## Stogursey CoE VA Primary School Board of Governors

School Core Values: Courage Resilience Kindness Friendship Thankfulness Love

#### **Full Board of Governors Meeting**

### Minutes of the Meeting: Thursday 20th September 2018

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Anna Hammond	(AH)	Co-Chair/Elected Parent Governor
Teresa Miller	(TM)	Co-Chair/LA Governor
Rebecca Barnes	(RB)	Headteacher 1997 Headte
Tim Kaye	(TK)	Foundation Governor
Allen Robins	(AR)	Foundation Governor
Tony Smith	(TS)	Ex Officio/Foundation Governor
Gary Tucker	(GT)	Staff Governor
Brenda Wall	(BW)	Foundation Governor

In Attendance:

Pauline Kaye

(PK) Clerk to Governors

TS opened the Meeting at 6.15pm with a prayer for Kindness: 'Be kind and merciful; let no-one ever come to you without going away better and happier. Try to be the living expression of God's kindness: kindness in your face; kindness in your eyes; kindness in your smile; kindness in your greeting to children, to the poor; to all who suffer and are lonely give always a happy smile; give them not only your care, but also your heart. Because of God's goodness and love, every moment of our life can be the beginning of great things. Be open, ready to receive and you will find Him everywhere. Every work of love brings a person face to face with God. God bless our forthcoming term and all those we serve. Amen'

Gary Tucker was welcomed to the Board as the newly-elected Staff Governor and introductions to all present made

	AGENDA ITEM PARTIES for 2018/19 MITI ADDISON bins	ACTION
1.	Apologies for Absence and acceptance/non-acceptance	Agreed as follow
	Written apologies received from:	
	Peter Farmery (PF) – on holiday	a) Finance 5
	Jackie Stone (JS) – attending last-minute urgent meeting in Ireland	IT\HA\88
	Both apologies accepted	dia 22va LiA
2.	Election of Co-Chairs	RB/BW/P
	AH and TM put their names forward for re-election as Co-Chairs (no	RB to see
	other nominees)	Associate
	AR proposed they be elected	
	AC seconded	c) Data WP
	All Agreed TW and nicipal begins To - yorkon	TM/TK/
	It was agreed that AH and TM will be Co-Chairs for 2018/19	PK to inform Gov Servs

	AGENDA ITEM	ACTION
3.	Election of Vice-Chair  AC put his name forward for re-election as Vice-Chair (no other nominees)  AH proposed he be elected  TM seconded  All Agreed  It was agreed that AC will be Vice-Chair for 2018/19	PK to inform Gov Servs
4.	Declaration of Interest (Individual sheets circulated at Meeting for completion) AR – Agenda Item 16 TM- wished it minuted that she owns a property in Stogursey which currently has a family with child/ren attending the School	57 58 117 118
5.  emos emos emos	Staff Governor vacancy left when AG left last term, now filled by GT     AH's term of office due to finish on the 2 <sup>nd</sup> October – Parent Governor election needed for this and existing vacancy     Other existing vacancies to be left as is until outcome of School Organisation is known	PK to arrange election
6. I	Code of Conduct (available for Governors to view on the School website) No changes made	to all who suffer and an heart. Because of Sna's : Be open, mady to recover
7.	Standing Orders (inc Scheme of Delegation)  Postponed to next Meeting due to revised version now available from  Gov Services. PK to download, customise and circulate for amendment/adoption at Meeting in November	Gary Tucker was welcome present made noitos ot NA
8.	a) Finance Sub-Committee RB/AH/TK/AR/PF  b) EYFS WP RB/BW/PF/AH RB to see if the Pre-School Supervisor would like to be an Associate Governor for this WP  c) Data WP	L Applopies for A Written applicate Ladge Forces v. 10 Ladge Forces v. 10 Roth applicates.  2. Election of Co.
	TM/TK/Vacancy – GT agreed to join this WP  d) Traffic WP	All Agreen

	AGENDA ITEM	ACTION	
	Agreed this no longer needed		
	latters wishing Report for 2212 March 2013		
e)	- 11 D 14/D		
	RB/PF/JS TM agreed to join this WP as and when needed		
	amily Room Update		
f)	-1 1 1		
	Existing - RB/PF/JS/TS/AC plus Rev Morgan. Possibly taken PF		
	and JS off? Include in Matters Arising Report for next Meeting	PK to action	
	Fremly Meeting granced		
g)	Parent Link WP		
	TM/AH/AR – GT agreed to stand on this WP instead of RB		
	The Bit College Control on the second superconnection of the College	RB will ensure m	
	overnors and areas of Specific Responsibility for 2018/19		
Agreed	l as follows:-		
a.	the state of the s		
b.	SEN(D) - IM		
C.	Pupil Premium – AH		
d.			
e.	Gov. Section of Sch Website – AH plus PK		
an of refer	Curriculum - IX		
g.	Staff Wellbeing - AC		
10. Matte	rs of Urgency not on the Agenda and the Agenda are the second in the Agenda		
202			
None	appointed as 60P Minurestrates		
	and of Duraft Million to a of 40th Luna 2040	RB confirmed DC WF still to meet	
11. Accept	ance of Draft Minutes of 18 <sup>th</sup> June 2018		
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11. Accept	cance of Draft Minutes of 18 <sup>th</sup> June 2018	RB confirmed DC WP still to meet RB confirmed pu	
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11. Accept (previo	estions/issues/amendments raised	RB confirmed DC WF sull to meet RB confirmed pu Following the ap	a a
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11. Accept (previo	estions/issues/amendments raised  posed acceptance of the Minutes conded	RB confirmed DC WF still to meet RB confirmed ou RB confirmed ou RB confirmed ou RB confirmed as RB confirmed as RB confirmed as RB confirmed RB will confir	ter
No que  AR pro TM sec	estions/issues/amendments raised  posed acceptance of the Minutes conded	RB confirmed DO RB confirmed pu RB confirmed pu Rollowing the act In hand, RB will a PK to action Foo	ter
No que  AR pro TM sec All Agr	estions/issues/amendments raised  posed acceptance of the Minutes conded eed	OG bernamed DA  Le med spread of the A  Le med spread of the A  DK to action Footchange and add	ter signe
11. Accept (previo	estions/issues/amendments raised  posed acceptance of the Minutes conded eed agreed to adopt and sign the Minutes as a true record – AH	Demonstrate de la constant de la con	ter signe
11. Accept (previo	estions/issues/amendments raised  posed acceptance of the Minutes conded eed agreed to adopt and sign the Minutes as a true record – AH (and that Footer in approved Minutes be changed from Signed al to save time in Meeting)	PK to action Food change and add Minutes to Sch website and sens	ter signe
11. Accept (previo	estions/issues/amendments raised  posed acceptance of the Minutes conded eed agreed to adopt and sign the Minutes as a true record – AH (and that Footer in approved Minutes be changed from Signed al to save time in Meeting)	PK to action Footchange and add Minutes to Sch website and sens	ter signe
11. Accept (previous No que AR pro TM sec All Agr It was signed to Initi	estions/issues/amendments raised  posed acceptance of the Minutes conded eed agreed to adopt and sign the Minutes as a true record – AH (and that Footer in approved Minutes be changed from Signed al to save time in Meeting)	PK to action Foodchange and add Minutes to Schwebsite and sens	ter signe d to
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11. Accept (previous No que AR pro TM sec All Agr It was signed to Initia  12. Matte (Circula Hand-a	estions/issues/amendments raised  posed acceptance of the Minutes conded eed agreed to adopt and sign the Minutes as a true record – AH (and that Footer in approved Minutes be changed from Signed al to save time in Meeting)  rs Arising Reports atted with the Agenda) amendments were made as follows:	PK to action Food change and add Minutes to Schwebsite and sensors	ter signe d to

	ACTION	AGENDA ITEM	ACTION
	Aganda Itaa- C	Matters Asiaing Deposit for 2000 March 2000	0.050-00
•	_	Matters Arising Report for 22 <sup>nd</sup> March 2018	
	Received Corre	•	el Family Be
	RB/TM confirm	ed actioned	SATISTICAL SATISTICAL TO
•	Agenda Item 8	Family Room Update	
	TM confirmed	Fairfield Bid re-sent to RB	Chereck Circumstance
•	Agenda Item 9	Safeguarding Update	to B bee
	-	alf-termly Meeting arranged	
		QV/ A	di inenes (g
•	Agenda Item 1	1 Headteacher's Report	MHA ST
	_	more clarity in comments in future Reports	RB to action
		he had informed AH/TM of receipt of Action Plan	9. Link Governors i
		missing data in the next Report	RB to action
	ND WIN INCIDICE	missing data in the next neport	
	Agenda Itom 1	3 Monitoring of the SDP and Calendar	a. Snteguard
•	_	h hand and revised format to be circulated for the next	D. SCN(D) -
		i hand and revised format to be circulated for the next	RB to action
	Meeting		iš rhealth ib
	Aganda Itam 1	Ma Sula HA - entade Mais la no	e. 50v.540
•	_	4 Governor School Visit Reports	All Governors to note
	KB Confirmed J	uly date cancelled – next one 9 <sup>th</sup> October	BaWi Plan2g
•	Agenda Item 1	7 General Data Protection Act Update	10. Matters of there
	RB confirmed D	OC appointed as GDP Administrator	None
	WP still to mee		
	RB confirmed p	outting signs up round school in hand	WP to set date
		Tred	RB to action
	Following the a	bove amendments:	
			zeństrotestup aM
•	Agenda Item 2	1 Review of Statutory Policies as per Schedule	
	In hand, RB wil	check again and re-send as necessary	DD 40 onting FIA
			RB to action
	AR proposed ac	cceptance of the Report	bornalila
	TK seconded		CLEDO SOLDER D
	All Agreed		neen tures) hangka
	2.0		nace or leaffert of
	It was agreed t	to adopt and sign the amended Matters Arising Report	PK to attach to
	as a true recor	of leaving.	approved Minutes
13	. Finance SC	Sense Red on observe or one at	Hand assembly:
		leeting to be arranged by email when PF returns	
		C and find out when the Finance Officer is scheduled to	
	come in	and this out this is the finding of the following to	PK to action

MORTON AGENDA ITEM MASS AGRISTA	ACTION
<ul> <li>14. Family Room Update         (Letter from Fairfield Trust Estate circulated with Agenda)     </li> <li>RB reported that a copy of this letter had also been sent by the FT Estate to the Director of Education at the Diocese and she felt that this was because the FT Estate wants to meet to discuss the bid</li> <li>Agreed to invite a Diocesan Rep – possibly from Hookways – RB will meet with JS to discuss setting up the meeting</li> </ul>	asked to pay £2 others lead given quality of the pe anyone could no No date has beet
<ul> <li>Safeguarding Update</li> <li>RB/TM met at the end of last term and updated the single central record (continue to revise/update termly)</li> <li>GT to receive training, so he can replace AG</li> </ul>	RB/TM to action
Pre-School & Wrap-Around     Pre-School open full-time and sustaining numbers     Wrap-Around is a concern and RB is looking at funding/staffing etc as only a small number signed up so far. RB worried about starting something that cannot be sustained in following years once the support funding this year finishes and confirmed she is in continuing discussion with County	23. Governor Training  GT will need and  24. West Somerset 8  RB reported that  RB is award of ta
17. Admissions  Agreed to leave as is for this year and review again at the first Meeting of the 2019/20 academic year, once the outcome of School Organisation is known	no gruta unaciono il granda u attata (a a a a a a a a a a a a a a a a
<ul> <li>Received Correspondence</li> <li>RB reported that an email had been received from a parent following the letter sent out last term regarding the request for Forums to be minuted and the implementation of a Suggestions Box. This parent was unhappy and had been invited to come and meet the Governors today before the Board Meeting – did not come (sadly no parents came).</li> </ul>	WSOA  Teacher training  25. Review of Statut  R8 checking agai  Governor emails  26. For Ratification
<ul> <li>Monitoring of the SDP and Calendar</li> <li>RB confirmed that a revised format for the SDP is in process and when ready 3 Governors will be invited in to read through prior to general circulation</li> <li>The Governor Action Plan will now be a separate document</li> </ul>	RB to action
20. Governor School Visit Reports  None	Negative - nd pa prior to the Boan
	28. Date for Next IVI (Circulated with

	AGENDA ITI	EM METHADIABA	ACTION
•	The taking place of the Show held in asked to pay £2 per ticket had raised others had given extra, but most par quality of the performance. RB had anyone could not attend and the late No date has been set for the next on event GT is planning RB noted that Homestart has started in the School Hall one morning per war.	I some issues – some objected, ents had been impressed with the provided post-it notes and a box if e change of date had been raised e, but it could be included in an up in the Village (Toddler Group	Parent Link WP to follow up points as nec
22.	General Data Protection Act Update None	La Primar arabect security of the contract primary and the contract pri	
23.	Governor Training GT will need Induction training arran	bouorA-qs ged ramifataw bas amit illul rago id a gallool at RR Is looking a	
24.	West Somerset Opportunities Area RB reported that H/T's Meeting had RB is aware of the impact on her wor away for meetings with WSOA. She	taken place this week rkload and the school when she is	egotheth ent some edinos el
•	concentrating on the most important Maths training in place and equipmer FS & EY both in receipt of £500 worth TA paid training days 5th November 2	t issues ent and storage unit promised h of resources	27. Admissions Agreed to lenes of the 2019 20 y Organization is a
•	WSOA Teacher training day 5 <sup>th</sup> November		18. Received Corres
25.	Review of Statutory Policies as per Statutor		RB to action
26.	For Ratification None		Comes.
27.	Confidential Matters Agenda Item 30 School Organisation	Update – see separate Minutes	* REconfirmed the
	Review of This Meeting  Positive – Meeting finished on time of Negative – no parents took up the in prior to the Board Meeting		20. Governor School
28.	Date for Next Meeting (Circulated with the Agenda) All happy with dates	eant the rad of lay retin – 3 parent	sig Zoot ene 72s.i .e

Date:

AGENDA ITEM	ACTION
29. School Organisation Update	
See separate Confidential Minutes on discussion which took place 5.40	
<ul> <li>– 6.10 pm with CEO and Chair of Governors from Haygrove, who had</li> </ul>	
originally been invited to come and meet informally with Governors	
and parents between 5 – 6.00 pm, but no parents came	

Date: 29/11/18

Meeting closed 7.30 pm

Agreed and Signed as a true record

Name: ANNA HAMMOND

Print: / MMmmdd.

ACTION

# Stogursey CoE VA Primary School

School Core Values: Courage Resilience Kindness Friendship Thankfulness Love

# MATTERS ARISING REPORT FROM FBoG MEETING: 20th SEPTEMBER 2018

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Agenda Item 2 Election of Co-Chairs	
PK to inform Gov Services of result	Done
Agenda Item 3 Election of Vice-Chair	Land and the second of second of
PK to inform Gov Services of result	Done Done Et med christa
Agenda Item 5 Governor Vacancies Update	training can be arranged
PK to arrange Parent Governor Election	Done
Agenda Item 7 Standing Orders (Inc Scheme of Delegation)	RB to check again and re-sort
PK to download and amend updated version	Done. To be circulated with the Agenda for approval on 29 <sup>th</sup> Nov
Agenda Item 11 Minutes of 18 <sup>th</sup> June 2018	greed as true record: to be artuched
<ul> <li>PK to amend footer of future Minutes to allow for Chair's</li> </ul>	
initial rather than signature and add approved Minutes to	Dane
website and send to SGS	Done
Agenda Item 12 Matters Arising Reports	
RB to ensure more clarity in Comments in future Reports	In hand
<ul> <li>RB to include missing data in the next Report</li> </ul>	In hand
<ul> <li>RB to circulate revised format for Meeting of 29<sup>th</sup></li> </ul>	In hand, with TM & AH see Agenda Item 13
<ul> <li>GDPA WP to arrange date to meet</li> </ul>	In hand see Agenda Item 15
<ul> <li>RB to put up DGPA signs round school</li> </ul>	In hand see Agenda Item
<ul> <li>RB to check Review of Statutory Policies</li> </ul>	Done see Agenda Item
Agenda Item 13 Finance SC	
PK to arrange date for first Meeting	Done
<ul> <li>PK to liaise with DC regarding date Finance Officer is</li> </ul>	
attending	Done
Agenda Item 14 Family Room Update	
RB to liaise with JS Re setting up meeting with Diocesan Rep	On hold
Agenda Item Safe-Guarding Update	
RB/TM to arrange date to revise/update next term	Ongoing
RB to arrange training for GT	Date arranged
Agenda Item 17 Admissions	
PK to add to Agenda for 29 <sup>th</sup> November	Done

	Stogursey CoE VA Primary School	ACTION
9	ga Pesilience Kindness Friendship Thankfulness Lav	School Ceru Values: Couna
Agend	la Item 19 Monitoring of the SDP and Calendar	
•	RB to arrange for 3 Governors to come in and read through revised SDP format	AH & TM reading 16/11/18
•	RB to draw up separate Governor Action Plan	AH & TM in process of drawing up – will be circ for Meeting
Agend	la Item 21 Parental Forum/Feedback	Agenda Item 2 Elegron of Co-Chulle
•	Parent Link WP to follow up points as necessary	Meeting to be arranged
	PK to inform Gov Services of GT's election so induction training can be arranged	Done
Agend	la Item 25 Review of Statutory Policies	mover bridge adderes of agree
•	RB to check again and re-send as necessary	AH & TM now responsible and in hand

Agreed as true record; to be attached to approved Minutes for 29th November 2018

Signed:	Dianiniona		Date: 2911118	
Print:	ANNA	DNOMMAH		