

# Minutes



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## FULL GOVERNING BODY MEETING OF ALL SAINTS BENHILTON C of E PRIMARY SCHOOL

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Monday, 27<sup>th</sup> of February 2017 at 7pm at All Saints Benhilton School

Name	Position	Status
Martin Rowland	Foundation (Chair)	Present
Justine Whelan-Cox	Headteacher	Present
Karen Stanley-Bristowe	Associate Governor	Apologies
Caryl Jones	Co-opted	Present
Stephen Arnold	Foundation	Present
Simon Collinson	Foundation	Apologies
Father Peter Harnden	Foundation (Ex-officio)	Apologies
Pauline Hughes	Foundation	Present
Jane Jones	Foundation (Vice Chair)	Present
Margaret Southgate	Foundation	Present
Michael White	Foundation	Apologies
Jean Woolley	Foundation	Present
Cllr Marlene Heron	Local Authority	Present
Benjamin Cloves	Parent	Present
Malcolm Munro	Parent	Present
Dominique Pink	Parent, Associate Governor	Present
David Williams	Parent	Present
Jenny Collingwood	Staff	Apologies

The meeting started with a prayer. *Governors' comments and questions are in italics.*

	ITEM	ACTION
1.	<b>Apologies for absence</b>  Apologies were received from Karen Stanley-Bristowe, Simon Collinson, Fr Peter Harnden, Michael White and Jenny Collingwood and were all accepted.	
2.	<b>Declaration of Interests</b>  There were no conflicts of interest declared.	
3.	<b>Governing Body Membership</b>  Jean Woolley has been appointed as the new Foundation governor.  Dominique Pink has been appointed as a new Associate governor.  Caryl Jones is to step down as a Co-opted governor and become an	

	<p>Associate governor.</p> <p>Malcolm Munro's term as a Parent governor ends on the 25<sup>th</sup> of March 2017 and he has agreed to become a Co-opted governor. This leaves a vacancy for a Parent governor.</p> <p><b>ACTION: JWC is to contact parents for nominations and an election will take place to fill the vacancy.</b></p> <p>The meeting was also told that Michael White has informed the Chair of his intention to step down as a Foundation governor when his term finishes on the 1<sup>st</sup> of September 2017. He asked the Chair to give his thanks to Benhilton for everything they have done for him and his family.</p> <p><b>ACTION: The process to recruit a new Foundation governor is to be initiated.</b></p> <p><b>RESOLUTION: The full governing body has noted all the changes.</b></p> <p><u>Amendments to the Committee lists</u></p> <p><u>Curriculum</u></p> <p><b>Change</b> MRS Collingwood</p> <p><b>Add</b> Dominique Pink (Associate governor)</p> <p><u>Admissions</u></p> <p><b>Add</b> Pauline Hughes</p> <p><u>Finance</u></p> <p><b>Add</b> Jean Woolley</p> <p><b>ACTION: Update Committee lists</b></p>	<p><b>JWC</b></p> <p><b>MR</b></p> <p><b>CC</b></p>
<p><b>4.</b></p>	<p><b>Criminal Records Checks for School Governors</b></p> <p>These are all up to date.</p>	
<p><b>5.</b></p>	<p><b>Minutes of previous meeting – 17<sup>th</sup> of October 2016</b></p> <p>It was noted that the safeguarding policy had been discussed at the previous full governing body meeting and that it was ratified as presented.</p> <p><b>RESOLUTION: Further to the above amendment, the minutes were agreed as a true record and signed.</b></p> <p><b>Matters arising</b></p> <p><u>Academisation</u></p> <p>The governors agreed to keep academisation under review; they will speak with the diocese to see how the other schools are getting on.</p>	

## 6. Minutes / Report of Committees

### Premises

It was noted that a new handyman Premises Officer had been appointed on a part time basis.

**RESOLUTION: The full governing body ratified the ToR (unchanged).**

A safeguarding issue was raised at the Premises meeting and the Chair of the committee wished to all governors to take note.

Parents are coming into the playground in the morning to drop off their children and occasionally to discuss issues with teachers. In reality this means that anyone can access the school.

The HT explained that from Easter 2017, staff members will be manning the school gate and that parents of Junior pupils will be dropping children off at the gate rather than inside the school.

The school is exploring the potential for an area inside the Junior gate for parents to come in off the path and avoid pedestrian congestion. The HT mentioned the importance of the Junior children developing more confidence, which will be assisted by the children walking into school by themselves. The process for pick up time is still under discussion.

*Following a governor question*, the HT confirmed that parents are walking out through the hall as the playground gates are locked by the time they leave. The Chair stated unequivocally that he was astounded that this was happening and that it must be stopped immediately, as it is a highly concerning safeguarding issue.

*A governor said that they believed* the issue had arisen due to a lack of enforcement of the rules over the last few years, as this had not been the case previously.

### **Governors made a number of decisions:**

1. From this day, no parents should be using the hall to exit the school,
2. New drop-off rules for Juniors should be enforced as soon as possible, and
3. Reception and KS1 changes should be made more gradually.

### Finance Committee

The Chair noted that the committee is still imposing as much control on the budget as possible. Suggestions for cost savings were welcomed from governors. One idea was for the Juniors to provide their own stationery supplies, however it was recognised that the cost burden on the parents was possibly the reason why it was phased out in the first place.

It was noted that the carry forward was expected to be approximately £30K.

*Following a governor's question*, the SBM confirmed that the apprentice levy does not apply to the school.

It was reported that collections have improved for the school maintenance fund because parents are being reminded earlier.

**RESOLUTION: The following policies (slightly revised) were ratified by the full governing body: Charging and Debt and Whistleblowing.**

**RESOLUTION: The Finance Committee ToR and SFVS (minor changes) were ratified by the full governing body.**

**RESOLUTION: The full governing body ratified the virements requested by the SBM.**

**RESOLUTION: The full governing body noted the Responsible Officer's report and the Internal Audit report.**

The school has been self-managing sickness cover for the last few years and it has cost approximately £60K each year. The SBM has investigated sickness insurance with a number of providers and feels that the scheme from LBS is the best on offer. Uniquely it covers all sickness, including stress leave and cases initiated prior to commencement, and the school can pay an extra amount to cover non-teaching staff.

The premium is £800pp per annum (£21K in all) including the extra premium. There will continue to be some short term sickness that the school will fund itself (absence 1-5 days).

The Chair of Governors stated that he felt it was a very good idea as it will help with the deficit going forward and as the school expands there will be more staff cover needed.

**RESOLUTION: The school will purchase the LBS sickness insurance cover from 1.4.17.**

The Chair of Finance wished to thank the SBM for keeping 'the ship as tight as possible' and commend her on her diligence.

#### Curriculum

**RESOLUTION: The governing body ratified the ToR (unchanged).**

The Diocesan School Improvement partner (DSIP) is due into school again on the 1<sup>st</sup> of March 2017 and his input so far has been very helpful. However the meeting was told that his last day with the Diocese would be the 31<sup>st</sup> of March 2017.

It was noted that Link Governor visits had yet to take place and *governors were strongly encouraged to arrange the dates with their subject leaders as soon as possible.*

The Curriculum committee recommended the draft SIP to the FGB for ratification and noted that the full document will be discussed in the next committee meeting in May.

**RESOLUTION: The full governing body ratified the draft SIP.**

#### Personnel

This is a confidential item; please see separate minutes.

#### Admissions

The meeting took place on the 9<sup>th</sup> of February and has not yet been minuted. There were 262 'all place' applications for 60 places, of which 70

	<p>were foundation applications and 20+ were sibling applications. It was noted that it may not be possible to accommodate all nursery leavers. Places will be offered on the 18<sup>th</sup> of April.</p> <p>For Open places it may be that successful applicants will be no more than 200m from the school. The Chair believes that this is a credit to the school but that it highlights the ongoing lack of spaces in Sutton.</p> <p>The next meeting will take place on the 23<sup>rd</sup> of March to consider the nursery applications.</p>	
7.	<p><b>Financial Issues (Newsletter item)</b></p> <p>These were noted.</p>	
8.	<p><b>Report of the Headteacher</b></p> <p>There is a confidential item; please see separate minutes.</p> <p>The HT asked the governing body to approve an INSET date for the 18<sup>th</sup> of April 2017 for Target Tracker training. The staff need to use the software for the summer term and so must have this training as soon as possible.</p> <p>While governors understood the need for the training, <i>they felt that insufficient notice was being given to parents</i>. This was proving a strain, particularly to working parents who may have already booked their full holiday allowance.</p> <p><i>Governors requested that the school give a commitment to agree the full year's INSET days by January of the previous academic year.</i> This was agreed.</p> <p><i>Following a governor question,</i> the HT confirmed that the school do not usually tell parents what they do in training days, but agreed that in this case, it might be a good idea to do so in the hope that this will ease the effect of the short notice.</p> <p><b>RESOLUTION: The governing body approved the 18<sup>th</sup> of April as an INSET day.</b></p> <p>The HT reported that a new monthly school newsletter will be implemented shortly. <i>A governor asked the school to ensure that the emails are sent to all contacts, not just the primary contact.</i></p> <p>The HT reminded the governing body that currently it is difficult to accurately monitor progress from the EYFS to Year One due to the change in curriculum. She informed the meeting that the new Target Tracker software would make this easier.</p> <p>The HT said that Reception and Year 1 are the focus for the summer term and whole school focus is writing.</p>	
9.	<p><b>Policy Documentation</b></p> <p>All policies have been discussed in section 6.</p>	

<b>10.</b>	<b>School Priorities</b> These have been discussed in section 8.	
<b>11.</b>	<b>School and Governing Body Self Evaluation</b> This will be completed in summer 2017.	
<b>12.</b>	<b>Governor visits to school</b> The Chair stressed again the importance of governors conducting school visits. Governors were also reminded that they are welcome to join any of the upcoming events at the school which are all listed on the website.	
<b>13.</b>	<b>Governor Training</b> New governor inductions are to be organised by PH and the new governors. The Clerk is undertaking the Clerks' Development Programme.	
<b>14.</b>	<b>Schools Forum</b> The information was noted.	
<b>15.</b>	<b>Forum of Sutton Governors</b> The information was noted.	
<b>16.</b>	<b>Correspondence to the Chair</b> There was no correspondence to the Chair.	
<b>17.</b>	<b>Confidential Items</b> There is a confidential item in section 6. There is a confidential item in section 8.	
<b>18.</b>	<b>Date and time of next meeting</b> This has been pushed back one week, to the 19 <sup>th</sup> of June 2017 at 7pm.	

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 9.26pm.

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Signed as a true and accurate record of the meeting

Chair's signature

Chair's name

Date