



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 5 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 20 March 2018 6.30pm	Location	Whimple Primary School
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Attendees	Initials	Category
Maria Wallis	MW	Co-opted (Chair)
Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent
Caroline Ward Reece	CWR	Co-opted
Richard Green	RG	Associate
Gill Seeley	GS	LEA

Attendees	Initials	Category
Kate Mackay	KM	Parent
James Terrett	JT	Parent
Carole Shilston	CS	Head teacher
Matt Brown	MB	Staff
Helena Hastie	HH	Co-opted
11		

Apologies	Initials	Category - Reason
Gill Seeley	GS	Illness

Absent without Apology	Initials

In Attendance	Initials	
Cathy Culshaw	CC	Clerk

Minutes to
Attendees
Apologies
School Notice board
School website

	Agenda	Led by
1	Apologies	MW
2	Business Interests	
3	Minutes of the last meeting – Tuesday 6th February 2018	MW
4	Matters Arising	MW
5	Head teacher's Report and School Improvement Plan/SEF	CS
6	General Data Protection Regulation (GDPR)	CS
7	Policy Renewal	CS/KM
8	Health and Safety	CS/LB
9	Staff/Governor Updates	LB/CS
10	Safeguarding	MW/CS
11	Finance/Budget Planning	KM
12	T&L meeting update	JT
13	Website	CS
14	Policies	CS

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1.1	<u>Apologies</u> The Clerk had received apologies from GS who is unwell.		



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	MW firstly wished to thank CS and all the staff who made a great effort to keep the school open during the recent snow.		
2.1	<u>Business Interests</u> Nothing to declare.		Complete
3.1	<u>Minutes Of The Last Meeting - Tuesday 6th February 2018</u> The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		Complete
4.1	<u>Matters Arising</u> 4.1 - Shadowing/training is still outstanding for GS and CWR. 4.1 - HH has completed the article for Contact which has been distributed to parents. 5.1 - A letter has been sent to staff and parents informing them of CS's appointment as HT. Devon County paperwork has been completed. Contract has been revised. New DBS is being completed. KM/MW have agreed subject to support from FGB to continue to pay Babcock for support (such as for HT appraisal) for one more year and then review. At that point it may be decided to continue without paid support. CS confirmed all is now in place regarding her appointment. 6.1 - CS and MW have discussed the situation regarding temporary leadership cover. The current cover is working well however it has not been decided if this will continue next term. 11.1 - Safeguarding actions are still ongoing. MW reminded the governors that she will be standing down as Chair at end of the academic year. Expressions of interest in the role should made to MW before the end of term. HH asked about procedure for election of a new Chair.	CS/MW HH MW CS LB	ASAP Complete Complete Complete EOT ASAP
5.1	<u>Head Teacher's Report, School Improvement Plan/SEF</u> The Head Teacher's report including SIP was circulated prior to meeting. MW invited comments/questions. Staffing: CS reported that the MTA situation is still unresolved. One MTA has started a staged return so it should be resolved by Easter. There was a discussion about the new interactive whiteboard. A Clevertouch Board is in school on a trial to help decide on options for classrooms, particularly Oak. MB reported good feedback from the Synagogue that was visited recently. CS reported that the recent drumming workshop went well. FoWs have an Easter egg hunt and bingo event planned this week. The Music assembly was postponed due to the snow and is now on Thursday. KM will		ASAP



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	write a governor visit report about the recent instrumental assembly. Governors were invited to attend Troy Story if they wish.	visit report	
6.1	<u>General Data Protection Regulations (GDPR)</u> CS gave a presentation about the new GDPR. We currently comply with regulations but need to make a few changes/updates to comply with the new regulations. The main change is that we will now need to seek positive consent for the storage/use of personal data. We will need to complete a privacy notice to state what we are using data for. DFE have given examples of forms that we can use and template policies can be bought from a local solicitor. The greater number of schools that sign up the cheaper the cost and CS feels this would be worthwhile. CS has completed some training and MW asked if governors need to do anything to be compliant. It was felt that nothing was required at this time. As part of the GDPR we need to have a Data Protection Officer. It has been decided that the Administrator, Lucy Presneil, will take this role on a temporary basis to see how it works.		
7.1	<u>Policy Renewal - Sickness Absence Insurance</u> We have used Harrington Bates for a number of years however as we have struggled with recent claims we are looking to change insurer. The administrator has approached eight providers for quotes. KM talked through the options available from the best two. Both offer overall savings from the previous provider and offer greater levels of cover. KM recommended the full cover offered by APL. There was a discussion regarding the cover options. It was unanimously agreed to go with greatest level of cover offered by APL. Thanks to all that were involved in preparing this. The meeting moved to Part 2	Decision	Complete
8.1	<u>Health and Safety</u> CS reported that there have been two incidents recently which have resulted in an increased awareness of when incidents need to be reported to County and a need to improve communication when several staff are involved. MB confirmed that in both cases the care for the pupil was good, we just need to improve communication between staff and parents if required.		
9.1	<u>Staff/Governors Update</u> GMD has a SEN visit with Zoe Norton planned for the beginning of next term.	GMD	Summer Term
10.1	<u>Safeguarding</u> LB reported some feedback from parents regarding the lunchtime access MTA's. CS	LB Challenge	



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	explained that this may have been caused by the staggered lunch times which are being trialled to relieve playground pressure. CS to review	CS to review	ASAP
11.1	<p><u>Finance/Budget Planning</u></p> <p>Budget Planning</p> <p>CS, KM and the administrator spent a day budget planning last week. KM distributed the Income/Expenditure report for review by the FGB.</p> <p>KM and CS talked through some key area:</p> <ul style="list-style-type: none"> - Adjustments have been made to staffing budgets based on predicted staffing needs. - Projected costs have been placed in staffing to help cover a possible SEND Reception starter. HH asked if that finance comes separately. CS confirmed that we have to fund first £6,000. We will need to claim for costs over that figure. <p>KM confirmed that certain assumptions are built in to the budget:</p> <ul style="list-style-type: none"> - Salary increases. - Additional hours for GDPR (Administrator hours) - Re-tendering (insurance etc) - Babcock spend. What we do/don't need next year - Training is well bolstered. - Insurance money from claim that has been confirmed <p>CS explained that some of the codes have been separated out (e.g. training and training cover) to make it easier to review spending.</p> <p>Projection:</p> <p>We are in a relatively comfortable position at present however 2019/20 is in a deficit position with overall position in surplus until 2021/22 due to the surplus carry forward. Based on this we need to be careful about long term commitments. We are also predicting a slight drop in pupil numbers which reduces our income.</p> <p>MW pointed out that the budget always looks negative at the five year stage but there are so many unknowns and we underestimated pupil numbers in order to be cautious.</p> <p>HH asked whether we can more actively promote school? CS confirmed that we can if we think we have space. On paper we can have 144 pupils but County have said we can exceed this.</p> <p>HH asked if Governors can help with showing prospective parents around. MW agreed that this could be considered.</p> <p>KM confirmed that the final budget needs to be submitted to County by the end of April. This is the final opportunity for governors to challenge it before then.</p> <p>JT challenged some of the budget lines relating to increases in wages. KM confirmed that these are built in by the system automatically to include on-costs and increased pensions etc.</p> <p>Unanimously agreed budget for submission to County. MW thanked all for their hard</p>	<p>HH challenge</p> <p>JT Challenge</p>	



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	<p>work.</p> <p>Renewal of Contracts</p> <p>The photocopier contract is up for renewal. As it is a 5 year contract it needs to be agreed by the FGB. The administrator has received quotes and found a much more cost effective contract with new supplier, Baytek. Having looked at the paperwork KM supports this and seeks governor approval. Unanimously agreed.</p> <p>The administrator has been looking at a new phone system (partly to bring in a second line) and has received several quotes. As a result, South West Comms will upgrade our system with a part payment this financial year and the rest in next. The work can be completed over the holidays. Unanimously agreed</p> <p>SFVS</p> <p>KM and CS have gone through this. MW signed ready for submission .</p>	<p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p>
12.1	<p><u>T&L meeting Update</u></p> <p>JT reported that at the last T&L meeting we looked at reading data and visited the Beech classroom, looking at progress.</p>		
13.1	<p><u>Website</u></p> <p>Updates are needed on some Governor profiles and CWR name spelling.</p>	<p>Update profile if required - ALL</p> <p>Update website - CC</p>	<p>ASAP</p> <p>ASAP</p>
14.1	<p><u>Policies</u></p> <p>Accessibility</p> <p>This policy is in a new updated format - the policy was unanimously agreed and signed by the chair.</p>	<p>Decision</p>	<p>Complete</p>
<p>MW wished to record thanks to Richard Green for his recent support as an Associate Governor.</p> <p>The meeting finished at 8.05</p>			
Date/Time	22nd May 2018 at 6.30pm	Location	Whimple Primary School