



‘Learning to love God, one another and ourselves’
Governing Board of Bembridge CE Primary School
Meeting held on Thursday 7 February 2019 at 3.30 pm
Held at Bembridge CE Primary School

Attendees

Alan Morris (Chair)	Co-opted Governor
Sandra Grocock	Headteacher
Gordon Kendall	Co-opted Governor
Clemma Yardley	Staff 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
Jo Seward	Parent Governor
Mike Gidley	Foundation Governor
Anna Wood	Foundation Governor

1b Pecuniary Interests

No pecuniary interests were disclosed for this meeting

1c Governor Update

The Chair reported that regrettably Jeni Gallagher has resigned as a co-opted governor for personal reasons. The service she had given to the Governing Board had been much appreciated.

It was proposed by Gordon Kendall and seconded by Alan Morris that Mrs Pauline Stirling be co-opted as a governor. Mrs Stirling has considerable experience as a teacher, a previous governor and has skills identified in our Governor Skills Analysis.

2. Minutes of Meeting held on 26 November 2018

2.1 Accuracy

Agreed

2.2 Matters Arising

- **Action 11/18/01** - complete
- **Action 11/18/02 Collaboration with Other Schools -Alan Morris to draw up Terms of Reference for circulation** – these had been included with the meeting papers and were adopted.
- **Action 11/18/03 Headteacher to approach staff for a representative** – Jo Shadbolt will be the staff representative.
- **Action 11/18/04 Meeting with the School Council** – Gordon Kendall and Alan Morris will attend the next School Council meeting.

3. Feedback from the Executive Committee

3.1 Finance

An amendment has had to be made to the end of year figure to teacher salaries to take account of the handover time for part-time teachers. Whilst the school will not be in deficit this year the outlook for next year is not so positive. Further discussion on the future plans will take place at the next meeting. School's Forum has agreed to a change in the financial format and this should prove beneficial to our school. Discussion took place on the next year's school roll and the hope that the reception class will again have the maximum of 30 children. As 25 children will be leaving from Year 6 this would make a significant difference to the financial situation. In addition the government is planning a spending review and it is understood this should benefit education.

3.2 Policies

Clerk, chair and headteacher met to go through the policies and now have a timetable for review. In addition it has been decided to make a change to the website to have an area specifically to cover safeguarding. A meeting will be set up with the school's website designer to look at this and other improvements to the website.

3.3 Scheme of Delegation

This has been reviewed and updated by the Executive. It was proposed by Amanda Bloor and seconded by Gordon Kendall that this be adopted.

3.4 Service Level Agreement – it was agreed that the service provided by Governor Services was value for money. Proposed by Alan Morris and seconded by Amanda Bloor that this should be renewed.

3.5 Benchmarking Report

This showed that the school was not an outlier in any areas.

4. Headteacher's Report – Verbal Update

- 193 pupils on roll – 89 males and 104 females with KS 1 being full and some spaces in KS2.
- Update given on any Looked after Children and SEN.
- Attendance from September to date is at 96.38% against a target of 96%. There are 12 pupils under persistent absences, which is more than 10 sessions missed in a 3-month period. Education welfare services have been involved in these cases. Nine fixed term penalty notices have been issued this term for unauthorised holidays.
- Lead Learning Partner has identified the school as needing low priority support following her recent visit.
- Staff Meetings – joint moderation sessions have taken place with Gatten and Lake looking at Maths and English.
- English and Maths Advisers from the Hampshire and Isle of Wight Advisory Service are giving support within the lower KS2.
- Core provision training has been provided for subject leads in science, English, maths and geography.
- KS2 maths project – Solent Maths hub consultant has carried out sessions with year 6 group and teacher.
- Resilience and Wellbeing – work has been carried out by Penny crossley with both Year 6 and Year 4.
- Sports and Clubs – all matches/events are reported in the weekly newsletter. There are also a range of clubs some of which have been initiated via Sport Premium Funding. Clubs are offered at a cost of £1 per session with pupil premium children offered one session free. A sports coach has been giving games skills for the teachers of Years R, 1, 4 and 5 under Continuous Professional Development. After School Care Club – this is still not proving to be

financially viable. If this continues notice will be given to parents that it cannot continue after the end of this school year however it was agreed that a reminder will be sent to parents that if they do want it to continue or were thinking of using it in the future then they must support it.

- **Action: 02/19/01 – Chair will draft a letter to go to parents reflecting the above discussion.**
- **Safeguarding** – Headteacher has attended the Neglect level 3 training and the role of the LADO. This will be disseminated to all staff. She also attended the Prevent – Train the Trainer to MSA and TAs and the teachers have completed the online training. NSPCC assemblies have been held for Foundation Stage and KS1 and KS2 and this was followed by workshops for years 5 and 6 on keeping themselves safe. Safer Internet Day – key stage assemblies and activities in classes. Parents are given reminders in the school newsletters about safety online and the courses offered by the IOWSCB. Teachers and T.A.’s have received EpiPen training.
It was agreed that a sign will be put up in the school entrance regarding Nut Allergy.
- **Visitors/Community Links** – these included the following:-
 - L. Shenton, sports coach, gave a very interesting presentation on the Everest Base Camp
 - Electrical Safety for year 4
 - History/Carisbrooke Museum Services on Old Toys for Year 1. Alan Morris attended this as part of his role as History Governor and said that this was a very interesting presentation and the children were very attentive. He will provide a report on this visit.
 - Reverend Frances Watson and Andrew Hough, from the Methodist Church, have visited the school and arrangements have been made for them to carry out some assemblies this term.
 - Charity Fundraising has included NSPCC – green mufti, Save the Children – Christmas Production collection and Christmas Jumper Day. Future fundraising is the Hats for Hospice on 1st March.
- **Staffing** – update given

5. Safeguarding

- See Headteacher’s report

6. Ofsted Framework

- Link to the new Ofsted Framework had been shared with governors
- Chair and Headteacher attended a presentation given by the IW Lead Inspector. This confirmed what had previously been reported is that during the inspection there will be less emphasis on data but more on talking to children and looking at their books and work. They will still consider the external data prior to carrying out the inspection. Any changes to the inspection of Outstanding Schools cannot take place without a change in government policy.

7. Policies

- 7.1 Complaints - review of IWC policy – proposed Sarika Braithwaite, seconded Clemma Yardley that this be adopted.
- 7.2 Governors’ Expenses – proposed Amanda Bloor, seconded Gordon Kendall that this be adopted with the suggestion that it is always shared with new governors.
- 7.3 Performance Management – national policy so this is a straight forward review. Proposed Alan Morris, seconded Gordon Kendall
- 7.4 Home School Agreement – date needs to be updated and a parents’ code of conduct will be added.

7.5	<p>Supporting Children with Medical Conditions – governor had asked for clarification on bullet 3</p> <p>“When our school is notified that a pupil has a medical condition we will:</p> <ul style="list-style-type: none"> ○ make arrangements for any staff training or support ○ make every effort to ensure that arrangements are put in place within two weeks ○ not wait for a formal diagnosis before providing support to pupils” <p>The headteacher gave an example of a child showing signs of being on the autistic spectrum but where a formal diagnosis has not yet been obtained in such a case the school will respond to the child’s needs. Proposed Alan Morris, seconded Gordon Kendall that this policy is adopted.</p>
6.	Governor Training
•	<p>Supporting School Leaders in Implementing Safeguarding – this was attended by the Headteacher and Safeguarding governor – Sarika felt this was a very useful and interesting course with scenarios provided.</p>
7.	Governor Co-ordinator Visits
7.1	EYFS – Headteacher will check as the wrong name appears to have been given in respect of the co-ordinator.
7.2	Maths – Clarification issue – Headteacher advised that matters relating to additional support are discussed and implemented at pupil progress meetings.
7.3	Music – Charanga Scheme – Headteacher will follow up with the Music Co-ordinator
7.4	SEND - Another visit is due and the SEND governor will follow up the issues included in the report.
7.5	Pastoral – report received with no queries. Amanda spoke about Raising Understanding of Christianity, which she felt would be of great benefit to the school. Sandra is meeting next week with the relevant person and they will go over it. There will then be a staff training session and Amanda offered her assistance.
7.6	History – See details above regarding visit from Carisbrooke Museum
7.7	Pupil Premium - no further discussion on report
7.8	Educational Visits – Alan accompanied year 5 to Winchester Science museum. He reported that the arrangements and children’s behaviour was excellent. The children were very responsive to the questions. The trip was a good balance between free time and focused work. His report will follow.
7.9	IT - some capital expenditure may be necessary.
7.10	Visits Due - February – English, RE, Geography, PE and History, March – EYFS, ICT. Chair has been invited into a geography session with Portsmouth University.
8.	Correspondence
8.1	None
9.	Any Other Business
9.1	Clerk is retiring at the end of the school year. Arrangements will be made to replace her with the possibility of sharing the clerk with another school being considered.
9.2	SATS – governors asked if they would be willing to oversee KS2 SATS in the week beginning 12 May.
11	Date of Next Meeting
	Monday 18 March 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)