

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Fourlanesend C.P. School held at the school on Thursday, November 22nd 2018 at 1.30pm

PRESENT: Mrs Vanessa Burton, Mrs Rebecca Ginger, Mr Simon King (Chair), Mrs Rebecca Norton (Headteacher), Mrs Sue Robinson, Mr Richard Wilde.

APOLOGIES: Major Adrian Battley, Miss Helen Marks.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence:** There were apologies for absence from Major Battley and Miss Marks; the apologies were accepted. Mrs Burton had sent apologies that she would be arriving late.
2. **Opportunity to declare pecuniary Interests:** The Chair declared a change of job but the Clerk ruled that it did not constitute a pecuniary interest.
3. **Minutes of the full Board meeting of September 20th 2018:**
 - a. Governors accepted the minutes of the meeting on September 20th as a true and accurate record of the meeting. The minutes had been previously circulated. The Chair signed them on behalf of the Board.
4. **Matters arising from the minutes:**
 - a. Governors made suggestions for additions and alterations to the Annual Governance statement drawn up after the last meeting and circulated to Governors.
5. **Teaching and Learning:**
 - a. Projections for Y2 and Y6: There have been changes in both years that have brought Y6 just to the cusp the meeting the 65% attainment benchmark set while Y2 remain way under. (Section in confidential appendix)
6. **School Council**
 - a. Representatives from the School Council came in to tell Governors what they have been working on. Ben has been put to ensuring children don't get extra tickets when they shouldn't; there have been two tester Chess Clubs which was George's idea; a Bring and Buy is to be held for Children in Need; a huge Mr Man gingerbread man has been given to the school and is to be raffled tomorrow to raise money for the outdoor reading area; the School Council have been collecting items for Mrs Perry's baby Issac; Film Club is to be started.
7. **Finance issues:**
 - a. Budget monitoring:
 - i. The Head have Governors a financial health statement that had been done by the Finance Technician which showed the school favourably.
 - ii. There were no concerns voiced over the accounts.

- b. Pay Policy 2018/19:
 - i. A Governor noted a number of errors in the Pay Policy that had been received from the HR Department at County and asked whether the sections relating to Academies could be removed.
- c. SFVS: SFVS will be looked at by Governors at the next FGB meeting so they can give their input.

8. Staffing issues:

- a. (Item in confidential appendix)

9. Admissions Policy:

- a. The School follows the LA Admissions Policy as an LA maintained school. The PAN will be kept at 20 although the Head said that she does not turn children away and there is scope for adding an additional class.

10. FAST:

- a. Danny Biscombe is running FAST funded by PP money. The result has been to increase the intake of parents attending and to bring in different people.

11. Premises and Health and Safety Issues:

- a. The Health and safety audit carried out by the LA on November 15th went very well and the score had improved.
- b. A visit report done by the Health and Safety Governor has been circulated.

12. Data protection:

- a. A Governor visit report on the impact of the GDPR changes has been circulated.
- b. All start of year data has been handled in accordance with the new regulations.

13. Governor visits:

- a. A number of visit reports have been circulated and the PE and SEN reports are pending.
- b. A Safeguarding report has been done and the SCR checked.
- c. RE has been made a focus on the SDP so a Governor responsible for that area (RE/PSHE/FMSE) is needed. Mrs Robinson agreed to take it on. Mrs Cunningham is the school lead for RE.
- d. Having a Governor visit week worked well and resulted in a lot of visits and reports. This approach will continue.

14. Safeguarding/SEND/CiC:

- a. (In confidential appendix)
- b. (in confidential appendix)
- c. Mrs Illingworth has done the CiC update training although the school has no looked-after children. (Section in confidential appendix).

15. Pupil Premium and Sports Premium:

- a. The PP report is delayed but the school is in receipt of £43,440 of PP this year against £39,180 last year. A separate report is now required for service children so this has been split out as a separate line in the management accounts so the spending can be accounted for.
- b. MyConcern is to be bought at a cost of £550.
- c. Swimming is to be increased from half an hour to one hour for Y4/5/6 so that every child can be brought up to the standard of swimming 25 meters as required in the national

curriculum and can learn water safety. Next year this will be done for Y3/4. This is funded from Sports Premium. Mr Wilde has worked with the ARENA sports partnership to establish what the restrictions are on spending Sports Premium.

16. Governor Training:

- a. Mrs Burton and Mrs Robinson have done the GO1 training. Mrs Robinson fed back to Governors on points that had occurred to her following the training. It was agreed that in future references would be sought for anyone volunteering to become a Governor from out of the area. The Governor photographs in reception and Governor profiles on the website will be updated. (Action: all Governors)
- b. Mrs Robinson is signed up to do safeguarding training.

17. AOB: Mrs Burton arrived 2.50pm

- a. The Head wanted to ensure Governors were aware that two children in Y6 are on report cards.
 - i. (Section in confidential appendix)
 - ii. (Section in confidential appendix)
 - iii. Delicious want to use the School for filming. The media team at County will handle all the necessary arrangements.

18. Dates of next meetings:

Thursday, January 17th 2019 at 2pm

There being no other business the meeting closed at 3.00 pm.

Chair.....

Date.....

ACTIONS

<u>Action</u>	<u>Date</u>	<u>Responsible Person</u>
Updated profile details to be sent to the Clerk		All Governors