



***‘Learning to love God, one another and ourselves’***

**Governing Board of Bembridge CE Primary School  
Meeting held on Monday 19 March at 6 pm**

**Attendees**

Sandra Grocock	Headteacher
Anna Wood	Foundation Governor
Sarika Braithwaite	Parent Governor
Gordon Kendall (Vice-Chair)	Co-opted Governor
Clemma Yardley	Staff Governor
Jeni Gallagher	Parent Governor
Mike Gidley	Foundation Governor
Deb Abell	Clerk to Governors

**1. Apologies/Pecuniary Interests/Code of Conduct**

1a	Alan Morris	Co-opted Governor
	Jo Seward	Parent Governor
	David McCallum	Co-opted governor
	Amanda Bloor	Ex-Officio Governor

Gordon Kendall chaired the meeting in the absence of the chair.

**1b Pecuniary Interests**

No pecuniary interests were disclosed for this meeting

**2. Minutes of Meeting held on 5 February 2018**

**2.1 Accuracy**

Agreed that they were a true record of the meeting

**2.2 Matters Arising**

None

**3. Feedback from the Executive Committee**

**3.1 Finance**

School Business Manager’s report had been circulated which shows the budget is on track. The school will be running an in year deficit for the next three years however will be solvent because of the reserves. Planning is already in place to mitigate the situation as far as possible.

**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. Boiler house roof has now been repaired.

**3.3 Wraparound Care**

Further discussion took place on the proposal for the after school club which had also been discussed at the Executive Committee. The Executive Committee had final sign off of both the survey and the letter to parents that had been circulated to governors for their opinion. Concern had been raised that this did not fully represent the discussions undertaken at the previous meeting but governors did not feel that the actions taken were inappropriate. Responses had already been received to the survey with some positive responses regarding

after school care but some concerns regarding the possible cost. Governors also agreed that if there is a good take up then it will be possible to offer a cheaper price and perhaps it could be cheaper if there is more than one child within the family or for using the service more. Clerk had carried out informal enquiries with colleagues regarding after school clubs at other schools. The responses were varied with several reporting that after school clubs had not proved to be viable and others saying that schools had provided the premises with the service being offered privately.

**Actions/Decisions as follows:-**

**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.**

**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.**

**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.**

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

- **Devolved Capital** – costed proposals for the spending of the devolved capital have not yet been completed as the SBM has had to focus on budget setting. A proposal was made that part of this should be spent on reducing the effects of the sun coming through the glass corridor. It was suggested that there is paint available that is effective.
- **Action 03/18/5 – Sandra will ask Steve to look into this and include the cost with his proposals.**

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

- No staffing changes however one teacher is unwell at the moment and away from school until the end of term. An experienced supply teacher has been employed to teach the children every morning so that there is consistency for the class with appropriate arrangements being made for the afternoons. The headteacher will meet with the parents of this class to personally reassure them. In addition arrangements will be made for the parent consultation meetings to take place as these could not take place as the teacher was not available.
- Jane Wilson, LLP, continues to work with the senior leadership team with actions being agreed for the year.
- Another session took place with Gatten and Lake looking at writing. This being another opportunity to evidence that the school continues to work alongside other schools.
- Trainee teachers attended from Portsmouth University and carried out a geography enrichment visit to observe lessons and met with the Geography co-ordinator and governor.
- Pupil Progress – governors were pleased to see that the mid-year results are looking good. It was noticeable that there was a marked improvement in the writing within the reception class.
- GDPR – to be fully discussed at the next meeting with a revised data protection policy to be adopted. The data protection officer for the island's LA schools will be Helen Miles who is the IW Council's chief legal officer.

#### **5. Looked After Children and Previously Looked After Children**

<ul style="list-style-type: none"> <li>The headteacher is the designated teacher for LAC and previously LAC. She will attend the relevant training and brief governors on this at the next meeting.</li> <li><b>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.</b></li> </ul>
<p><b>6. SEND</b></p> <ul style="list-style-type: none"> <li>Subject leader report was not available so will be carried forward to the next meeting.</li> <li>Headteacher has produced a template for subject leaders to use when reporting to governors and to be used as a reference when governor subject co-ordinators carry out their visits.</li> <li><b>Action: 03/18/7 Headteacher to email governors with a copy of the template</b></li> </ul>
<p><b>7. Renewal of Subscription Services</b></p> <ul style="list-style-type: none"> <li>Discussion took place on the renewal of the subscription service for the resource library and governor services. The school business manager had budgeted for the renewal of these if required. Both the headteacher and teacher governor confirmed that the resource library was very useful and offered good value for money and it was agreed that this would be renewed. The clerk had produced details of governor training undertaken during the past year and this matched the cost of the subscription. In addition useful support was available from governor services. It was agreed to also renew the governor subscription.</li> </ul>
<p><b>8. Policies</b></p> <ul style="list-style-type: none"> <li>It was agreed that governors would take a final opportunity to read this important policy. If they had any comments they would respond within two weeks. If no comments received the policy will be adopted.</li> </ul>
<p><b>9. Governor Training</b></p>
<p><b>9.1 Forthcoming Training</b> Mike is due to attend induction training and Sarika the Level 3 safeguarding.</p> <p><b>9.2 Training Attended</b> Jeni, Gordon and Sarika attended the Holding Leaders to Account training. The trainer was an ex-headteacher who is now a chair of a large primary school on the mainland and has experience as an Ofsted inspector. All three governors spoke very positively about this training which they felt was very well delivered and extremely useful. <b>Action: 03/18/8</b> 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.</p>
<p><b>7. Governor Co-ordinator Visits</b></p> <p><b>7.1 Single Central Record</b> –Sarika had carried out her governor responsibilities in respect of the single central record. Whilst she recognised that there was no requirement for staff to renew their DBS registration she recommended that the school should carry this out on a regular basis. <b>Action: 03/18/9</b> 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.</p>
<p><b>8. Correspondence</b></p> <p>Temporary post working with the diocese had been shared with governors.</p>
<p><b>9. Any Other Business</b></p>

<b>9.1</b>	<b>BACS system</b> - it was agreed that the school would change over from issuing cheques to a BACS systems. Gordon Kendal signed the agreement on behalf of the Governing Body.
<b>11</b>	<b>Date of Next Meeting</b>
	<b>Monday 14 May 2018 – 6 pm</b>

<b>GOVERNOR MEETING DATES FOR 2017/18</b>	
<b>Autumn Term</b>	Tuesday 5 September – Friday 21 December (4/9/17– Staff only)
<b>1<sup>st</sup> Governors' Meeting</b>	Monday 9 October 2017 (Executive – Monday 18 September)
<b>Half Term</b>	Monday 23 October – Friday 27 October
<b>2<sup>nd</sup> Governors' Meeting</b>	Monday 27 November 2017 (Executive – Monday 13 November 2016)
<b>Spring Term</b>	Thursday 4 January 2018 – Friday 29 March 2018
<b>3<sup>rd</sup> Governors' Meeting</b>	Monday 5 February 2018 (Executive – Monday 22 January 2018)
<b>Half Term</b>	Monday 12 February 2018 – Friday 16 February 2018
<b>4<sup>th</sup> Governors' Meeting</b>	Monday 19 March 2018 (Executive – Monday 5 March 2018)
<b>Summer Term</b>	Monday 30 March 2018 – Monday 23 July 2017
<b>5<sup>th</sup> Governors' meeting</b>	Monday 14 May 2018 (budget agreement) (Executive – 23 April 2018)
<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)