

SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 27 th March 2019				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Mary-Ellen Whalley	MEW	Parent		Rob Kelland	RK	Associate	
Lorraine Kennealy	LK	Parent					
Penny King	PK	Staff					
Tom Parkin	TP	Head teacher					
Helen Symons	HS	Co-opted					
Chris Brown	CB	Co-opted					
Andrew Quayle	AQ	Chair					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk
Pauline Hall	PH	School business manager

N.B. The meeting did not happen in the order of the accompanying agenda. The mins have been written to reflect the order in which the items were discussed.

	Agenda Item	Action
PROCEDURAL ITEMS		
1	Apologies	Jason Wragg – Work commitments sanctioned
2	Business Interests	None to update
2.2	Minutes	Previous mins – Mew and PK meeting to discuss data – this has been carried out. Transition visits to secondary school – these are in the pipeline – TP will contact the secondary school to arrange. Wellbeing questionnaires – MEW has sent these to TP and PK for them to complete. Recruitment of governors – this is on-going as we still need to recruit governors onto the board in both committees. AQ – SEND training – AQ has attended the training. Staff and governor social meeting – this has also been done and the governors and staff enjoyed a Christmas sing and food/drink celebration.
3	Actions from last meeting	Anything outstanding has been carried forward to this agenda to ensure all items are covered/discussed.
4	Receive correspondence	This will be discussed as part of the HT report.
5	Items brought forward by the chair	This will be discussed as part of the HT report.
6	Budget	TP requested this item was discussed first to ensure it was discussed fully. The National funding formula has changes are taking place – this is approx 12 months away. Currently indications are that it shouldn't affect us by much, however the SEND funding is also going to be cut by around 50%. CB- why is the number of teachers not increasing and yet the cost of teachers/staff is increasing each year on the budget? TP – Pension increase, pay awards, banding increment is accounted for in the budget for each year. MEW – KS1 UIFSM income v's expenditure is not matching? Are we paying out more for dinners than we have coming in? PH – No, The KS1FSM and UIFSM income figure makes the same as the expenditure they are just 2 different incomes and counted separately. We do lots of work on the kitchen costs to maintain the budget. AQ – Increments etc are accounted for in the budget no income increments accounted for. The governors agreed and signed the budget.
7	SFVS	The SFVS has been signed and agreed – Governors have read and commented on the

	<p>SFVS previously via email. All comments and suggestions were reviewed and included where necessary.</p> <p>CB – Looking at the SFVS, our last audit was 2016 – when should we have the next one?</p> <p>TP – We are due this year for another audit. DCC carry out the audit and notify us when they are coming.</p> <p>LA services – the costing of the LA services has now come through. There are no changes to report. The costing have been reflected in the budget.</p>	
	<p><u>Governors moved to Part 2 for a discussion at this point.</u></p>	
	<p>Head teachers report continued.....</p> <p>TP did not receive any questions in advance relating to the HT report.</p> <p>MEW – How did the PGL trip go? – PGL went well. The children enjoyed the activities. It's a great introduction to residential. Not all of the year 3 children attended.</p> <p>AQ attended the chairs update training last week – There was a big focus on curriculum under the new Ofsted framework and less about data.</p> <p>AQ will catch up with JW as he would like JW to be more involved as the curriculum governor to have a better understanding of why we do what we do and the impact on the children and their education. AQ would like all the governors to have a better understanding of our curriculum to be able to explain why it's beneficial.</p> <p>Individual subject assessment (geography, history, art etc) could be more difficult to show across the curriculum without increasing teacher workloads (another thing to consider) and not over assessing children. There are pilots of the new Ofsted framework happening across the country; hopefully the data will be shared with information and ideas for other schools.</p> <p>Governors discussed the recently reported SAT's cheat's reports as featured in the news and the impact on the data reflection on schools of falsely over achieving good results. AQ wanted to discuss the schools procedure for storing SAT papers to ensure this is done correctly and for governors to be aware of the procedure in the event of any issues raised from these reports.</p> <p>Parking – HS has been approached by neighbours (of herself and the school) regarding parents driving up the lane adjacent to the school and parking for drop off and pick up time.</p> <p>It was discussed by governors that it is not the schools responsibility to control the traffic and parking in the lane as it is public highways. The neighbours have written to Devon Highways Agency about this issue.</p> <p>RK – The school have no power over this issue as it is a public road. The school have no enforcement rights to stop parents from using the road.</p> <p>TP – We will put a piece on the newsletter to state that we request parents not to use this access for safety reasons but we cannot enforce this. Residents can ask Devon Highways to make the lane resident access only during school hours? (MEW brought up that another local school has done this) but it will have to come from the residents and not the school. TP suggested that the governors create a small working sub-committee to approach this issue?</p> <p>TP – We can send a newsletter out to the residents to show we are supportive of the issue and are encouraging parents not to park there.</p> <p>In the newsletter, can we request parents set up their own walking bus from a safe, easily accessible location? Also mention the walking bus from the bus stop and the breakfast club for those who have to drop and go for work to stagger the volume of traffic. Also take into account it is an environmental issue for parents who are within walking distance to drive –public health England – Diesel emissions for schools.</p> <p>Data – Data will be available at the T&L meeting. PK spends a lot of time processing data. It's all changing next year.</p> <p>E-safety policy – CB would like this one on line so parents are aware of the rules as we now have older children within the school and some have mobile phones. This policy has now been updated/changed and can be reviewed at the next meeting and then put onto the website.</p> <p>Governors then moved to a part 2 discussion.</p> <p>Part 1 cont....</p> <p>JK and CB propose to move CB to T&L committee to try and ensure quorate meetings and to support his role as safeguarding governor. The FGB vote and agree CB to move to T&L committee.</p>	

15	Governor newsletter	Governor's newsletter – AQ will put together a draft piece for going out after the Easter break.
11	Governor visits	MEW – Are there any areas for development to target for a visit? TP – Year 5 CB – happy to visit for this area and discuss GDPR with PK – PK will arrange this with CB. AQ - has attended SEN training and has a meeting planned with EY on Friday @ school. AQ - has explained the role of the governor as SEN governor. Do any other governors want to visit? We have an overview sheet and a form to complete re questions to raise etc.
13	SIP	TP – will organise a summer term summary of the SIP for the July FGB Governor visits to be based on SIP areas.
16	Policies	Policies to be signed following changes from previous meetings were signed. Collective worship – Update dates Intimate care – update dates Gifts and hospitality – update dates Data protection/GDPR – CB has some questions regarding this policy – CB and PK will meet to discuss this. SEN – AQ would like to meet with EY to ask some questions before this policy is approved. Lettings – Prices agreed for this financial year and signed. Update dates on the policy. Adoption –Update dates. Confidentiality – Update dates. Managing information disclosed during employment – Update dates. Whistle blowing – Update dates. Adjustments to staffing structure – Add to next agenda for review. Admissions – A new Devon policy. MEW read and fed back to governors. Worth less article/funding letter sent home to parents – AQ was concerned that parents would not understand it was a generic letter across all Devon schools and would think it was coming direct from our school. Can governors make a collective response?
	Impact	Governors discussed tonight's agenda items and decided that the budget – creating a sustainable school - impacts on the children and their education. Governors also feel that discussing staff and wellbeing affects the children – it filters down to them, if the staff are well then the children have excellent care.

Meeting closed at pm.

Next meetings:
Resources Wednesday
T&L Wednesday
FGB Wednesday

Committee Membership and Governor Responsibility Review for AGM 2018

COMMITTEES	2017-18	2018-19
RESOURCES	<ol style="list-style-type: none"> 1. Chris Brown - chair 2. Andrew Quayle– V/C 3. Lorraine Kennealy 4. Helen Symons 5. 6. Rob - associate (+ Tom)	<ol style="list-style-type: none"> 1. Lorraine Kennealy – chair 2. Andrew Quayle – VC 3. Chris Brown 4. Helen Symons 5. Rob Kelland - Associate (+ Tom)
TEACHING & LEARNING	<ol style="list-style-type: none"> 1. Penny King – Chair 2. Sue Davies-VC 3. Mary-Ellen Whalley 4. Jason Wragg 5. Sarah Hayward 6. Becky – associate (+ Tom)	<ol style="list-style-type: none"> 1. Penny King – Chair 2. Mary-Ellen Whalley – VC 3. Jason Wragg 4. Sarah Hayward 5. Becky Hopkins – Associate (+Tom)
HEARING (1 st)	<ol style="list-style-type: none"> 1. Mary-Ellen Whalley 2. 	<ol style="list-style-type: none"> 1. Chris Brown – Chair 2. Mary-Ellen Whalley 3. Helen Symons
APPEALS (2 nd)	<ol style="list-style-type: none"> 1. Sue Davies - Chair 2. Lorraine Kennealy 	<ol style="list-style-type: none"> 1. Jason Wragg – Chair 2. Lorraine Kennealy 3. Sarah Hayward
PAY & PERFORMANCE	<ol style="list-style-type: none"> 1. Lorraine Kennealy - chair 	<ol style="list-style-type: none"> 1. Lorraine Kennealy – Chair 2. Jason Wragg 3. Helen Symons
PAY & PERFORMANCE APPEALS		
LEAD GOVERNORS		
Training		
Headteacher's Appraisal	Sue, Mary-Ellen, Andrew.	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.
SEN	Sarah	Sarah Hayward
Safeguarding	Sue	Chris Brown
EYFS		????????????
Children in Care		Becky Hopkins
Finance	Lorraine	Lorraine Kennealy
Personnel	Helen	Helen Symons
Health, Safety, Welfare	Rob	Rob Kelland
Curriculum		Penny King & Jason Wragg
Inclusion		Sarah Hayward
School Improvement		Penny King & Jason Wragg
Community & Parent Links		Mary-Ellen Whalley