



‘Learning to love God, one another and ourselves’
Governing Board of Bembridge CE Primary School
Meeting held on Monday 26 November 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
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

David McCallum	Co-opted governor
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1b Pecuniary Interests

No pecuniary interests were disclosed for this meeting

1c Election of Governors

- Co-opted Governors – Alan Morris and Gordon Kendall – governors ratified their email decision that Alan and Gordon should be re-elected as co-opted governors.
- Foundation Governor – the diocese had proposed that Anna Wood should continue for a further four years as a foundation governor – this was agreed.

2. Minutes of Meeting held on 15 October 2018

2.1 Accuracy

Whilst the Election of the Executive had taken place the Terms of Reference were not discussed – amendment to be made. Governor raised that the present TOR implied that the FGB was a sub-committee of the Executive rather than the other way round.

Action: 11/18/01 Clerk to redraft purpose of TOR for consideration by the Executive and to come back to the next FGB

2.2 Matters Arising

Action: Cooler Units/Air Conditioning

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 – carry forward to next meeting

Action: 10/18/02 SBM will liaise with the Local Authority regarding possibility of air conditioning being provided through the schools capital grant – update SBM has applied to Local Authority for a grant and awaits to hear back. He has also looked into the possibility of film being applied to the windows. The estimated cost of this would be £5/6000.

To be further discussed when advice has been received regarding the cooler units/air

conditioning.

Action 10/18/3 – SIP is on the Agenda - Complete

Action 10/18/4 – Co-ordinator Visits – appropriate visits have taken place or arranged – complete

Action: 10/18/5 Child Protection Policy – included on the agenda – complete

Action: 10/18/6 – Prevent Training – Clerk has resent the link to the Prevent Training and some governors have now completed this. Governors reminded to do this and to send through their completed certificates.

Governor reminded that at the previous meeting it was agreed that parents would be advised of the decision to charge £10 a term for clubs as soon as possible. Headteacher will arrange for this to be included in the next newsletter.

3. Feedback from the Executive Committee

3.1 Finance

- In the absence of the Chair of Executive Committee, the Chair of Governors fed back on the discussions at the Executive. He advised that whilst the budget at the moment is running well we are looking at a negative balance by year 3. One governor wondered if we were being unnecessarily pessimistic and suggested that if the school were full then there would be no concern. The School Business Manager (SBM) advised that he had made his decision based on the numbers already in the school and also on future predictions, which suggest that school rolls across the island are likely to fall. Whilst the reception class this year was heavily over subscribed this cannot be guaranteed for every year. Experience has shown that there tends to be natural loss as families move out of Bembridge and it is more difficult to fill these places when children are established at other schools.
- Clarification was requested, by a governor, regarding income from school meals and SBM explained that funding for KS1 is received as part of the LA funding.
- SBM asked governors to bear in mind that staff costs are increasing, general inflation, and the fact that government funding is not covering the cost of services previously provided by the local authority and therefore the cost of these is falling onto schools. The school is only receiving the same per pupil funding that it did 6 years ago. The government is carrying out a spending review this year and it is hoped that this will be to the benefit of schools and will cover the cost of pay increases and pension contributions.
- Whilst the school has previously looked into various ways of collaborating with other schools it was agreed that a sub-group will be set up to reconsider this to ensure the school is not missing opportunities to become more financially viable by co-operating with other schools including federation. Sub-group will consist of Mike Gidley, Alan Morris, Gordon Kendall and Steve Reading. Teaching staff will also be approached for a representative.
 - **Action 11/18/02 Alan Morris to draw up Terms of Reference for circulation**
 - **Action 11/18/03 Headteacher to approach staff for a representative**

3.2 After School Club

- Although the club is extremely popular with those that do attend unfortunately it is still not financially viable.
- It was agreed that although we have committed to run this until the end of the school year a review should take place in the spring term to decide the future.
- Decision was taken that, as the last hour between 5 and 6 is only used by a very small number of children, parents will be advised that from January 2019 the club will finish at 5 pm instead of 6 pm.

4. Headteacher's Report

- Report had been circulated and governors were asked for any questions. A governor asked

about the lower attendance figures in year 4 and headteacher clarified that there was a child with SEND within this class which affected the figures.

- Letter has been received from Nick Gibb, DfE Minister, congratulating the school on its excellent phonics results of 97%, making it one of the top 5% in the country.
- Hampshire School Improvement Partner observed a year 1 lesson and wished she had filmed it to use as a teaching aid for other schools.
- A local resident had posted on the Bembridge Community Facebook page how impressed she had been with the behaviour of a group of our pupils who had been in a café.
- Pupil Premium Strategy – there is a requirement to show how we plan to spend this money in the next year and also how this was used in the previous for the benefit of the specific children eligible for this payment. In their meetings, with the senior leadership team, co-ordinators are asked to report on how the PP children are progressing.

5. **Safeguarding**

- Child Protection Policy has been updating taking into account the revised keeping children in safe in education. Governor asked if all staff were clear about the requirements of the body map. Headteacher confirmed that all staff had received recent training and she was sure they understood what was required.

6. **School Improvement Plan**

- Reading has improved however the monitoring is to be continued.
- KS2 – progress in maths was good however it was the Pupil Premium children in Year 6 SATS who did not achieve as well as hoped on this occasion. The PP strategy will target the year with the greatest number of pupil premium children within the school.
- Ofsted focus is to be on looking at children’s work and their whole education.
- Hampshire Lead Learning Partner will be visiting the school the week after next to carry out an independent inspection of the school. This will give us an independent opinion on areas for improvement as well as where the school is performing well.

5. **Policies**

- **Behaviour Policy** – minor amendments made to the policy presented at the last meeting – agreed.
- **Staff Code of Conduct** – updated version agreed.
- **Fair Access Policy**- Local Authority policy – agreed
- **Restructuring, Redundancy, Redeployment Policy** – Local Authority policy – agreed
- **List of Policies** – Chair has gone through the list of statutory policies and will meet with the Clerk and Headteacher to ensure we have the updated policies.

6. **Governor Training**

- **Prevent** – Headteacher and Assistant Headteacher are due to attend the next round of this training.
- **Harmful Sexualised Behaviour Training**- Safeguarding governor attended this training and updated governors with the key messages from this training. Workshop has been held for KS1 and 2 on relationships. Also covered is the Speak Out programme on how to keep ourselves safe. Chair attended the anti-bullying evening session with 18 parents attending and a further 12 booked to attend the daytime session. He found this very interesting. Gordon Kendall agreed to become the anti-bullying governor.
- **Action 11/18/04** Gordon and Jeni have agreed to meet with the school council to talk about bullying and Gordon will contact Dee Swallow to arrange this.
- **Diocese Briefing** – Chair and Headteacher attended this which included the promotion of Trickbox which is a PSHE training programme.

7.	Governor Co-ordinator Visits
7.1	<p>Educational Visits – Alan Morris All classes are encouraged to undertake termly visits.</p> <ul style="list-style-type: none"> • Modern Foreign Languages – Jeni Gallagher An area on the website is to be identified to explain what the school does in respect of MFL and the subject teacher will contact the website co-ordinator. • History – Alan Morris Governor suggested that the portfolios should be kept in a more prominent place so that they are more available to visitors to the school. • Religious Education – Anna Wood No queries • Health and Safety – Alan Morris Meeting took place with the School Business Manager and this will be followed up by an exterior site visit. • Pupil Premium – Alan Morris No questions • Maths Governors are invited to the session on times tables and how parents can help their children at home.
8.	Correspondence
8.1	Letter from DfE re: phonics has been reported above
9.	Any Other Business
9.1	Schools Forum – Gordon Kendall has attended 3 meetings of the forum as a primary school representative. Funding of £3,300 will be transferred from the school budget to fund the higher needs teams.
9.2	Trust Deed – Headteacher confirmed to a governor that this is held in reception.
9.3	Home School Agreement - it was agreed that the parent code of conduct will be incorporated within this and will be sent out each year for signature rather than just when a child joins the school.
11	Date of Next Meeting
	Monday 4 February 2019 – 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)