

Neston Primary School

Minutes of a meeting of the Full Governing Body held 12th September 2018

Present: John Andrews, Tim Awmack, David Blamire-Brown, Pam Evans, Mark Garrett, Andrew Mortimer, Gillian Pratt, Ken Pratt

Apologies: Margaret Carey, Gill Fox

Election of chair: One nomination for the position had been received and Gillian Pratt was unanimously elected.

Election of vice chair: One nomination for the position had been received and Mark Garrett was unanimously elected.

Formation of committees:

Finance, Staffing and Premises

Mark Garrett (Chair)
Tim Awmack
David Blamire-Brown
Pam Evans
Gillian Pratt
Ken Pratt

Curriculum, Standards and School Improvement

Andrew Mortimer (Chair)
John Andrews
Gill Fox
Natasha Patrick
Gillian Pratt
Vacancy

Formation of panels

Staffing

Tim Awmack
Mark Garrett
Ken Pratt

Staffing appeals

Andrew Mortimer
One or two other governors

Pupil discipline

Tim Awmack
Ken Pratt
One other governor

Pay

Mark Garrett
Ken Pratt

Head Teacher Performance Management

Tim Awmack
Gillian Pratt

Complaints

3 Independent governors

Governor responsibilities

The following changes were agreed:

Mathematics. Mark Garrett handed over to David Blamire-Brown
Pupil mental health. Additional responsibility to Mark Garret
Whistleblowing. Tim Awmack handed over to David Blamire-Brown

Staff responsibilities

The following responsibilities were noted:

Music. Kristen Quinn
Mathematics. Andy Howe
Reading. Charley Graham
Spelling and writing. Kate Sims
R.E. Kirsten Quinn
D.T. and art. Helen Pillinger
Pupil premium. Pam Evans
Able, gifted and talented. Andy Howe and Pam Evans
Modern foreign languages. Pam Evans caretaking in the absence of Natasha Patrick

Schemes of delegation

The schemes were passed to the relevant subcommittees for agreement.

Register of interests

In the absence of the clerk, it was agreed that the register would be circulated among the governors for completion.

Action – MC

Declarations of interest

There were no declarations of interest in matters to be discussed at the meeting.

Chairman's announcements

The chairman reported that there would be a revision to a number on policies following the introduction of the General Data Protection Regulations.

Minutes of the previous meeting

The minutes of the meeting held on 18th July 2018 were accepted.

Matters arising

Sickness levels. Governors questioned what follow up action had taken place in respect of the budget variance caused by sickness. HT answered by saying that a further meeting has been proposed in relation to this.

I/T. TA proposed a postponement of any discussion until the next meeting as I/T equipment issues that necessitated expenditure needed further analysis to produce a detailed report. It was agreed to defer this to the next meeting of the Finance, staffing and premises committee. **Action MG**

Head teacher's report. In response to a question from governors, the headteacher confirmed that the number of children on the school's roll was 200.

Finance, staffing and premises subcommittee report. In answer to a question from governors, it was confirmed that the tree survey had been completed and actions in accordance with its recommendations had been agreed.

Curriculum, standards and school improvement subcommittee report. It was confirmed that the website audit would take place by the end of the year. **Action DBB**

It was also confirmed that the planned SEN provision audit would take place and be reported on at the next subcommittee meeting.

Additional comments. TA reported that the new dining tables/seating units were working well.

Correspondence

The chairman reported that no correspondence had been received.

Budget update

The headteacher confirmed that a letter had been received from Wiltshire County requesting a strategic report from the school in connection with the forecast budget deficit. The head teacher and the school business manager had completed the report and would pass this to governors for information. GP asked that the report include the statement that the school had extended itself to provide additional classroom space and that it was fully staffed to cater for 7 full classes. County's modelling was for a roll of 210 pupils but at this time the school's complement had not reached this level. GP also stated that the governors had used previous surpluses.

The headteacher informed the meeting that the school had unusually high child protection issues. KP asked whether provision for a new SEN centre was progressing. The head teacher replied that the school was discussing with a new provider and that progress would be made. The head teacher had made an email enquiry and was waiting for a reply. She had spoken to a speech and language specialist and the centre may be set up as a specialist speech and language facility.

The centre would be limited to 15 pupils of which 5 would be existing school pupils. These pupils would be integrated into the school classes during the day.

GP asked what would happen if the centre was not able to be constituted and if this had been reported to Wiltshire County. The head teacher replied that the option had been reported and that if not possible, it would result in staff redundancies and restructuring.

TA asked what time constraints would apply in this case and GP replied that County would cover the overspend up to 31st March 2019. GP also emphasised that the school could set a deficit budget for one year but not extend it to three years.

TA asked if the school could exit the proposal in needed and it was agreed that the head teacher and school business manager would review the situation and report to the chairman and vice chairman of governors.

Governor visits

It was reported that the governor visits were working well. Progress reviews were planned for 16th October and DBB would shadow KP during these reviews.

It was agreed that the head teacher would bring further reports to future governors' meetings.

It was reported that future literacy and numeracy reviews were planned for 11th January 2019 and 5th July 2019. These were to be confirmed with numeracy reviews taking place in the morning and literacy reviews in the afternoon.

Forward look at agenda items

GP suggested that governors should consider the possibility of setting up a multi academy trust in conjunction with other schools in the cluster.

TA advised that the schools I/T consultants had suggested that the school consider leasing I/T equipment. Governors asked if the head teacher and chairman could make use of their networking contacts to ascertain what policies other schools had adopted. It was agreed that this be discussed at the next Finance, staffing and premises subcommittee meeting. **Action MG**

TA asked if the Data protection Officer had to be a person outside school. The headteacher would confirm. AM agreed to check with professional colleagues and advise the headteacher.

It was agreed that email and GDPR security issues would be discussed at the next Finance, staffing and premises subcommittee meeting and this would include the school business manager's action plan for GDPR. **Action MG**

Agreed dates for future meetings

Term/Committee	Full governors	Finance, Staffing and Premises	Curriculum
Autumn	12 th Sept 2018 14 th Nov 2018	10 th Oct 2018	26 th Sept 2018
Spring	13 th March 2019	6 th Feb 2019	23 rd Jan 2019
Summer	26 th June 2019	15 th May 2019	1 st May 2019

The meeting was closed at 20.55.