



# WHIMPLE PRIMARY SCHOOL

## Governing Body

### Meeting 4 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 5th February 2019 6.30pm	Location	Whimple Primary School
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Attendees	Initials	Category
Maria Wallis	MW	Co-opted
Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent
Caroline Ward-Reece	CWR	Co-opted
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
10		

Apologies	Initials	Category - Reason
Caroline Ward-Reece	CWR	Working
Gill Seeley	GS	Unwell

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	LB
2	Business Interests	LB
3	Minutes of the last meeting	LB
4	Matters Arising	LB
5	Headteacher's Report and School Improvement Plan/SEF	LB
6	Health and Safety	CS/CWR
7	Pupil Premium Update	LB
8	Staff/Governor update inc. visits	LB/CS
9	Safeguarding	CS/KM
10	Staff	CS
11	F&R meeting update	KM
12	Buildings	CS
13	Website	CS
14	Insurance	CS
15	Policies	CS



Page 2 of 7  
Full Governing Body Meeting Tuesday 5th February 2019

Signature of Chair



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## Governing Body

Ref	Action or Decision	Owner/ Decision	Date Due
	<p>MW asked if all governors need to complete some basic safeguarding next term. KM has undertaken a free online module which everyone could complete. <b>ACTION:</b> KM to share details with LB</p> <p>15.1 MW has agreed to take the role of EH4MH governor as an interim position due to the link with MW's SIP task. HH has taken on Deputy Safeguarding Officer and attended the relevant training.</p> <p>The meeting moved to Part 2</p>	KM	ASAP
5.1	<p><u>Head Teacher's Report</u></p> <p>The Head Teacher's report was circulated prior to meeting.</p> <p>CS invited questions.</p> <p>The meeting moved to Part 2</p> <p>LB questioned the attendance figures as one was missing. CS will add this in.</p> <p>LB asked why the BEd Primary teaching practice was cancelled. MB explained that the student appealed against the travelling distance so the university had to withdraw the placement.</p> <p>On noticing the Equalities Policy is due for review next term the head provided an Annual Equality Objectives Review for Governors from the last policy. The 5 objectives were discussed and governors will be involved in deciding new ones when updating the policy.</p> <p>There were no further questions.</p> <p><u>Governor Visits</u></p> <p>There were no visits to report back on. <b>ACTION:</b> LB to create a diary of visits to be scheduled.</p>	LB	Next meeting
6.1	<p><u>Health and Safety</u></p> <p><b>Termly Equipment check</b> CS has completed the equipment check - nothing to report.</p> <p><b>Accident Book Analysis</b> LB met with CWR last week to carry out the accident book analysis. There were slightly more accidents but not by much. This equates to an average of 1.02 accidents per child last year and 1.12 per child this year. CWR to send report to CC for upload to portal.</p> <p><b>Fire Visit</b> CS reported that Patrick Clark visited the school to complete a fire check. As a result the fire door by staff room is to be repaired.</p> <p><b>Security</b> An ex police officer has agreed to come and complete a security inspection of the school.</p>	CWR	ASAP
7.1	<p><u>Pupil Premium Update</u></p>		



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	<p>LB completed a PP visit. The report was circulated prior to the meeting.</p> <p>MW commented that we must ensure the evidence of the PP investment is on the website. CS noted that predicted and actual spend and impact are put on website annually.</p>		
8.1	<p><u>Staff/Governor Update including Visits</u></p> <p>Prior to the meeting CC sent an information sheet with guidance on completion of Governor visits. CC to add sheet to governor induction folder.</p> <p>There was a discussion regarding whether a suitable analysis is completed on the depth and breadth of curriculum. It was noted that site walks have been included.</p> <p>LB completed a webinar about the curriculum recently. Felt that there may be some areas we can improve on. However it was felt that the suggested requirements were very extensive.</p> <p>JT noted that a scrutiny of a broader range of books could be completed to check they match with the curriculum newsletters. Agreed that this is to be looked at in T&amp;L committee.</p> <p>It was noted that there is a DAG workshop on new Ofsted requirements on 26th June in Tiverton.</p>	CC	ASAP
9.1	<p><u>Safeguarding</u></p> <p>KM had previously completed the Termly Safeguarding Data Collection with the DSO; there was nothing of significance to report. KM carried out a visit recently and SCR (Single Central Record) check was completed last week. Collection of data regarding MASH reporting etc. KM satisfied with everything.</p> <p>KM reported that when checking the SCR she looked specifically at re-appointments. Some improvements were identified and have been actioned.</p> <p>LB also checked all personnel files for accuracy of data held.</p> <p>All actions are being completed by the administrator and CS.</p> <p>Terms of Ref for safeguarding Governors: KM has updated and filed appropriately - a copy was given to CC.</p> <p>The meeting moved to part 2</p> <p>LB will be completing Safer Recruitment training soon.</p>		
10.1	<p><u>Staff</u></p> <p>CS distributed the staffing structure for those not present at T&amp;L meeting.</p>	Complete	
11.1	<p><u>F&amp;R Meeting Updates</u></p> <p>HH reported that at the last F&amp;R meeting the committee talked about annual budgets and monitoring statement. At that point, there was a potential carry forward into the following year but there are still 4 months to go.</p> <p>Also discussed was:</p>		



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	<ul style="list-style-type: none"> <li>- Finance Audit which is next week.</li> <li>- MTA cover.</li> <li>- Benchmarking</li> </ul> <p>HH circulated a Financial Monitoring document on it in December showing comparative costings with other similar schools. KM questioned Occupation total which Helena researched and answered via email. An evidence trail was passed to CC for the file.</p> <p>CS has also completed a benchmarking report with comparison of spending against other schools.</p> <p>Energy costs are higher – this has been noted before but our building is old and heating complex with both gas and electric storage heaters. We have recently received a refund on our electric of around £800 as we had been overcharged.</p> <p>Supply teaching spend was noted to be high. There was a debate as to what could cause this.</p> <p>MW suggested looking at this in more detail at the next F&amp;R meeting</p>	<p>KM Challenge</p> <p>Look at in more detail</p>	<p>F&amp;R meeting</p>
12.1	<p><u>Buildings</u></p> <p>CS reported that the Government building report has been received. Most of the results suggest the building is in an OK condition. Lighting and windows were highlighted as areas for improvement. CS will report in more detail at the next meeting.</p> <p>CS reported that CWR's husband has assessed the wall and felt that that some work previously quoted does not need to be completed. They would not directly complete work due to the conflict of interest but could recommend tradesmen.</p> <p>CS reported that the guttering clearing has been completed.</p> <p>One contractor has noted that some guttering is very shallow which can cause leaks when the rain is heavy. It was also noted that some guttering gets regularly knocked by footballs. The quote for this work was very high so CS will look at other options.</p> <p>CS reported that the windows in the Beech class room leak. The company that completed the work on them are being chased by Norfolk Property Services as they manage our building works. So far this has been to no avail.</p> <p><u>Quotes</u></p> <p>CS is in the process of obtaining quotes for the replacement of the Astroturf in the lower playground and the tarmac next to side of building as it is in a poor state of repair.</p> <p>Having sought three quotes CS would like to use Teign Trees.</p> <p>Two quotes have been received for the tarmac (It may be cost effective to re-tarmac the whole of the lower playground in one go rather than just the path). CS will seek a further one or two quotes.</p> <p>GMD recommended looking at the background of company before arranging.</p> <p>JT felt that getting more done was better as more cost effective.</p>	<p>CS</p>	<p>Next FGB</p>



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	<p>FGB are in approval of CS going ahead and getting work completed. Tarmac whole lower playground and replace Astroturf. This can be done once final quote is gained and with checking the companies before booking.</p> <p>LB suggested that FOWS could look at funding new playground markings.</p>	Decision	
13.1	<p><u>Website</u></p> <p>LB reported completion of a check of the Governors section of the school Website. The new streamlined website looks much better.</p> <p>However LB feels that the Impact report needs updating. <b>ACTION:</b> All to email LB with suggestions. LB will update.</p>	All governors	ASAP
14.1	<p><u>Insurance</u></p> <p>The school has received a renewal quote for the Staff absence Insurance.</p> <p>CS noted that certain aspects of the cover offered the previous year aren't included such as injuries to staff out of school. CS has been recommended a company called SAS by another school. The administrator has sought quotes and SAS offer a similar quote but with better terms.</p> <p>Currently the HLTA's are not covered - to include them is an additional £400</p> <p>KM recommended to go to SAS based on CS's review of the quotes. Unanimously agreed.</p>	Decision	
15.1	<p><u>Policies</u></p> <p><b>Charging and Remissions</b> The policy was reviewed at F&amp;R meeting. The policy was unanimously agreed and signed by the chair.</p> <p>There was a discussion about charging for coaches. MW suggested DAG guidance on what schools can ask for payment for.</p> <p><b>Flexible Working Request</b> The policy is unchanged. The policy was unanimously agreed and signed by the chair.</p> <p><b>Exclusions Policy</b> MW attended exclusions training and as a result two policies were circulated prior to the meeting for review by governors. MW recommends the Key model policy as the processes and procedures outlined in the policy are more satisfactory.</p> <p>MW suggests the previous Whimple policy should be reviewed ready for the next meeting and then used as an additional element to the Key model policy.</p> <p>The policy was unanimously agreed with MW's recommendation and signed by the chair.</p> <p><b>Teacher Appraisal Policy</b> The policy was unanimously agreed and signed by the chair</p> <p><b>Schools Security Policy</b></p>	<p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>



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Ref	Action or Decision	Owner/ Decision	Date Due
	ACTION: MW to review and bring to next meeting.	MW	Next meeting
	ACTION: GMD will review the Equalities policy ready for the next meeting.	GMD	Next Meeting
16.1	<p><u>AOB</u></p> <p>CS reported that the bank account signatory details need to be changed.</p> <p>CS would like to authorise the Administrator, Helen Mitchell to be a signatory for the Santander Bank Account and a signatory and card holder for Barclays account.</p> <p>Unanimously agreed that Helen Mitchell to be a signatory for the Santander Bank Account and a signatory and card holder for Barclays account, in addition to Carole Shilston and Zoe Norton. Lucy Presneill will no longer be a signatory.</p>	Decision	Complete
The meeting finished at 8.36			
Date/Time	Tuesday 2nd April 2019 at 6.30pm	Location	Whimple Primary School