

MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Meeting - Part I Minutes							
Date/Time	28 March 2018 at 18:00	Location			Moretonhampstead Primary School		
Attendees	Initials			Attendees	Initials		
Dominic Course	DC	Chair		Vivienne Hodges	VH	Governor	
Mike Jeffery	MJ						
William Bentall	WB	Head teacher		Ann Burns	AB	Staff Governor	
Claire Hyne	CH	Governor		Steven Hulme	SH	Governor	

Apologies	Initials	Reason (Category of Governor)
Sean Elliot	SE	
Poppy Burgess	PB	Unwell
Maria Howarth	MH	
Rachel Hill	RH	Compassionate leave

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk

Minutes to
Apologies
Website

	Agenda	Led by
1	Welcome and Apologies	DC
2	Declaration of Interests	DC
3	Co-option of SH onto committee	DC
4	Head teacher's Written Report	WB
	Data Summary	
5	Budget	DC
6	Staffing 2018-19	WB
7	Term Dates 2018-19	WB
8	Review SEF	
9	Health, Safety and Environment i Monitoring of Accident Book	
10	Safeguarding	



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11	Policies Review Behaviour and Anti-bullying Policy Review Intimate Care Policy SRE Policy Update Safeguarding Policy Equality	DC
13	Governor Monitoring Reports	DC
14	Review Skills Audit	DC
15	Governor Training	DC
16	SEND Policy	
15	Minutes from last meeting	DC

Agenda Number	Details of discussion	Decision or Action
1	Welcome and Apologies Apologies for absence were received from MH DP PB SE. AB attended as staff governor instead of DP	
2	Declarations of Interest None	
3	Chair's Bring Forward Items Steven Hulme was co-opted on to LGB and welcomed.	
4	Headteacher's written report Report was sent to Governors last week .AB presented the data from the report. Latest tests Y2 & Y5 show improvements in results following targeted intervention, particularly prior lower ability – Boys reading, boys writing, SEND writing, and Maths for boys and girls, PP and SEND. For development, SPAG area, Science assessment, and Maths Further Development to enable higher % of ch'n to achieve 'greater depth'.	
5	Budget DC presented income expenditure report and the monthly budget. No significant problems. First draft of 2018-2019 budget reviewed in conjunction with staffing structure for 2018-2019. [see item 6]	



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6	<p>Staffing</p> <p>At present, numbers for next year lower, with reduced intake. 27 children are leaving from year 6 and 12 are due in in September 2018. After discussion, Governors agreed with WB's plan to maintain 6 classes for 2018-2019, while agreeing that if NOR or income does not increase, the school will reduce to 5 classes the following year 2019-20.</p> <p>Further staffing matters in Part 2</p>	
7	<p>Term Dates 2018 -2019</p> <p>Agreed</p>	
8	<p>Review SEF</p> <p>Included in HT report</p>	
9	<p>Health Safety and Environment</p> <p>Actions taken after last inspection on 6th Feb</p> <p>Monitoring Accident Book</p> <p>School divided into areas for reporting accidents to help identify any risks</p>	
10	<p>Safeguarding</p> <p>No encompass calls yet.</p> <p>Training for Educational visits off-site in progress with online reporting of risk assessments.</p>	
11	<p>Policies</p> <p>SRE policy not available yet. Other policies accepted</p>	Clerk to circulate SRC policy
12	<p>Equality Policy</p> <p>New policy being prepared by SDMAT</p>	
13	<p>Governor Monitoring Reports and Training</p> <p>Playground safety_report and classroom visit discussed. Planned governor monitoring for Summer Term agreed CH reported on New Governor training she had attended. MJ attended HT Appraisal training course.</p>	
14	<p>Minutes from the Last Meeting</p> <p><u>i Minutes Agreed</u></p> <p>The minutes of the last meeting were agreed as a true and accurate record and signed by DC.</p> <p><u>ii Actions/iii Matters Arising</u></p> <p>There were none.</p>	
Details of next meeting		
Date/Time	23/05/2018	Location
		Moretonhampstead Primary School

The meeting closed at: 19:20.

