

Present	Mr A Down Mrs J Eason Miss H Marks Mrs R Norton	Chair of Governors Committee Chair Headteacher
In Attendance	Mrs S Garton	Clerk to the Governors

1. Welcome and Apologies

The Committee Chair welcomed governors to the meeting. There were no apologies for absence as all governors were present.

2. Confirm minutes of the meetings held on 11th May 2015 (Previously circulated)

The minutes which had been previously circulated were agreed and signed as a true record of the meeting.

3. Matters Arising

Item 3 – It was confirmed by the Headteacher that the issue with water leaks had been dealt with and all the other actions listed on the minutes were complete.

4. Budget update, benchmarking and financial planning

The LFS Team Management Account Report for Schools dated 14th December had been previously circulated to governors. The Headteacher ran through the report at the meeting. As part of this she confirmed the budget lines which require ‘tidying up’ and the actions required.

From and further to this:

- A question was asked about the old school house and the Headteacher reported that the school had previously paid for water and electricity but the issue had been settled a while ago and this was no longer happening.
- The Headteacher reported that the maximum carry forward this year for schools in Cornwall is 12% and the school currently stands at 9.8%. The Headteacher confirmed that the budget had been spent wisely on future proofing the school. The Chair said she supported these areas of budget investment.
- The Headteacher was asked where the greatest underspends on the school budget are year on year and the Headteacher confirmed that this varies.
- The Headteacher was asked whether new iPads will be required and she confirmed that the school is currently managing but there will be wear and tear over time.
- The Headteacher was asked if there are any areas of budget causing particular concern and she reported that there were some budget lines which require ‘tidying up’, as previously mentioned, but that is all.
- It was confirmed that Benchmarking will be discussed at the next meeting of this committee as that is the appropriate time.
- The Chair of Governors shared a copy of her invoice with governors.

5. Staffing update including staff contracts

The Headteacher reported that the teaching assistants (TAs) are on temporary contracts and she ran through these at the meeting.

6. Performance Management

The Headteacher ran through the performance review process together with the anonymised outcomes of all the staff appraisals and these were agreed by governors.

The Headteacher confirmed that the increases to teacher salaries had been budgeted for.

The impact of staff absence for the Autumn Term was discussed and the detail provided by the Headteacher. It was agreed that staff absence would be reported in future Headteacher’s Reports, including any worrying trends.

ACTION: Headteacher

A question was asked about return to work interviews and the Headteacher confirmed this is carried out for those members of staff returning from longer term sickness. A question was asked about TA absences and the Headteacher confirmed she would check the data and meet with an individual as required to offer help.

7. Premises, Risk Management and Health & Safety

The Health and Safety Governor was confirmed as Mr Down.

The Headteacher circulated a letter dated 8th December 2015 regarding the School Backlog Maintenance Programme 2016/17.

The Headteacher reported that Cornwall Council will be carrying out an audit of health and safety on 9th February 2016, 9.30am – 11.30am. The Headteacher also confirmed that work on the school's water system is scheduled for 5th January at 9.30am. Mr Down was made aware.

It was agreed that a governor health and safety visit is to be scheduled.

ACTION: Mr Down

It was reported that the emergency lighting is in hand. However, the outside lighting needs to be addressed via the installation of a sensor.

ACTION: Headteacher

8. Policies for review/approval

The Health and Safety Policy and the Charging and Admissions Policy to be circulated to governors and the Asset Management Plan to be reviewed.

ACTION: Headteacher

There were no policies for approval.

9. Any Other Business

It was agreed that the annual planner for meetings would be circulated.

ACTION: Chair of Governors

The Chair of Governors reported that she had met with the two NQTs (Richard and Natalie) and they had fed back that they had received much support from the Headteacher and also cross staff support.

The Chair of Governors reported that she had attended the recent Celebration Assembly which had been a very good session. She said that she had been approached by a parent, Gail Kelleher, who had expressed an interest in becoming a governor at the school.

The meeting finished at 11.25am.

Date of next meeting: Thursday 11th February 9.30am – 10.30am.

CHAIR:

DATE: