4.9% as against 4.7%. Invitation has been offered to share information with other GB with invitation for other Chairs to attend our meetings and vice versa.

7. Governor Co-ordinator Visits

- 7.1 ICT – Report to be circulated. Mike was impressed about how everything fits from the policy to the national curriculum to the action plan, which made it easy for him, as a new governor, to follow.
- 7.2 The schedule for governor visits will be updated for the new school year to make sure they are synchronised to be at the most appropriate times of the year.

8. Correspondence

- 8.1 None

9. Any Other Business

- 9.1 Governor suggested that we should encourage the village to support the school including financially.

11 Date of Next Meeting

Monday 15 October 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)