

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

Minutes of meeting held at the school at 6.30pm on Tuesday 19th January 2016
Present: Mike Guilmant-Cush (Chair), Dave Tarring, Juliet Gould, Helen Hann, Katie Ramsden, Andrew Turrall (Head teacher), Helen Self, Chris Minns, Debbie Bowring (School Office Manager), Lynnette Payne (Clerk)
1. Apologies received: Accepted from Phil O'Connor, Ruth Everton MGC welcomed Chris Minns, the newly elected parent governor, and introduced him to the other governors.
2. Declaration of Personal, Business and Pecuniary Interests: None
3. Minutes of last meeting: The minutes of the local governing body meeting held 17 th November 2015 were formally approved and signed
4. Matters Arising: Actions: 4.4: Clerk to add self-review document to the GVO – Action completed 4.5: HM to sign Code of Conduct – Action completed, but HM has now resigned 4.8: PO/HM to return skills audit form – Action completed 4.11: Clerk to continue work on Trust policy schedule: This is ongoing, as the Trust is still adding policies. The link to the policy page on the Trust website has been shared with governors and the clerk will circulate an updated list with each agenda – Action completed 6: Clerk to email report to HH, RE, HS & KR – Action completed 6.8 AT to action link; governors to acknowledge successful access – Action completed 8: Clerk to add to one Spring meeting agenda – Action completed 9: Safeguarding audit to be completed; SRE policy to be amended to reflect KR's advice : Clerk advised that there is now a trust-wide policy for SRE - Action completed 10: Clerk to highlight minutes as discussed – Action completed MGC to update '20 questions'; PO to co-ordinate; AT to host on Google: MGC advised that he had updated, but not yet met with PO - Action ongoing 11: Clerk to analyse skills audit - Action completed (see agenda item 14) 12: AT to add to Google community, with governors having editing rights: AT and HS advised that there is not yet a programme of dates for the meetings , but it is hoped to get back into a regular pattern this term. He suggested that governors email him if they would like to attend – Action completed 13: LP to liaise with Brenda and complete COSHH forms; DB to update H&S report and upload to Google – Action ongoing 18: KR to email office/AT details of reading chair: KR confirmed that RE was now dealing with this. AT explained that it was part of the ' library plan' detailed on the English subject action plan, due to be completed for September 2016 – Action completed 19: AT/DB to investigate insurance implications of key safe – Action ongoing (see agenda item 12) 21: Clerk to send copy of financial documents to MGC – Action completed
5. Budget Update including virements: (Papers circulated at the meeting) DB apologised for the lateness of the information, adding that she had loaded notes on the budget

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

<p>onto the shared space for governors to look at. The main point is that the school has moved from a £8,219 deficit on conversion to a positive balance of £2,397 at the end of December, which is ahead of budget. There are some outstanding bills to pay, for example the work on the ramp, (see agenda item 7), but are also still waiting for payment for several insurance claims from Schools UK, totalling £18,360. Ross Bowell, the Trust's business director, is chasing them for payment. DB also explained that pupil premium is higher, due to the inclusion of funds for looked after children, which was missing before. 'Activities for generating funds' is distorted due to the way of accounting for hot school meals, and the true figure is £2,749, mostly from the letting of the school premises. Staff expenditure is higher than forecast due to use TA's to cover absence where possible, which ultimately saves on agency staff.</p> <p>There were no questions from Governors and MGC thanked DB for her report.</p>
<p>6. Review lettings charges: (<i>Papers circulated prior to meeting</i>) DB apologised for circulating the paper late and summarised the proposals for governors. There was a general discussion about the percentage increase relative to inflation and whether too much of an increase would drive the business elsewhere. Governors questioned how much other local halls charged and whether the school premises were being used for commercial ventures, as well as for those benefitting pupils. It was unanimously agreed to accept the proposals detailed on DB's report, with the exception of JSC Sports, increased to £40 per session and hire of the hall, increased to £22.50 per hour.</p>
<p>7. Repairs, Decoration & Maintenance: (<i>Papers circulated prior to meeting</i>)</p> <p>Capital Spending Update: DB explained that the school's DFCG had been spent on alterations to the reception classroom to accommodate a SEN child's needs and repairs to the wooden ramp at the front of the school. She also advised governors that the school still does not have a valid Legionella certificate because of recurring problems with the water temperature. Ridge Property & Construction have put in an application for a grant under the Condition Improvement Fund to pay for this. The school will find out in April if the bid has been successful. DB informed governors that the emergency lighting has been fixed, as have the disabled toilet and the smells in the nursery/reception toilet have stopped.</p> <p>Termly Health & Safety Date: As PO sent his apologies for the meeting, DB was unable to agree a date for the next inspection. Action – DB</p>
<p>8. Annual Inventory Check/Write Offs: (<i>Papers circulated prior to meeting</i>) DB explained that several items including old televisions and computer equipment had been disposed of via St John's school in November. MGC queried whether the items had to be replaced at a cost to the school. AT confirmed that all equipment written off was obsolete already.</p>
<p>DB left at this point in the meeting – 7.05 pm</p>
<p>9. Safeguarding: (<i>Papers circulated prior to meeting</i>)</p> <p>Safeguarding Update & Audit: AT confirmed that he had completed the audit on-line with KR, and it was quite straightforward. KR advised that she was attending the Safeguarding 2 course next week. AT informed governors that the Trust had recently completed an 'Ofsted' Single Central Record spot check of all academy schools, and Colehill First was one of only two that passed. There was a minor administrative issue with the Record that Debbie Zachary picked up at the beginning of the year, which has now been corrected.</p>

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

<p>Prevent Ofsted Guidance: AT referred governors to the 'Prevent' folder on the shared space containing information on various types of extremism, including far right wing groups. As the designated safeguarding lead, AT has completed Prevent training, and all staff will be accessing on-line training before Easter. MGC advised he has checked that the Prevent guidance is threaded through the relevant school policies, with a clear system for referral. He instructed governors to familiarise themselves with the information on the shared space. It was unanimously agreed to review the Guidance annually at this time of year. Action – All governors</p>
<p>10. Curriculum Subject Action Plans: (<i>Paper circulated before meeting</i>) AT explained that the plans had been compiled by the subject leaders, unless there was already one in the SDP. Teachers will update and amend the plans as the year progresses. MGC advised all governors to thoroughly read the plans prior to the next meeting and direct any questions to AT/LP beforehand. HS pointed out that the Maths Action Plan was missing, which she will add to the shared space. AT reminded governors to bring a copy of the relevant plans when carrying out visits to school. Action – HS/All governors</p>
<p>11. Policies for Review/Ratification: (<i>Papers circulated before meeting</i>) MGC reminded governors to keep aware of the listed trust policies, via the circulated link.</p> <p>Assessment Policy and Marking & Feedback policies: These are both new policies and AT explained that the appendix to the Assessment policy gives an overview of the process throughout the year and how it feeds into pupils' reports and the SDP. HH queried whether it was a trust-wide policy but AT confirmed that it was specific to the school, although the language used was common throughout all the Trust schools. HH questioned whether the school would be changing the format of its reports as St Michael's have done. AT stated that the report format would be unchanged.</p> <p>Curriculum Policies (Various): MGC questioned whether curriculum policies were referred to by teachers. HS explained that new teachers found them helpful and AT stated that Ofsted would refer to them if they found inconsistencies in teaching.</p> <p>E-Safety & Acceptable Use Policy: The clerk advised that the policy had been updated by her and AT, ensuring that Prevent was included, and removing parts that were not relevant. MGC confirmed that he had also read and checked it.</p> <p>Penalty Notices: MGC questioned whether penalty notices were ever issued by DCC, as Poole Borough Council regularly do. JW queried whether it was a new policy. The clerk advised governors that the policy was an unchanged DCC policy and that, at the recent clerks' briefing, the LA representative had explained the rationale behind penalty notices. They can only be issued to ensure a child returns to, and regularly attends school. If a pupil has been taken on holiday, for example, they are already back at school before a notice can be issued.</p> <p>Governor Visits Policy: The clerk informed governors that the template visit form appended to the policy had been replaced with the current version.</p> <p>All policies were unanimously agreed and ratified by governors.</p>
<p>12. Key safe/ Equipment lock viability & cost: AT confirmed that he is still waiting for the insurance company's advice. As the insurance policy covers the whole Trust, this is taking a while to sort out. Action – AT/DB</p>
<p>13. Governors' Feedback – visits & training: AT thanked the governors for the visit forms that have</p>

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

been completed and returned to him. JW said that she will meet with Karen Stephens to discuss the action plan and will then arrange a visit to see the plan in place. DT **questioned** who the IT co-ordinator was and who liaises with him from the governing body. AT confirmed that Sean Rayner is the IT link and a workshop has been arranged for parents during e-safety week commencing 18th April 2016. Governors are welcome to attend. MGC advised that SR used to attend the Curriculum committee meetings to report to all governors, but now there should be a specific governor with responsibility for this. KR offered to take on this role, as SR is her current class link teacher, and it fits her new safeguarding role.

AT informed governors that the latest safeguarding newsletter from DCC states that the school must now ask for proof of safeguarding training and procedures from everyone who hires the school to provide an activity for children. This applies, even if the children are not school pupils. He will write to all concerned to make them aware that they may need to complete training to comply with the requirements. CM **questioned** whether this would also apply to one off events, such as birthday parties. AT confirmed that it was just for regular lettings.

MGC encouraged governors to visit at least once in the spring term, looking for evidence for specific things such as pupil premium in action. He will draw up a list of several ideas for governors to sign up to prior to their visits. **Action – MGC**

14. Clerk's Update including Skills Audit Analysis: (Papers circulated before meeting)

MGC referred to the skills audit analysis completed by the clerk, highlighting the 'adequate' responses in the 'knowledge' section, especially with regard to 'sources of information' and 'Ofsted'. It is eight years since the school was last inspected and is important for governors to keep abreast of the requirements. He reminded governors that the second part of the Effective Governance course covers this, with the next one taking place on 3rd February at Blandford. He also mentioned a training package that he had received information on, costing £100. This could be purchased and a training session arranged in school, run by himself and AT. It may also be suitable to share with other schools within the MAT at a later date. It was **unanimously** agreed to purchase the toolkit and arrange the session. **Action – LP/MGC/AT**

LP asked whether governors were happy to use only their colehillfirstschool.net email addresses with immediate effect. This was **unanimously** agreed. **Action -LP**

LP informed governors of the matters discussed at the November Clerks' briefing and advised of the requirements for transparency in the trust governance arrangements. The register of business interests has been updated to include governor appointment dates, terms and categories. This needs to go onto the Trust's website, along with a register of governors' attendance at meetings.

Action – LP

MGC informed governors that JW does not now intend to stand for Chair in September, although she confirmed that she will remain as the governor with Early Years responsibilities. MGC urged governors to look at the expiry date of their terms of office and let AT or himself know whether they intend to remain on the governing body. There is a danger of losing all the expertise within a short time. Also, a successor for Chair is required. JW stated that there was a vacancy for a nursery trustee, as Hilary Moss has resigned. JG offered to fill this post, as it ties in with her Early Years role. The new parent governor, Chris Minns, signed the Code of Conduct

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

DT praised the video that Sean Rayner had shared on the MAT google space and urged governors to watch.

15. F.A.I: None suggested

16. Date of next meeting: Confirmed as Tuesday 1st March 2016 at 6.30 pm

Meeting closed 20.00 pm

Actions:

- 4.10: PO to liaise with AT re '20 questions'; AT to host on Google
- 4.13. LP to liaise with Brenda and complete COSHH forms; DB to update the H&S report and arrange for it to be loaded on to the google forum
- 4.12: AT/DB to investigate insurance implications of key safe; Clerk to add to March agenda
- 7: DB to arrange H&S inspection date with PO
- 9: Governors to familiarise themselves with Prevent information on the shared space
- 10: HS to add the Maths action plan to the shared space
Governors to read the subject action plans on the shared space and raise any questions with AT/LP
- 13: MGC to prepare ideas document for governors' visits.
- 14: LP to arrange for purchase of the training toolkit; AT/MGC to arrange a training session with governors
LP to update governor contact details to reflect the @colehillfirstschool.net email addresses
LP to arrange for new documents to appear on the school website and forward copies to the Trust after each meeting.