

Hennock Community Primary School - Barnes Voluntary Primary School

LGB Meeting – Part I Minutes			
Date/ Time	23.11.16 6pm	Location	Barnes Primary School
Governors		Governors	
Nicola Dunford	Linette Avery	Clerk – Sue Howard	
Claire Kendall - Absent	John Garrigan	Guest – Matt Matthew Trust Business Manager	
Claire Baker	Rebecca Humphreys	Guest – Sarah Ibbotson – Head of School, Barnes	
Anna Wilk		Guest – Tom Stacey – Head of School, Hennock	

Agenda

Local Governing Board Agenda Led by Claire Baker			
66.16	Welcome		
67.16	Declarations of interest , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point		
68.16	Apologies and sanctioning		
69.16	Approval of minutes dated 28.9.16 Part I and II		
70.16	Actions arising from previous meeting	60.16i	KCSIE – JC to read, AW and CK absent, so 3 governors to ensure document is read by next meeting in November please.
		60.16ii	ND to invite HoS for Barnes and Hennock to the next gov meeting on 23 rd November
		63.16	Clerk to email out half termly governor training courses available
71.16	Schools	Heads of School, Sarah Ibbotson & Tom Stacey – presentation to govs	
72.16	Procedural	i.	Review Budget and make recommendations/raise queries for Directors
		ii.	Discuss Safeguarding Audit due

73.16	Strategic	Report from Executive Headteacher incl Development Plan update, pupil targets, attendance and behaviour	ND
74.16	Monitoring	Review Governor Monitoring links document produced by Executive Head	ND
75.16	Training	Review Governor Training	SH
76.16	Policies	Academy Policies drafted for review: <ul style="list-style-type: none"> i. Children in Care ii. Collective Worship iii. Complaints iv. DBS v. Early Years Foundation Stage Policy vi. Governor Visits Policy vii. Safeguarding and Child Protection viii. SEND ix. Teaching and Learning 	

Minutes:

Local Governing Board Minutes Led by Claire Baker			
66.16	Welcome Chair, CB, welcomed everyone to the meeting		
67.16	Declarations of Interests , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point		
68.16	Apologies and Sanctioning Clerk had received apologies from Claire Kendall – governors sanctioned		
69.16	Approval of minutes dated 28.9.16 Part I were approved and signed by chair, CB. Part II were distributed at this meeting for all present to read, they were duly approved and one copy signed by chair CB. All other copies were collected back in by clerk and destroyed.		
70.16	Actions arising from previous meeting	60.16i 60.16ii 63.16	KCSIE still to be read by AW, JG and CK ND invited HoS to this mtg Clerk emails governors regularly with training events
71.16	Schools – Sarah Ibbotson, HoS at Bearnas and Tom Stacey, HoS at Hennock presented to the governors a review of their School Improvement Plan and Data. Governors raised queries and asked questions throughout. Governing Board gave thanks to the, very informative presentation.		
72.16	Procedural <ul style="list-style-type: none"> i. Business Manager, Matt Matthew, introduced himself and explained about the HCSS budget software that is now in place for the Trust finances. He had produced a brief report which was made available to the governors prior to the meeting, along with a copy of the 16-17 		

Local Governing Board Minutes Led by Claire Baker	
	budget. Governing board gave thanks to MM and commented on the ease and clarity of the reports. ii. Safeguarding Audits are being produced at the moment by the HoS and they will forwarded to the governing board in time for the next meeting 25.1.17
73.16	Strategic i. ND had produced a detailed update report for the governing board, highlighting attendance and pupil numbers. Governors asked what is being done about attendance at Hennock. It is being strongly monitored and every effort is made in school to contact parents at the first sign of absence for an explanation why. JG said that parents could be made more aware of the restrictions and timescales for sickness etc, via a bulletin perhaps. Hygiene and cleanliness could also be highlighted to try and prevent sickness bugs. ND flagged up the training taking place for TA's to HLTA's to enable suitable qualified cover in the classroom in the absence of teaching staff.
74.16	Monitoring ND ran through the governor links document she had produced to help set up the monitoring visits at Hennock and Bearnas. Governors volunteered to take on a subject, clerk will finalise the templates associated with monitoring and add to google drive
75.16	Training The clerk reminded governors to attend training events where possible. Clerk will email out upcoming events every half term.
76.16	Policies i. Children in Care – Approved ii. Collective Worship – Approved iii. Complaints – Approved iv. DBS – LA to look at, governors in favour of approval on her recommendation v. Early Years Foundation Stage Policy – Approved vi. Governor Visits – LA to look at, governors in favour of approval on her recommendation vii. Safeguarding and Child Protection – CB to look at, governors in favour of approval on her recommendation viii. SEND - CB to look at, governors in favour of approval on her recommendation ix. Teaching & Learning - Approved

Actions:

72.16ii	Safeguarding Audits to be forwarded to LGB in time for next meeting 25.1.17	SI, TS, ND
74.16	Clerk to update monitoring templates and add to google drive	SH

Meeting Closed 8.30pm

Next Meeting Date	25.1.17	Time	6pm	Location	Hennock School
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Signed as a true record of the meeting Date