



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

**Governing Board of Bembridge CE Primary School  
Meeting held on Monday 21 May 2018 at 6 pm**

**Attendees**

Alan Morris (Chair)	Co-opted Governor
Sandra Grocock	Headteacher
Jo Seward	Parent Governor
Gordon Kendall	Co-opted Governor
Amanda Bloor	Ex-Officio Governor
Jeni Gallagher	Co-opted Governor
Mike Gidley	Foundation Governor
David McCallum	Co-opted governor
Deb Abell	Clerk to Governors

**1. Apologies Accepted**

1a	Sarika Braithwaite	Parent Governor
	Clemma Yardley	Staff Governor
	Anna Wood	Foundation Governor

**1b Pecuniary Interests**

No pecuniary interests were disclosed for this meeting

**2. Minutes of Meeting held on 19 March 2018**

**2.1 Accuracy**

Agreed that they were a true record of the meeting

**2.2 Matters Arising**

**03/18/1 Reminder to go to parents to complete the survey and surveys to be sent to parents of children starting in reception in September once names are known**

Survey is now closed but carry forward to next meeting to establish need from parents of reception class children.

**03/18/2 Small working party to be set up to liaise with Windmills' Managers regarding the operation of an after school club. Sarika will contact Steve Reading, School Business Manager regarding this and also approach Jo Seward to see if she would also like to be involved.**

Working party has been set up and a business plan has been prepared. Initial contact has been made with the Parish Council and it is hoped that the request for a grant of £3k will be met favourably. Jo Seward will lead on this request at the PC meeting tomorrow evening.

**03/18/3 Decision not to have a meeting with parents whilst the survey is in progress as it was not felt there would be any advantage to this – no further action**

**03/18/4 Formal follow up to be made by the Chair/Vice-Chair to the Parish Council regarding start up funding – complete**

**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.**

**Action: 03/18/6 Headteacher to brief governors at next meeting following LAC training and Sarika, as designated governor, to look at the revised guidance – included as part of the agenda.**

**Action: 03/18/7 Headteacher to email governors with a copy of the subject co-ordinator template used by the relevant teachers - complete.**

**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.**

### **3. Feedback from the Executive Committee**

#### **3.1 Finance**

The chair advised that a budget has to be submitted by the end of the week. Governors had raised concerns regarding submitting a deficit budget; what measures could be put in place to mitigate against this to ensure the school was not in an even more difficult situation next year as our income is unlikely to increase. The chair explained the measures taken so far. He had met with the staff so that they are fully aware of the school's financial position and no further resources will be purchased without the permission of the headteacher fortunately however the school is already very well resourced. In addition arrangements have been put in place to ensure that the use of supply teachers is kept to an absolute minimum with the use of the HLTA and TAs where this is appropriate.

Governors asked why the supply-teaching budget was not matched by the insurance policy and whether the policy was value for money. A decision had been taken to continue with the policy for the time being as this would cover any sickness periods which, in the case of long term sickness, could be very expensive. This was however being carefully monitored and a decision to be taken next year regarding its renewal. Additional supply teaching had been necessary this year to cover additional training as we had a new senior leadership team and a newly qualified teacher.

In addition when any member of staff leaves careful consideration will be given to how they will be replaced. The cost of staffing is 80% of the budget, which leaves very little opportunity for savings and opportunities to generate income are limited. Discussion took place on whether class sizes should be increased in KS2 as a way of generating further income however there was a reluctance to do this at the moment but this will be kept as a future option. It was decided to make an effort to fill the 10 vacant places within the school at the moment by advertising via a banner at the Street Fair.

**Action 05/18/2 – David McCallum will speak to Glen Walker about producing a sign for the**

**school to use.**

A governor had experience of a mainland school where parents had been asked to make a voluntary contribution of £100 a year to assist with the school finances and asked if governors felt this would be possible in Bembridge. After a full discussion a decision was made that this proposal would not be put forward.

Discussion also took place on using the school facilities to raise income however it was recognised that the school is competing with six other halls that are available for community hire.

**Action 05/18/3 Headteacher will ask the School Business Manager to clarify the catering costs.**

**Unanimous decision was made that the budget is agreed and the Chair signed this on behalf of the governing body.**

There will be an opportunity to review the budget in autumn term.

### 3.2 **Buildings/Health and Safety**

Arrangements for the replacement extractor fan in the kitchen are still ongoing as there has been an issue with the electricity supply to the kitchen. Hampshire property services have this in hand but it is anticipated this may not be completed until the summer break.

### 3.3 **Wraparound Care**

Governors working group have been following up on the results of the survey which suggests that the after school club should be financially viable and would be a service to the village families. It was recognised however that neither Windmills nor the school is in a position to subsidise this. It was therefore important to get support from the parish council and also to see if the PTA and other local organisations might be willing to also back this. Windmills have carried out a lot of the preparatory work towards this and it was decided to ask them to be the providers of the service however bearing in mind that specialist staff maybe required to run the after school club.

## **4. Headteacher's Verbal Report**

- **Safeguarding** – Section 175 audit has been completed and submitted following a review by the Headteacher and safeguarding governor. Parents will be encouraged to access on line training offered through the IOWSCB. Foundation stage training will be arranged for staff in the autumn term and it was decided to see if it is possible for this to also be arranged for governors.  
Safeguarding policies have been updated but will be reviewed following the updating of the Keeping Children Safe in Education document in September.  
**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.**  
**Action 05/18/05 Deb to send Governors the links to the e-learning courses to include Prevent and Neglect.**
- **Designated Teacher** – remit has been widened and includes influencing decisions about the teaching and learning needs of LAC and previously LAC. The DT is the headteacher who covers the requirements that they must be a senior leader with knowledge of SEN and appointed through the governing body. Pupil premium funding will be used to promote the understanding of the effects of loss and separation and on relationship building.

- **IOW KS Maths Strategic School Improvement Fund Project** – Headteacher gave the details of this project that is to help children to achieve in maths, building on and utilising areas of expertise. The Regional School Commissioner has identified KS2 performance in maths in IW schools as a regional priority, Bembridge is one of the twenty schools selected to be involved in this. The governors role in this is to take an interest, understand the project as it unfolds and note the impact and seeing it as professional development in school. Aim of the project is to improve pupils- performance in maths in 2019 NCTs to be at least in line with that nationally and as a result improve the KS2 ARE combined figure to be in line with that nationally.
- **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.**
- **Moderation** – EYFS and KS writing takes place in June with moderators from IW and HIAS. NQT moderation took place last week with Bembridge exceeding all criteria and the inspector noting that our processes are exemplary. Governors congratulated the school on this achievement and in particular Mrs Miller who led on this.
- **Wellbeing** – an external moderator will carry out Wellbeing survey with all staff, on 23 May. The findings will be fed back to the headteacher, followed by feedback to the staff and then an action plan will be drawn up. The headteacher will feedback to the governors at a future meeting.
- **GDPR** – details of this change in the law relating to data protection and the action taken by the school were shared with governors. Governor asked about the school website and if we are using cookies and if the school has easy access to all data on pupils

## 8. Policies

- **Child Protection Policy**
- **Child Protection Procedure and Guidance**
- **Safeguarding**  
Governor asked if there is a need to include details about sexual consent as, given the age of the children in the school, this would not seem necessary. Headteacher explained it also needed to cover visitors to the school where, in the case of students, it would be appropriate. Policies will be reviewed again in September following the publication of the updated 'Keeping Children Safe in Education'. Details relating to Prevent are included within the policy.
- **Decision taken that the Chair would sign off the policies on behalf of the governing body.**
- **Decision taken that the GB will follow the example of the Diocese and all will be subject to a renewal of DBS check.**
- **Action: 05/18/07 Clerk to contact school administrator regarding which governors need their DBS checks updated and also ask about automatic renewal.**

## 9. Governor Training

### 9.1 Forthcoming Training

Clerk attending Policy training at the end of June.

### 9.2 Training Attended

**Induction Training** – Mike attended this and found it very interesting and also the opportunity to meet governors from other schools.

**Foundation Governor Training** – Mike also attended a course put on by the diocese on the role of foundation governors, which was also interesting.

## 7. Governor Co-ordinator Visits

7.1	Geography – Alan Morris – report had been circulated and there were no further questions from governors. Alan reiterated how much he had enjoyed his visit both seeing what they were learning but also how they learned.
7.2	Literacy – Gordon Kendall – report had been circulated and there were no further questions from governors.
7.3	The following governor visits are due to take place and governors were asked to make arrangements with the relevant subject co-ordinator to do these. May – ICT, geography, history, PE June – Early Years, literacy, maths, science, design technology and safeguarding.
	• <b>Action: 05/18/08 – Clerk to send out Governor visit template</b> (complete)
<b>8.</b>	<b>Correspondence</b>
8.1	
<b>9.</b>	<b>Any Other Business</b>
<b>9.1</b>	<b>Chair of Governors Forum</b> – a new chair of governors’ forum is being set up and Alan has been asked to be one of the chairs to start this off. This may involve Alan attending another school’s governors’ meeting and vice versa. Alan will feedback the outcome of this.
<b>9.2</b>	<b>Succession Training</b> – a training course has been set up to encourage governors to become future Chairs of Governors. It was decided that if any governor would like to do this then they should have the opportunity and arrangements would be made for them to get the relevant experience.
<b>9.3</b>	<b>Start times of future meetings</b> – discussion took place on the start times of future meetings with the agreement that, if it is convenient to the absent governors, then the start time of future meetings will change to 5.30 pm <b>Action: 05/18/09 – Clerk to email governors who gave apologies to ensure that they would be able to attend the new time.</b> (complete)
<b>11</b>	<b>Date of Next Meeting</b> <b>Monday 2 July 2018 – 5.30 pm</b>

<b>GOVERNOR MEETING DATES FOR 2017/18</b>	
<b>Half Term</b>	Monday 28 May 2018 – Friday 1 June 2018 (Bank Holiday Monday 7 May)
<b>6<sup>th</sup> Governors’ meeting</b>	Monday 2 July 2018 (Executive – Monday 18 June 2018)
<b>GOVERNOR MEETING DATES FOR 2018/19</b>	
<b>Autumn Term</b>	Tuesday 4 September – Friday 21 December (3/9/17– Staff only)
<b>1<sup>st</sup> Governors’ Meeting</b>	Monday 15 October 2018 (Executive – Monday 24 September)
<b>Half Term</b>	Monday 22 October – Friday 26 October
<b>2<sup>nd</sup> Governors’ Meeting</b>	Monday 26 November 2018 (Executive – Monday 12 November 2018)
<b>Spring Term</b>	Monday 7 January 2019 – Friday 5 April 2019
<b>3<sup>rd</sup> Governors’ Meeting</b>	Monday 4 February 2019 (Executive – Monday 21 January 2019)
<b>Half Term</b>	Monday 18 February 2019– Friday 22 February 2019
<b>4<sup>th</sup> Governors’ Meeting</b>	Monday 18 March 2019 (Executive – Monday 4 March 2019)
<b>Summer Term</b>	Tuesday 23 April – Tuesday 23 July 2019
<b>5<sup>th</sup> Governors’ meeting</b>	Monday 13 May 2019 (budget agreement)

	(Executive – 29 April 2019)
<b>Half Term</b>	Monday 27 May 2019 – Friday 31 May 2019 (Bank Holiday Monday 6 May)
<b>6<sup>th</sup> Governors’ meeting</b>	Monday 1 July 2019 (Executive – Monday 17 June 2019)