

**Deeping St James Community Primary School
Minutes of the Full Governing Body Meeting
Wednesday 26th February 2014 at 7pm**

Present: Tim Hutton (TH) (Chair), Ian Wilkinson (Headteacher) (IW), Tamara Allen (TA), Simon Gledhill (SG), Jim Thody (JT), Graham Lyden (GL), Adrian Tarrant (AT), Ted Fisk (TF), Sarah Young (SY), Cllr Phil Dilks (PD), Rachel Capano (Clerk) (RC)

The meeting was quorate.

Chair welcomed Cllr Dilks to his first meeting.

1. **Apologies** – Danny Knight. The apologies were accepted.
2. **Declaration of Business Interests/Conflict of Interest** – there were none.
3. **Minutes of the last meeting and matters arising** – the minutes had previously been circulated and there were no matters arising.
4. Reports and action points from committee meetings. The minutes from the Finance, Personnel and Premises and the Curriculum and Standards committees had been previously circulated and there were no matters arising.
5. **Headteachers Report** – the report had been previously circulated.
 - Governors questioned the RE curriculum and discussed.
 - Governors queried the new holiday policy and IW explained in detail. Governors questioned legality issues and IW stated that the whole cluster of schools were following the same policy.
 - Christmas concert – governors had observed that not all children had been involved in the concert and therefore all parents do not attend in KS2. Governors discussed and SY agreed to look into making the concert more universal.
 - Outside area development – the school will contact the benefactor's solicitor when improvements have been mostly completed and arrange for a commemorative opening.
6. **Curriculum Groups Update**
 - The boys writing action plan and literacy has now been adopted.
 - Group 3 – website nearly completed but is being constantly updated with relevant information.
 - Sports for schools have opted out but a local based sports person has been sourced and starting tasters next week with KS1 and KS2 for a possible start after Easter.
 - Group 1 – box and whiskers discussed and impact of new curriculum.
 - A tour of classes to view maths walls and improvements made had taken place and governors commented positively.
 - Action research re tables in year 3, learning methods are to be re-addressed. Concern from SD if Ofsted

arrived on a day she was not teaching. This is to be discussed by school management. Governors discussed possible dates of an inspection.

- The Chair suggested that the minutes of the curriculum groups are circulated prior to FGB meetings and governors agreed. Governors further agreed in addition to email circulation of minutes that they would be made available on a secure area on the website for governors to access.

7. Jimmy D's Update

Following on from past meetings, IW updated governors on the dilapidated state of the Jimmy D's mobile. It has been decided that both a new mobile and a new building would both be too costly. The next option which is being investigated is a move into upstairs classrooms in the school building, as all facilities are available with toilets and a lift. It was stressed that the rooms can also be used by school at school times. There is also a separate entrance alarm system via back door. It was agreed that most facilities were already in place. IW stated that the property advisor had been approached re health and safety issues. A stair gate will be required for younger children and a fire escape would need to be added. Following further consultations with a Fire Officer it was advised that the current fire escapes were adequate for up to 60 children who will easily accommodate Jimmy D's numbers.

Governors discussed the disposal of the old building and the tenure of use for the school premises. IW confirmed further discussions were to be held with the leasing department. There would be no additional costs to the school and JD's would fund any works. Governors also discussed lease terms with regard to any possible future change to academy status.

8. Policies

Policies had been circulated to governors. It was agreed that the pay and conditions policy should be reviewed by a committee of 3 (excluding chair). 3 Governors agreed to form this group were SG, JT, and Cllr Dilks. IW is to re-send the charging policy and pay and conditions policy with recent amendments. The additional needs policy is currently under review and will be circulated. IW suggested one governor should handle the policy review schedule and governors agreed.

Action:

- IW to recirculate policies any comments on additional needs policy to be fed back to JT.
- Clerk to produce up to date listing of statutory policies and review frequencies to be circulated for discussion at the next FGB meeting.

9. **Safeguarding/Child Protection Report**

TF held meeting with HT and ran a Health and safety walk-through with caretaker (policy circulated). Help is now available in reception for volunteers/helpers in relation to safeguarding and is proving helpful and is being utilized. A central register of volunteers/helpers to be drawn up and each person is to sign a declaration to state that they have read and understood the guidance given. Governors discussed. IW also stated that there is now a pediatric 1st aider on the staff giving a total of 3 trained staff. Governors discussed the availability of a defibrillator and IW is to investigate further. A health and safety board for pupils is being developed following the school safety day.

10. **SDP Update** – it was agreed that this is constantly updated in the curriculum groups. IW ran through the main changes and developments and governors discussed. IW further updated governors on school self-evaluation and the new curriculum within the cluster. Governors questioned the schools community links and links abroad. IW outlined what has happened in the past and future plans for music within the community. Governors discussed the school links and the problems encountered.

11. **SFVS** – following the recent Finance Personnel and Premises meeting IW outlined the current state of the SFVS to governors and the progress made. Targeted expenditure was discussed. **Governors were asked if they were happy it was complete and ready for the Chair to sign. All governors agreed and the document was duly signed.**

12. **Governor Ofsted Areas Monitoring Review Forms.** – The chair outlined past meetings and training and governors were asked if the templates had been completed for each group. Governors agreed a calendar should now be drawn up for reviews of school data. The Chair requested all forms to be returned to him and he will draw up a schedule to be reviewed at a future meeting. It was agreed that this would be added to the agenda for the budget approval meeting in June. Forms will be circulated prior to the budget meeting on 19th May. DK to be contacted to return his form.

13. **Any other business**

- Governors questioned the parking situation outside school and discussed at length. IW is to contact the neighboring church again with regard to using their car park. A letter is also to be sent to parents requesting that parents park considerately, and that KS1 parents leave promptly to avoid overcrowding. Governors also discussed past initiatives, alternatives and safety issues.
- Governors discussed governing body numbers and recruitment. SG stressed wish to leave but not until replacement had been found.

- Governors questioned the schools affiliation with local library- governors discussed – IW confirmed the school had its own lending library.
- Cllr Dilks was asked to sit on the Finance Personnel and Premises committee and to attend the curriculum group 2 meetings. Cllr Dilks agreed.

Minutes of the last meeting having been previously circulated were agreed and signed as a true copy.

There being no further business the meeting concluded at 845 pm