



# MORETONHAMPSTEAD PRIMARY SCHOOL

## Governing Body

Meeting - Part I Minutes							
Date/Time	10 May 2017 at 18:00	Location	Moretonhampstead Primary School				
Attendees	Initials			Attendees	Initials		
Vivienne Hodges	VH	Co-Chair		Shaun Elliott	SE		
Dominic Course	DC	Co-Chair		Ian Goodwin	IG		Arrived at 18:35
William Bentall	WB	Headteacher		David Poulson	DP	Staff Governor	
Maria Howarth	MH	Vice-Chair		Poppy Burgess	PB		Arrived at 18:25

Apologies	Initials	Reason (Category of Governor)
Mike Jeffery	MJ	Holiday

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Rachel Shaw	RS	Executive Headteacher

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	VH
2	Declaration of Interests	VH
3	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	VH
4	Declaration Forms and Edubase Information	LD
5	External Reports i OFSTED Report ii External Advisor Report iii Curriculum Development	WB
6	Budget i Review Income Expenditure Report ii Review Draft Budget for 2017-2018	DC
7	Staffing i Staff Pay and Conditions Consultation Update ii Staff absence iii Staffing 2017-2018 Update	RS/WB
8	Community Proposals	RS/WB





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## Governing Body

9	Health, Safety and Environment i Monitoring of Accident Book	WB
10	Safeguarding i Monitoring Visit ii Safety at School/Playground Leader Provision	VH/WB
11	Review Skills Audit	DC
12	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	VH
13	Dates of Next Meetings	VH
14	Chair's Bring Forward Items	VH

Agenda Number	Details of discussion	Decision or Action
1	<p><b>Welcome and Apologies</b></p> <p>MJ sent apologies which were sanctioned. PB and IG apologised for their late arrivals.</p>	
2	<p><b>Declaration of Interests</b></p> <p>SE's wife is now a supply teacher at the school. LD will add this to the Register of Interests.</p>	<p><b>LD to add interests to Register of Interests.</b></p>
3	<p><b>Minutes from the Last Meeting</b></p> <p><u>i Minutes Agreed</u> The Part I minutes of the meeting on 08/03/17 were agreed to be a true and accurate record and signed by VH. LD will make the requested amendments to the Part II Minutes.</p> <p><u>ii Actions</u> There were none.</p> <p><u>iii Matters Arising</u> VH explained that HB would like the minutes of the meetings on the school website. Governors agreed to look at the minutes and bring a decision to the next meeting.</p> <p>There is an issue within the company who installed the solar panels so until this is resolved the income is not available to the academy. This will go to Directors and Devon will be queried about the existing panels. DC will ask MJ if he has any further information about this matter.</p>	<p><b>LD to make changes to Part II Minutes of 08/03/17.</b></p> <p><b>All governors to look at minutes and feedback about the website.</b></p> <p><b>DC to ask MJ about the solar panels.</b></p>
4	<p><b>Declaration Forms and Edubase Information</b></p> <p>LD gave PB a 'Declaration of eligibility to serve as a governor' form to complete and return.</p> <p>LD explained the purpose of Edubase. She will email governors requesting the missing information.</p>	<p><b>LD to email governors Edubase information requests. Governors to respond.</b></p>





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6	<p><b>Budget</b></p> <p><u>i Review Income Expenditure Report</u> RS has made an error in Academy services which will be rectified.</p> <p>SEN funding is slightly less than the expected figure but PP funding is higher so there is £23,000 more income than expected at the start of the year.</p> <p>There have been a number of absence insurance claims.</p> <p>RS enquired whether there was a deadline when the Lottery Grant needs to be spent by. It is £9,000 for outdoor provision and some work has started already. RS and WB will look at the documentation. WB enquired whether the proposed spending could go ahead. RS said yes but there is a need to ensure if there is any carry over it is appropriately allocated to the school.</p> <p>RS said there should be a British Gas payout of around £2,000.</p> <p>The budget is looking healthy overall.</p> <p><u>ii Review Draft Budget for 2017-2018</u></p> <p><b>It was agreed that the meeting would move to Part II Minutes for this item.</b></p>	
7	<p><b>Staffing</b></p> <p><b>It was agreed that the meeting would move to Part II Minutes for this item.</b></p>	
8	<p><b>Community Proposal</b></p> <p><b>It was agreed that the meeting would move to Part II Minutes for this item.</b></p>	
5	<p><b>External Reports</b></p> <p><u>i OFSTED Report</u> Governors received the report prior to the meeting. WB was delighted with the 'Good' outcome after a difficult 18 months. Areas to develop are spelling and handwriting, early years (which could be supported through early years' arrival), KS1 Maths and phonics. The school was described as 'a vibrant place of learning' which is real progress from Janet Ross' first visit in October 2015.</p> <p><u>ii External Advisor Report</u> There was a visit report from Janet Ross distributed following OFSTED which WB went through. Early years was again highlighted but a consultant has had significant impact.</p> <p><u>iii Curriculum Development</u> Looking at the curriculum for next year was something raised to consider in the visits through using the environment and learning habits. WB said the idea is to make the school have a clear identity.</p> <p>WB thanked governors, staff and parents for their support in the OFSTED process.</p>	





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	<p>KS2 progress is now strong through the learning journey approach and identifying start points. It validates some of the difficult decisions made within the school in recent years. VH gave congratulations to WB and said his achievement was commendable. Thanks were also given for RS for her support and dedication. TD also supported the day prior to the inspection. VH said this is a strength of being part of the academy. Thanks for all the staff were given.</p>	
9	<p><b>Health, Safety and Environment</b></p> <p><u>i Monitoring of Accident Book</u></p> <p>There were no areas of concern in the accident book.</p>	
10	<p><b>Safeguarding</b></p> <p><u>i Monitoring Visit</u></p> <p>A monitoring visit was conducted by VH and PB. The children were happy in their classrooms and talking to teachers and TAs. There was slight concern about the children's comfort in the playground. VH spoke to an MTA today who felt it is a happy place when she is present.</p> <p><u>ii Safety at School/Playground Leader Provision</u></p> <p>There were six members of lunchtime staff but this has reduced to five. Some of these have changed so some clarity around their role would be helpful.</p> <p>Y6 duties will now include 30 minutes cover in the office. This is done within other schools. They will have simple duties with clear instructions about not letting anybody in. They will also have responsibility for a shed and allocating equipment amongst other roles.</p> <p>A parent has agreed to fund playground leader tops.</p>	
11	<p><b>Review Skills Audit</b></p> <p>DC requested that governors look at these again so that a governor can be co-opted with the appropriate skill set. An invitation to write to governors if interested has been informally given.</p> <p>WB feels a governor with IT skills would be useful. DC would be happy to be involved in the purchase of IT equipment discussions. IG feels professional advice is essential. Academy support could also be requested.</p> <p>LD will send the skills audit document out again and governors will confirm any changes.</p>	<p><b>LD to redistribute the skills audit. Governors to feedback any changes.</b></p>
12	<p><b>Governor Training</b></p> <p><u>i Receive Governor Training Reports</u></p> <p>MH attended the academy safeguarding training. WB has safeguarding level 3 training soon.</p> <p><u>ii Agree Governor Training Requests</u></p> <p>Requests for training are to go to LD. She said there is a budget for this.</p>	





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14	<p><b>Chair's Bring Forward Items</b></p> <p>DC will update on the staff pay and conditions consultation following the Directors' meeting next week.</p> <p>WB brought to the table the 2018-2019 proposed term dates. The autumn half term has been moved back a week. INSET at the start of September would be made up in twilight sessions. There is a later return in January. Governors were satisfied with the proposal.</p> <p><b>It was agreed that the meeting would move to Part II Minutes for the next item.</b></p> <p><b>The meeting returned to Part I Minutes.</b></p> <p>The swimming gala will be going ahead. Running club will be opened up to more children. The Y2 football team went out today in the new football kit and returned with trophies.</p>	
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The meeting closed at: 19:50.

Detail of next meeting			
Date/Time	Wednesday 5 July at 18:00	Location	Moretonhampstead Primary School

