

The Board of Governors of Barcombe C of E Primary School

Barcombe Cross, Lewes, East Sussex BN8 5DN

Minutes of the meeting held on 27th April 2009 at the school

Present:

David Dyer (DD) - Chair; Caitlin Yapp (CY); Justin Heath (JH); Revd. James Hollingsworth (JHo); Fran Moulds (FM); Tim Bullen (TB); Ann Marie Forster (AMF); Sarah Lear (SL); Fiona Hills (FH); Sheila Holden (SH); Nigel Greenwood (NG); John Grenfell (JG); Carwyn Hughes (CH); Heather Shephard (HS) Clerk).

Item	Decision	Action
1.	<p>Welcome: DD welcomed everyone to the meeting especially Nigel to his first FGB.</p> <p>Apologies were received from : Nev Kemp (NK) and Duncan Johanson (DJ)</p>	
2.	Prayer: J Ho opened the meeting with a prayer	
3.	Declaration of Interests; None	
4.	Minutes of the meeting on 29 th January 2009 were agreed and signed by the Chair.	
5.	Actions from the meeting of 29 th January 2009: Apart from the presentation by Lisa Phillips to Q&S and the grant funding which is on-going, all actions had been discharged.	
6.	Election of Vice Chair: DJ agreed to stand for this role and as he was unopposed he was proposed and unanimously elected. DJ stated that he did not want the FGB to regard this a step towards becoming the Chair in September 2009	
7.	<p>Head Teachers report: Discussion took place around class organisation for the next academic year. All possible scenarios would involve mixed key stages. CY was concerned to retain all children within the core of the building and avoid using the Horsa building for teaching because of health and safety concerns associated with the building project. CH expressed appreciation on behalf of governors for the way CY and DD had dealt with the sudden resignation of a staff member and maintained continuity for the rest of this academic year.</p> <p>JH gave an overview of the result of the mid year assessment tests which showed a marked improvement from the previous year. Year 2 and</p>	CY to present final class organisation proposal at the June FGB meeting

	<p>Year 6 National Curriculum Assessments will take place during the week beginning Monday 11th May. Assessments for Years 3-5 will take place during the week beginning Monday 18th May.</p>	
8.	<p>Building Project: Concerns were expressed that decisions about the build were being made by county without reference to the school. This had happened with regard to the architect's plan which had been altered to have flat instead of pitched roofs and submitted to the Planning Dept. This was seen to be a cost cutting move which needed further explanation. There is a need for caution because of the fact that County is currently directing monies for school improvements into deprived areas - Barcombe does not fit this profile and there was a possibility that the monies could be withdrawn. Plans were submitted for approval on 17.4.09 which was about 3 months later than expected and this was done during the Easter break. The governors had serious reservations regarding the change to the roof and pointed out that these plans would produce a building visually different to those presented to and approved by the community, increase the long term maintenance costs to the school and increased the potential for vandalism. The flat roof scheme could raise queries from the planning dept because the school is on the edge of the conservation area. It also raised questions as to who controlled the project.</p> <p>It was affirmed that the reporting structure between the cadre and FGB approved at a previous meeting was to be followed</p>	<p>AMF to clarify the communications between the school and county and invite Terry Brown to the next meeting of the cadre and will circulate the minutes of the meeting to all members of the Governing Body.</p> <p>CH to write a letter to parents and community.</p> <p>Cadre to check they are following the approved reporting structure</p>
9.	<p>Finance: The committee had met on 21.4.09 and that AMF had presented 2 budgets, both with a deficit. This was largely due to exceptional staffing costs. Other pressure points are energy and building maintenance linked to the new build. The SMT is reviewing the budget to find further savings before approval by the finance committee and FGB in time for submission to County on 12.6.09.</p> <p>The PTA makes a valuable contribution to extra curricular funding and have been presented with key areas of need for the coming year</p> <p>The amended Scheme of financial delegation was unanimously approved by the governors.</p> <p>Circulation of Committee Minutes: It was proposed that all approved minutes should be circulated to all governors electronically via the clerk to make it easier for everyone to keep informed and reduce</p>	<p>Committee chairs to send all approved minutes to HS by e-mail after each meeting.</p> <p>CY to report back on how other schools are charging for after school clubs</p>

	time spent at FGB. HS agreed to do this, and to extract confidential items; in which case a note will accompany the email attachment. Confidential items will be stored in the governor's filing cabinet. The FGB agenda will note the date of committee meeting minutes circulated against each sub committee report item.	
10.	Staffing and Pay: The information had already been covered in other agenda items	
11.	Quality and Standards: This committee has not met yet this term. All the issues which were highlighted in the recent review undertaken by governors have been addressed by the school. SH and NG to join this committee. FM pointed out that her term of office as a governor comes to an end in July and that she is not eligible to re-apply; therefore there is a need for a new community governor to replace her.	HS to draft advertisement for the Barcombe News
12.	Buildings: JH gave an update. The Horsa building has been inspected to see if new wiring is required. Brian Gown had no security issues. AMF reported that £27,541 of devolved formula capital had been rolled over into the Building project. The total roll-over is now £54,860.	
13.	Policy on Absence: CY presented copies of the policy she has drawn up for governor approval. Approved unanimously.	
14.	Community Cohesion: CY outlined some of the ways this was being developed locally and globally for the children in the school. Nationally this is more difficult but it is hoped to develop blogging and ideas through the VLE.	
15.	<p>Governors Items:</p> <p><u>Committees:</u> DD has spoken to Peter Davidson about the possibility of restructuring the committees. Radical changes to the current procedure are being considered. This will result in just 2 committees to cover -</p> <ol style="list-style-type: none"> 1. Teaching and Learning 2. Strategic organisation. <p><u>Profile:</u> All governors were asked to produce a personal profile to show what skills and experience they bring to the role of Governor.</p> <p><u>School Web:</u> It was agreed that the minutes should be put up on the school website. A list of all governors, including term of office and type of governor should be put on school website</p>	<p>HS to draw up pro forma profile for governors to complete.</p> <p>HS put minutes on website 29.1.09</p> <p>HS to put governor list on school website</p>

	<p><u>Correspondence:</u> this was mainly to do with Badger Class and WiFi and had been dealt with.</p> <p><u>Training:</u> TB encouraged all governors to take advantage of the opportunities to go on courses as the school has paid the subscription in full this year. TB has been on Sustainable Schools and hopes to advise ways to get additional funding for the building project in this respect. CY and SL are attending the Safer recruitment seminar on 12.6.09; information on this is also available for other governors to access on line.</p> <p><u>Date:</u> 6pm Monday 13th July</p> <p style="text-align: right;"><u>Surgery</u></p>	
16.	AOB: None	
17.	<p>Next Meeting: Thursday 11th June at 9am.</p> <p>>PLEASE NOTE NEW TIME<</p>	