

Hennock Community Primary School - Bearnese Voluntary Primary School

LGB Meeting – Part I Minutes			
Date/ Time	25.1.17 6pm	Location	Hennock Primary School
Governors		Governors	
Nicola Dunford	Linette Avery	Clerk – Sue Howard	
Claire Kendall	John Garrigan		
Claire Baker - Absent	Rebecca Humphreys - Absent		
Anna Wilk – Absent			

Agenda

Local Governing Board Agenda Led by Claire Baker				
1.17	Welcome			
2.17	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			
3.17	Apologies and sanctioning			
4.17	Approval of minutes dated 23.11.16 Part I			
5.17	Actions arising from previous meeting	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
6.17	Procedural	<ul style="list-style-type: none"> i. Review Safeguarding Audit carried out in December ii. Health & Safety Review iii. Review of Budget 		CB/ND SH
7.17	Strategic	Report from CEO, to include staffing, pupil numbers and attendance etc		ND
8.17	Monitoring	Review Governor Monitoring Plans for Spring Term		All

9.17	Training	Review Governor Training	SH
10.17	Policies	Academy Policies drafted for review and approval: <ul style="list-style-type: none"> i. Administering Medicine ii. Managing Unreasonable Adult Behaviour iii. Visitors and Volunteers Code of Conduct iv. Safe Collection Review Governor Statement of Principles Review Terms of Reference for the Safeguarding Governors, incl termly data collection	

Minutes:

Local Governing Board Minutes Led by Linette Avery			
1.17	Welcome Vice Chair, Linette Avery led the meeting in the absence of chair CB, she welcomed everyone to the meeting		
2.17	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		
3.17	Apologies and Sanctioning Clerk had received apologies from Claire Baker, Rebecca Humphreys and Anna Wilk – governors sanctioned.		
4.17	Approval of minutes dated 23.11.16 Part I were approved and signed by vice chair, LA.		
5.17	Actions arising from previous meeting	72.16ii 74.16	Safeguarding Audit reports were made available to governors in advance of the meeting Monitoring templates were updated by the clerk and are stored on google drive
6.17	Procedural <ul style="list-style-type: none"> i. Safeguarding Audit reports, carried out Dec 16, for both Hennock and Bearnas, were made available to governors prior to the meeting. ND summarised and included that fact that MASH referrals and Child Protection meetings that have been attended, now have to be reported. Each school keeps their own record of these items. RH is now to be Safeguarding Lead at Bearnas. A Single Central Register (SCR) is maintained in each school with information of DBS confirmations. ii. Health & Safety reviews were carried out by SH recently at all the schools within the Trust. Each school has been given a report on actions necessary and recommendations for good practice. Termly reviews will continue and be reported back to governors. iii. Budget – ND explained the issues arising on the budget reporting. She explained about the move from our current financial system, FMS to HCSS for accounting on 1.4.17. HCSS is currently used for budget reporting, so the move will make reporting the actuals vs budget much easier and far more accurate. She also advised that a Finance Officer role, to centralise the finance processes, has now been created and Michelle Adams has been appointed for the role. A central HR role could also be created in the future. Catering, Photocopying and other major contracts are being looked into at the moment, to try and ensure best value for money and savings are made wherever possible. 		
7.17	Strategic		

Local Governing Board Minutes Led by Linette Avery	
	<p>ND had produced a brief report in relation to the start of term for the governors. She ran through the report and highlighted various points. Governors asked questions, which included</p> <ul style="list-style-type: none"> • querying absentees • how SEN is monitored • and how do we bridge the gap in potential Pupil Premium money - encourage more parents to apply for FSM even if in KS1, they may be eligible. <p>She explained that Heads of School (HoS) meet frequently to work on areas of the Improvement Plans and Teaching & Learning areas. JG asked for clarification around data assessment and recording regarding progress and tests results for pupils. ND explained about Pupil Tracker and RAISEonline. ND told the governors about the Small Schools Conference we are hosting in February and also that we have recently joined SWTSA (South West Teaching School Alliance).</p>
8.17	<p>Monitoring</p> <p>Governors have not made any visits yet to the schools following up on the Monitoring templates that were introduced at the previous governor meeting.</p>
9.17	<p>Training</p> <p>The clerk reminded governors to attend training events where possible. Clerk will email out upcoming events every half term.</p>
10.17	<p>Policies</p> <ul style="list-style-type: none"> i. Administering Medicine - Approved ii. Managing Unreasonable Adult Behaviour – Governors reviewed and recommended to Dirs for approval iii. Visitors and Volunteers Code of Conduct - Approved iv. Safe Collection - Approved <p>Review Governor Statement of Principles – Governors happy with current Governor Statement of Principles</p> <p>Review Terms of Reference for the Safeguarding Governor – c/f and ask CB to do for the next one</p>

Actions:

7.17	JG asked for a staffing structures grid	ND
10.17	Terms of Reference for the Safeguarding Governor to be reviewed by CB	CB

Meeting Closed 7.45pm

Next Meeting Date	15.3.17	Time	6pm	Location	Bearnes School
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Signed as approved copy by Vice Chair - Linette Avery

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