

LGB Minutes of St David's Primary School held on 17th May 2016

Date & Time	17/05/16 5pm	Location		St David's	
Attendees			Attendees		
Name	Type of Governor		Name	Type of governor	
Will Higbee	Parent	WH	Leonie Berry	Parent	LB
Peter Lavers Mason	Co-opted	PLM	Rev Tom Honey	Foundation	TH
Fran Brinnicombe	HOS	FB			
Ross Sloman	Staff	RS			

Apologies		Absent Without Apology	
None			

In Attendance		Minutes to	

	Minutes
	Welcome
1.	Apologies None
2.	Minutes of the previous meeting: Agreed
3.	Matters arising WH thanked everyone for submitting the new style reports. He said that this was a new style of working for Governors to adapt to.
4.	Declaration of Business interests – all Governors to complete and signed their forms (Autumn Term meeting)
5.	Feedback from Directors WH had circulated this earlier but reminded Governors of main points SENCO to be recruited for St Davids and Sidbury
6.	Issues for Directors See section 10 Systems should be in place before school joins. Eg Finance EAL support
7.1	Health and Safety Report (to include legionella testing, asbestos register and any serious incidents) Ceiling in Diamond Class potential H & S issue. Some of ceiling tiles collapsed. No children in room at time. Damaged tiles to be replaced . Emergency lighting to be checked.
7.2	Safeguarding Report – to include SCR check LB said she has checked files and CPOMS records

	<p>SCR in place. Some staff documents still need to be checked.</p> <p>FB said that only 2 families at present on Child Protection Register but she added that 12% of pupils had been on Child Protection Register at some time.</p> <p>WH asked how this figure compared with other schools in PAT. FB said she was not sure.</p>
7.3	<p>SEND Report SEND report to contain:</p> <ul style="list-style-type: none"> a. Website compliance b. SEND register c. Attendance of SEND pupils d. Anonymized case studies e. Provisions and interventions <p>In absence of SEND Governor WH had prepared this report.</p> <p>WH took opportunity to mention 2 x Governor vacancies. TH said he knew of 2 possible people who might be suitable. WH asked him to approach them.</p>
7.4	<p>Website report to include:</p> <ul style="list-style-type: none"> a. completed website audit and Website Compliance Report (PAT template) including Ofsted compliance (see advice) <p>Prepared by RS. No questions</p>
8	<p>Head of School Report</p> <p>FB said she had provided links to website in her report which provided further information</p> <p>Admissions – school oversubscribed. 3 Appeals but these were for pupils living outside of area but who had older siblings already in school. Could lose older siblings if appeals unsuccessful.</p> <p>Attendance – figures skewed by 1 or 2 LT absences</p> <p>Exclusions WH asked if permanent exclusions were possible. FB said that if a permanent exclusion was being considered then the Children’s Support team would have to be involved. WH asked if more support was available for children who required it. FB said that if a child had a “Statement” then this provided a level of support but this was not fulltime. She said she was trying to get additional funding for children who were not covered by the DAF framework. She said that a SENCO was being recruited by PAT to be responsible for St David’s and Sidbury schools.</p> <p>School Improvement Plan – WH reminded governors that they needed to be fully aware of the SIP priorities.</p> <p>Training – WH asked if PAT were meeting training needs of staff. FB said there were various networks in place which provided help and support. RS said he had found the Year 6 Teachers network very useful for sharing experience.</p> <p>FB said that the TAs felt that they were not involved in these networks. Is there a separate network for TAs?</p>
9.	<p>Monitor localized funds</p> <p>Head of School Budget</p> <p>Information on fund raising activities and local funds</p> <p>No budget received yet. Meeting with PAT Finance manager scheduled to discuss</p>
10	<p>Updates on issues affecting the school esp in relation to joining PAT</p> <p>System update -</p> <p>PAT email all staff and governors now have PAT email addresses</p> <p>Pilton consultation process – Pilton Governors have agreed to join PAT.</p> <p>School meals update for PAT schools – New executive chef to be employed at Sidbury, Long term aim is for chef to develop catering service across PAT</p> <p>Roles and responsibilities for Governors – 2 new Governors required ; 1 x Foundation and 1 Co-opted. Ideally would like to have someone to take responsibility for engagement with parents and local community</p> <p>EAL provision – Prior to joining PAT, EAL children supported by LDP Babcock as part of commissioned service for LA schools. Need to look at support for these children. 2</p>

	<p>children (1 Mandarin speaker and 1 Russian speaker) were receiving 1:1 support from Babcock, now withdrawn. 7 out of 15 children due to start in September do not speak English. FB said guidance on how to support these children, especially in early stages of their English acquisition needed to be looked at as matter of urgency. WH to raise at next Chair of Governors meeting</p> <p>Finance – St Davids has not yet got a budget so not possible to plan expenditure for services such as EAL or Capital expenditure such as buildings/maintenance.</p> <p>Concerns expressed that systems such as and other Admin systems should have been in place for when school actually became part of PAT.</p>
12.	<p>Policies and Statements</p> <ul style="list-style-type: none"> a. Home school agreement. FB said this was no longer a statutory requirement so no longer required. b. Feedback on Expenses Policy & Complaints Policy. All ok c. Behaviour Policy – needs dates to be amended d. Lettings Policy – DG to ask Admin for current charges to insert into policy
11.	<p>Date and Time of Next meetings:</p> <p>Proposed dates</p> <p>Autumn term 14/11 – 2/12 – Actual date 22nd November</p> <p>Spring term 30/1-17/2</p> <p>Summer term 1/5 – 19/5 Dates to be decided in due course</p>
	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • Bullet pointed • <p>Actions</p> <ul style="list-style-type: none"> • DG to amend Behaviour policy • DG to ask Admin for Letting Charges
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed Date</p> <p>Printed</p>