

**GREENVALE PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING**

**Wednesday 27<sup>th</sup> April 2016, 5.30pm**

**MINUTES**

Present:-

Dan Bowden (DB)	Head, Greenvale Primary School
Mike Fisher (MF)	Chair of Governors
Meena Dave (MD)	Parent Governor
Alison Fisher (AF)	Parent Governor
Jonathan Bailey (JB)	Co Opted Governor
Sarah Syradd (SS)	Co Opted Governor
Jo Sadler (JS)	Staff Governor
Graham Jennings (GJ)	Associate Member
Louise MacAulay-Sutherland (LM)	Associate Member
Bryony Morris-Bullock (BMB)	Associate Member
Tracey Whiting (TW)	Associate Member
Anna Jaye (AJ)	Clerk

IT EM	TITLE	DOCUMENTS	ACTION
	MF opened the meeting at 5.35pm.		
1.	<b>Apologies</b> No Apologies received.		
2.	<b>Declaration of pecuniary interests</b> None		
3.	<b>Minutes of previous meeting (23<sup>rd</sup> March 2016)</b> Minutes from 23 <sup>rd</sup> March 2016 had been circulated prior to the meeting.	Minutes from 23/03/16	

	The minutes were agreed and approved as a true record of the discussions and MF signed accordingly on behalf of GB.		
4.	<p><b>Matters Arising from Meeting 23<sup>rd</sup> March 2016</b> MF took Governors through the matters arising as follows :</p> <p><u>Website</u> - DB confirmed this had been completed <u>Prevent Link</u> - DB to circulate to GB (<b>action DB</b>) <u>Assessment Policy</u> - SS to circulate to GB (<b>action SS</b>) Meet the Governors Event - MF to arrange with DB (<b>action DB/MF</b>) <u>Governor Training</u> - The Governor Training schedule had been circulated, with BMB &amp; LM attending two courses (Safeguarding and Data) and AF attending the Safeguarding training which had been very useful. Governors noted there were sessions for Becoming an Academy and for Preparation for Ofsted Inspection. DB encouraged Governor participation in training sessions, and confirmed that the school has one place for the Governor Development Programme. <u>Lettings Policy</u> - AF confirmed that amendments have been made, with GJ to update as part of overall policy work. Separate Agenda item 9. <u>Catering</u> - to be covered under separate Agenda item 10</p>		1 2 3
5.	<p><b>Pupil Premium</b> DB confirmed that the pupils first session at the Forest School was very positive. He added that funding had been used for the purchase of a laptop for one of the pupils. DB confirmed that Mrs Vickery had advised that she would be leaving at the end of the term, so the provision would need to be reviewed for the next academic year. He advised that the funding would change with effect from September 2016 and that this would need to be considered as part of the provision arrangements. DB asked for questions from Governors. There were no questions and Governors thanked DB for the report.</p>		

<p><b>6.</b></p> <p><b>Q</b></p> <p><b>Q</b></p>	<p><b>Finance / Resources Committee Report</b></p> <p>JB summarised the position for <i>Governors</i> adding that the figures had been discussed thoroughly at previous meeting. He advised that the Carry Forward was above the 6% threshold (c £70k) and as such it was possible for the LA to claw back the amount in excess of 6%. <i>Governors</i> agreed that the money had been allocated / committed to KS2 Toilet Refurbishment but that there had been delays in commencement of the project. DB confirmed that there were some invoices still to come in for work on KS1 Toilets and Computer purchases that would affect the bottom line.</p> <p><b>A question was raised at the Finance meeting regarding the increase in Staffing Costs ?</b></p> <p>This remains an action from the Staffing Meeting and clarity will be sought in this respect.</p> <p><b>Will there be support from John Fennell / JCA Finance to prepare for the Audit ?</b></p> <p>DB confirmed that John Fennell would assist in the preparation, and that the meeting would involve Pauline, GJ, MF and DB.</p> <p><i>Governors</i> agreed, approved and ratified the Budget subject to the correct outturn position to be reflected.</p> <p>DB and MF to sign on behalf of the GB once finalised.</p>		
<p><b>7.</b></p>	<p><b>Premises Committee Report</b></p> <p>DB advised <i>Governors</i> that a survey of the premises had been conducted recently by the LA, stating that the surveyors had asked to see certain documents (Fire Risk Assessment, Gas Safety Certificate etc). He confirmed that any outstanding items were now in hand and that he would be able to provide all information by the end of the week.</p> <p><i>Governors</i> discussed the survey, noting that it had identified various works to be done, with some being the responsibility of the LA, and some the responsibility of the school. <i>Governors</i> also noted that each item had been given a Priority rating 0-4.</p>		

	<p>DB agreed to circulate the report but summarised the key points that had been allocated to the school with a total cost of £72k for Governors as follows :</p> <p>Pot Holes Roof Pointing, Fire doors, Canopy Areas leaking / corroding, Taps in Girls Toilets, Damp in Kitchen Wall, Y4/Y5 Huts, Y6 cladding &amp; plasterboard, KS1 Fire Alarm activator to be relocated, Hard wire Smoke Detectors, upgrade Lighting throughout the school and install lighting at stepped areas.</p> <p>Governors discussed the various items, noting the priority rating accordingly. It was noted that any safety critical items would be prioritised, but that some other more 'cosmetic' items would not have been considered to be priority.</p> <p><b>Q Why is the school being expected to fund large projects in excess of £10k ? Is this not the responsibility of the LA ?</b></p> <p>MF agreed to contact the LA for clarification on Lighting and Smoke Detector items and any others over £10k.</p> <p><b>Q</b> Governors agreed these larger projects should be handled by the LA. <b>(Action MF)</b></p> <p><b>Can some of the items be handled in house by the Caretaker rather than by external contractors ?</b></p> <p>DB agreed that the Caretaker would do as much of the work as possible.</p> <p>Governors noted that the caretaker is a qualified electrician and could possibly undertake the lighting project.</p> <p>DB agreed to discuss further with the Caretaker and will update at next Premises Committee meeting. <b>(Action DB)</b></p> <p>DB advised that a response regarding a 3 Year Plan for the works was needed by the LA this week.</p> <p>MF confirmed that the response should be that the report will be reviewed in full at the next Buildings Committee meeting.</p> <p>DB agreed to respond on this bases.</p>		<p>4</p> <p>5</p>
<p>8.</p>	<p><b>Education Committee Report</b></p>		

<p>DB confirmed that the Committee had met recently and had a very full meeting, with minutes to follow for circulation. He summarised topics discussed.</p> <p><u>Learning Walks</u>  Two Governor Learning Walks scheduled  Wednesday 4 May (10am to 12pm) - PE Learning Walk and SEF Review of Leadership &amp; Governance section  Wednesday 11<sup>th</sup> May (3.30pm) - Staff Meeting and Displays Learning Walk (Governors to focus on their 'link' area or subject.</p> <p><u>Staffing Arrangements 2016/17</u>  DB advised that staffing had been discussed at the meeting, and explained the proposed arrangements for 2016/17.</p> <p><u>School Improvement</u>  DB confirmed that Ann Longfield / School Improvement Advisor would visit the school on 29/04/16 to review SDP and Data and to meet with middle leaders.</p> <p><u>Sports Premium Funding</u>  DB confirmed that staff had been made aware of requirements for PE lessons, with Chris / Sports Coach fully aware of the expectations. He added that Governors would observe lessons as part of Sports Funding Impact monitoring.</p> <p><u>Creative Curriculum / Arts Festival</u>  AF advised that the school was planning an Arts Festival to promote the creative curriculum. A number of parents / local artists would be involved to run pupil workshops for art, craft, poetry etc.  LM confirmed that her husband would be able to assist with a Graphic Design workshop and that she could do a drawing / sketching workshop.  DB confirmed that the upcoming Inset Day would be used by staff to research and investigate Cultural visits (museums, galleries, Globe theatre) followed by a review/meet up later in the day.  Governors agreed that the Arts Festival would take place 27<sup>th</sup> June 2016 leading up to the Carnival Day on 2<sup>nd</sup> July 2016.</p>		
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<p><u>Data / KS Tests</u></p> <p>DB confirmed that the KS1 tests had been completed, advising that the school had been selected as a 'test' school for pupils to take the tests early. He stated that the school scores would therefore contribute to settle the ARE average scores. He confirmed that the results were very strong, with 22 out of 29 children achieving a score of more than 20 out of a possible 25.</p> <p>SS added that the overall assessment will be Teacher Assessed and not depend solely on the test outcome. She added that Y2 had been working very well.</p> <p>Governors noted the pleasing outcomes and acknowledged that it would be important for such progress to continue as the children make their way through KS2.</p> <p><u>Pupils on Roll</u></p> <p>DB advised Governors that 2 girls would be leaving Y2 at the end of term to attend Croydon High, adding that one other pupil left just before Easter.</p> <p>Governors noted that these 3 places would be advertised and be filled after SATs. They noted that the further 2 places (Junior classes up to 32 pupils) would be held back to allow for the class to settle.</p> <p>Governors agreed that to bring in 5 new pupils to a class at one time would not be acceptable. Governors went on to discuss waiting lists / LA arrangements for filling the places.</p> <p>JB left the meeting at 6.35pm</p> <p><u>Safeguarding</u></p> <p>DB advised Governors that there had been one Safeguarding referral made which is being escalated by the MASH team. He is waiting on their response before taking any further action.</p> <p><u>NQT Appointment</u></p> <p>DB confirmed that an NQT has been appointed from the Croydon Pool.</p>		
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	<p>SS confirmed that very positive feedback had been attained from the placement school which supported the appointment.</p> <p>Governors thanked DB for the report.</p>		
<p>9.</p> <p>Q</p>	<p><b>Policy Review Group Report</b></p> <p>MF expressed thanks to the Policy Committee for their hard work on behalf of the GB.</p> <p>GJ confirmed that he now had the full list of policies, with a possible total of 57. He advised that he would work through them all to make a more user friendly system and one that identifies when reviews are due on a cyclical basis (in line with Statutory requirements). He added that he will create a full list grouping them by category and ensure that all were formatted correctly.</p> <p><b>It was indicated that the school would only need around ten specific policies in all ? Are we certain we cannot go with more model policies ?</b></p> <p>Governors noted this comment and agreed that a lot of time is now being spent reviewing / drafting so many policies. They agreed that once the cycle / schedule had been completed, there would be less time required.</p> <p>AF summarised the policies that had been reviewed since the last meeting as follows :</p> <p><u>Finance</u></p> <p>AF stated that this policy needed updating to include the different roles and responsibilities for different staff who have financial responsibility. This has been revised and formatted. This policy was approved by the GB.</p> <p><u>Safeguarding</u></p> <p>AF advised that the intention was to use the LA Model Template, however it contained errors and needed further additions to ensure correct and clear.</p> <p>AF commented that some of the legislation mentioned was now out of date and that proper links needs to be</p>		

<p><b>Q</b></p>	<p>made to other connected policies such as Behaviour &amp; Bullying to ensure they reflect current practice.</p> <p><b>Have we got a current Safeguarding policy in place ?</b></p> <p>Governors agreed to adopt the LA Safeguarding policy as an interim measure, but noted that amendments would need to be made to ensure it was fit for purpose and reflected current practice.</p> <p><u>Pupil Premium</u></p> <p>DB confirmed that the main body of the policy/statement would remain broadly unaltered but that the responsibilities to be updated.</p> <p><u>Sports Funding</u></p> <p>Governors confirmed that a statement of how funding utilised had been agreed and was on the website.</p> <p><u>Lettings</u></p> <p>DB confirmed this policy had been reviewed and agreed at last meeting.</p> <p><u>Behaviour &amp; Discipline</u></p> <p>DB confirmed this policy would be reviewed this week, but noted that wholesale changes were not anticipated.</p> <p><u>Mobile Phone Policy</u></p> <p>Fully reviewed and agreed at last FGB. Now on website.</p> <p><u>Terms of Reference</u></p> <p>AF confirmed that she had fully reviewed and updated the Terms of Reference for each Committee. Despite a few minor adjustments that needed to be made, these were agreed and approved by the GB.</p> <p>GJ agreed to issue a link by email to all Governors so that they can access the full suite of school policies.</p> <p>DB commented that the KEY and TEN are excellent sources of information / resources.</p> <p>AF suggested that the school joins the NGA at an annual cost of £80, as it has useful information and access to advice / helpline.</p> <p>Governors agreed and approved this.</p> <p><u>Safeguarding / Accident</u></p>		
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<p>Q</p> <p>Q</p>	<p>Governors discussed an incident that had occurred when a Reception child had caught their arm in a gap in the main gates as they were closing. DB confirmed that the child had been taken to A &amp; E having suffered bruising and trauma from the incident. He confirmed that the child was back at school the next day with no lasting injuries. DB advised that the incident had occurred at the end of the school day after the children had been dismissed. The child had been waving to an adult who was leaving the premises by car, and the child put their arm through the gap in the gate. <b>What can be done to prevent this type of incident happening in the future ?</b> Governors discussed the possibility of a safety barrier or a way to cover the gap in the gate. Governors referred to specific HSE guidance on automated gates, and wondered if a manual override mechanism should be present. Governors considered the installation of fences along the roadway to separate the field area from the cars. <b>Has the accident been recorded and risk assessed ?</b> DB confirmed that the incident had been recorded and that investigations would be carried out to see if risk could be mitigated. (action DB)</p>		<p>6</p>
<p>10</p>	<p><b>Catering (should be in Part B minutes ?)</b> MF confirmed that the current Catering Manager was to be replaced following concerns over her understanding of what the role entails and her management skills. Enquiries are currently being made with regards to a replacement.  Governors discussed the in house catering provision, and the changes that had been made over the years. They considered exploring other options (perhaps to link in with a provider who works across several schools). Governors asked about other providers. AF pointed out that we would need to go out to tender which would have cost implications, it would mean a loss of control over provision and would also be a considerable piece of work. AF stated that she would not be prepared to undertake</p>		

	<p>this work and felt that it would be a waste of all the time that had been put in thus far.</p> <p>Governors noted the difficulties in running a profitable catering operation in a small school and acknowledged the demands on the SLT and governor time to manage the staff.</p> <p><b>How is Dinner money recorded ?</b></p> <p>Q DB confirmed that it is ticked off manually and then processed on the computer.</p> <p>Governors briefly discussed options for tils (biometric tils &amp; photo arrangements) and also kitchen registration.</p>		
<p>11</p>	<p><b>AOB</b></p> <p><b><u>Academy Show</u></b></p> <p>MF advised that a number of Governors had attended the Academy show (DB,AF,MF BMB) and had picked up some good ideas and contacts whilst there. He referred specifically to fittings for Nurture Rooms that could be investigated further.</p> <p><b><u>DBS</u></b></p> <p>SS enquired about recent changes to the DBS procedure, asking whether an annual review is now necessary for all checks ?</p> <p>Governors discussed, but noted that the annual check was only required if you need the DBS for other settings (ie a portable arrangement).</p> <p><b><u>Policies - Adult Phone policy</u></b></p> <p>SS suggested that the school has a clear policy for use of mobile phones by adults.</p> <p>DB agreed that the school has 3 mobiles for use on school trips and agreed to put a policy in place.</p> <p><b><u>Governor Succession Planning</u></b></p> <p>Governors discussed the current arrangements / structure of the GB. They noted that some Governors</p>		

	<p>terms were due to end soon (MD and JB) and that plans should be put in place to fill the vacancies.</p> <p>Governors also noted that the positions of Chair and Vice Chair were filled by a husband and wife. Governors wondered in the interests of perception, whether this was something to consider going forward and perhaps consider alternative arrangements. AF pointed out that that both her and MF are two separate individuals and equality regulations should apply. AF stated the need for succession planning as SS questioned what would happen if both stepped down at the same time. <b>(Action - Item to be discussed at next GB meeting)</b>.</p> <p>Governors noted that LM was currently an Associate Member and agreed this position should not alter given her involvement with the Friends of Greenvale.</p> <p>BMB is currently an Associate Member as being a Co-opted governor will need to be agreed by the full GB prior to any appointment being made. It was proposed that given the expected changes within the governing body, parent/co-opted governor vacancies be considered at next FGB. <b>(Action - MF to add to next FGB Agenda)</b></p> <p><b><u>Staffing</u></b></p> <p>DB confirmed that a resignation had been received from one of the Lunchtime Supervisors adding that he would need to advertise the 1:1 3 day cover.</p> <p>JS offered to cover one of the sessions, and Governors went on to discuss the current support arrangements.</p>		<p>8</p> <p>9</p>
	<p><b>Date of Next FGB Meeting</b> <b>FGB - TBC</b></p>		

Meeting ended 7.50pm

Minutes drafted by A Jaye 29/04/16

Summary of Actions following FGB 27/04/16

Who ?	Comments	When ?
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<b>1</b>	<b>Dan B</b>	Prevent Link - DB to circulate to GB	<b>May 2016</b>
<b>2</b>	<b>Sarah S</b>	Assessment Policy - SS to circulate to GB	<b>May 2016</b>
<b>3</b>	<b>Mike F / Dan B</b>	Meet the Governors Event - MF to arrange with DB	<b>May 2016</b>
<b>4</b>	<b>Mike F</b>	MF to contact the LA for clarification on Lighting and Smoke Detector items and any others over £10k.	<b>May 2016</b>
<b>5</b>	<b>Dan B</b>	DB to discuss Works identified on survey report with the Caretaker and will update at next Premises Committee meeting.	<b>May 2016</b>
<b>6</b>	<b>Dan B / SLT</b>	Carry out investigations into the gate incident to identify ways to mitigate risk.	<b>May 2016</b>
<b>7</b>	<b>Mike F</b>	Add GB vacancies to next FGB	<b>Next FGB</b>