

The Board of Governors of Barcombe C of E Primary School

Barcombe Cross, Lewes, East Sussex BN8 5DN

Minutes of the meeting held on 11th June 2009

Present:

David Dyer (DD) – Chair; Caitlin Yapp (CY); Revd. James Hollingsworth (JHo); Fran Moulds (FM); Tim Bullen (TB); Ann Marie Forster (AMF); Sarah Lear (SL); Nigel Greenwood (NG); John Grenfell (JG) Carwyn Hughes (CH); Duncan Johanson (DJ); Heather Shephard (HS) Clerk).

Item	Decision	Action
1.	Welcome: DD welcomed everyone to the meeting	
2.	Prayer: J Ho opened the meeting with a prayer	
3.	Apologies were accepted from Fiona Hills, Sheila Holden, Justin Heath and Nev Kemp.	
4.	Declaration of interests relating to the meeting: None	
5.	Minutes of the meeting on 27th April 2009 were agreed and signed by the Chair.	
6.	Actions from the meeting of 27th April 2009: Lisa Phillips to give presentation to Q&S on 25.6.09. AMF has arranged for representatives from county to be in attendance at the next building group meeting to be held on 18 th June 2009. CY is still gathering information on charging for after school clubs J Ho to include repeat ad in July issue of Barcombe News for Community governor. All other actions discharged.	
7.	Head Teachers report: CY had circulated a written report to governors. <u>Class organisation:</u> Projected numbers for the school are always open to change as new children move into the catchment area and others leave. Option 'A' was the preferred option for class organisation and this was approved by all. <u>Child protection</u> Inset training day was successful. A leaflet is available from the school office. The Safeguarding Policy was tabled. The safeguarding of adults was discussed but it was decided that this was beyond the scope of the policy. The policy was unanimously approved.	

	<p>Use of images of children was discussed in relation to TB's filming project for the new build. Parents and carers will be consulted using approved procedures.</p> <p>It was confirmed that Carwyn Hughes is Child Protection governor and Sarah Lear SEN governor.</p> <p>Inset days are planned for 22nd July and 2nd September.</p> <p>An application for an emergency closure at the start of Term 1 is being made to allow staff time to prepare their classrooms following the summer building works. The possibility of organising events on these days was raised but it was decided to keep plans simple as possible.</p> <p>Governor representation was requested for the SIP visit 30/6/2009.</p> <p>Q&S will review the latest amendments to SEF and consider how to organise wider governor involvement.</p>	<p>CY /DD to write to County for permission for emergency closure.</p> <p>TB and DJ will attend the SIP visit</p> <p>All governors expected to read SEF which is available from the office and updated regularly.</p> <p>JH to work out if SEF can be put on the web securely</p> <p>SEF to be a Q&S agenda item</p>
8.	<p>Finance:</p> <p>DD read the report from Fiona Hills (See attached).</p> <p>The 2009/10 budget was presented and approved unanimously.</p> <p>SL thanked AMF for her hard work in producing the financial statements.</p>	
9.	<p>Committee Reorganisation from 2009</p>	

	<p>(See notes attached.) The aim is to focus on strategic governance, avoiding involvement in day-to-day management; thereby apportioning time and energy more effectively in order to be a critical friend to the school</p> <p>There will be two committees; (1) Teaching and Learning which replaces Quality and Standards.</p> <p>(2) Strategic Organisation which incorporates finance, staffing and pay and buildings.</p> <p>Additionally there will be a Strategic Leadership Group consisting of the Chair, the Vice-Chair and the Chairs of the two committees.</p> <p>Barcombe is one of the schools spearheading this new format of committee structure within East Sussex.</p> <p>A FGB meeting will take place early in term one to elect chairs and vice chair, establish the new committees and agree a meeting timetable for the academic year. The new structure will help spread the load and result in a better reporting structure.</p> <p>Governor profiles will help to match skill to the needs of committees.</p> <p>The new structure was agreed unanimously</p> <p>Every governor should aim to do one school visit each year.</p>	<p>Short FGB meeting at the start of September to plan committee structure.</p>
<p>10.</p>	<p>Building project:</p> <p>AMF reported closing date for tenders was 10th June and planning permission is currently being sought and outcome is due on the 1st July.</p> <p>The cadre will meet with ESCC on Wednesday 18th June and will have a clearer idea of the likely contract price and pattern of work</p> <p>The meeting was informed that the school has been approached by County with the request that a further £10,000 is available from the Schools Devolved Formula Capital Grant Fund, (should it be so required) to ensure adequate provision for the process of the forthcoming school build project.</p> <p>This request has been agreed, but on the proviso that the contribution is only taken from the schools budget line at the time of the contract being awarded (and found to be actually required!)</p> <p><u>Practicalities:</u></p> <p>Location for music lessons and clubs is being investigated.</p> <p>Safety of children and staff on site is paramount</p> <p>CY was keen to contain as much activity within the main</p>	

	<p>building to simplify Health and Safety concerns.</p> <p>The mobile classroom will be removed early on in the build.</p> <p>The plans with the flat roof have been approved reluctantly by the parish council.</p> <p>Contingency accommodation in the sports pavilion and church building are being investigated.</p> <p>If extra money can be found the school would like to look at the possibility of retaining the pitched roof option as originally planned.</p> <p>DD thanked the cadre for their hard work and commitment in the building project.</p> <p>CY reported that the contractors would be invited to talk to the children about safety on building sites.</p> <p>TB has submitted an application for a grant of £7,500 to help children film the project.</p>	
11.	Quality and Standards: Due to meet on 25 th June.	
12.	Building Maintenance: No report	
13.	<p>Staffing and Pay: Met on 19th May. A progress review of teaching staff performance management will take place during term 6</p> <p>All support staff will have their performance management reviews during term 6</p> <p>AMF (School Business Manager and part of the SMT) has recently passed the Certificate of School Business Management and Diploma in Administrative Management and was congratulated for her achievement.</p> <p>In response to a query about recruitment of new staff it was confirmed that procedures had been followed fully and an excellent candidate has been appointed.</p> <p>A robust complaints system is in place of which parents are regularly made aware.</p>	HS agenda item on communications
14.	<p>Community Cohesion: The SMT and governors are actively looking at ways to further develop this important aspect of school life. The community governors have an important role to play.</p> <p>SH is looking at the potential link with a school in Newham.</p> <p>The school is helping to raise funds for Bevern View Hydrotherapy pool.</p> <p>The cricket club is sharing their equipment with the school.</p> <p>A training session on community cohesion is being held on 17th</p>	Governors are invited to attend training course

	July from 10 to 12-45 at Wealden skills centre, Bellbrook Industrial Estate Uckfield	17/7/2009
15.	<p>Governors Items:</p> <p><u>Correspondence:</u> This had been received on class organisation and will be followed up by DD and TB.</p> <p><u>Training:</u> There is a Governors Conference on 19th June which CY encouraged governors to attend. Full membership of the training programme means that the governors should avail themselves to go on courses. When the new committee structure has been worked out appropriate training should be taken.</p> <p><u>ES Governors area meeting attended by DJ.</u> Papers discussed were interesting and informative on SEN and inclusion. DJ advised governors to see paper on the website www.eastsussex.gov.uk/educationandlearning/schoolgovernors</p> <p><u>Confidentiality:</u> DD stressed the importance of this and drew attention to the protocol document that had been tabled. This was approved unanimously.</p> <p><u>Community Governor:</u> As this was her last meeting before coming to the end of her term of office, DD thanked FM for her time as community governor.</p> <p>There had been only one response to the advertisement in the Barcombe bulletin for a new community governor. It was agreed to repeat the advertisement in the July edition.</p> <p>NG agreed to become PTA link governor</p> <p>CY requested that staff be kept informed of PTA meetings.</p> <p><u>Committee minutes:</u> HS asked all committee chairs to send electronic versions of their minutes of all committee meetings for the past year as soon as possible.</p>	
16.	AOB: None	
17.	Confidential Items: item 7	
18.	Next Meeting: 4pm Thursday 10th September	