

PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS

**ACTION SHEET
21 May 2019**

| | ITEM | BY |
|----|-------------------------------|-----------|
| 4a | Review Constitution | ALL |
| 4b | Scheme of Delegation | PMc/NB |
| 4c | Audit website | PMc |
| 4d | Safeguarding checks | PMc |
| 5 | Submit questions re HT report | ALL |
| 6 | Approve budget at July FGB | ALL |
| 12 | H&S update for July meeting | LC/PM |

**Any items for the agenda by 21 June
and paperwork
by 27 June**

**MINUTES OF A MEETING OF
PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS
HELD ON TUESDAY 21 MAY 2019, 7PM,
AT THE SCHOOL**

Present: Peter McGuigan, Co-opted Governor – Chair; Neil Baker, Staff Governor (Head); Simon Baldock, Co-opted Governor; Paul Matthews, Co-opted Governor; Barry Seed, Co-opted Governor, arrived late

In attendance: Dan Neal (School Challenge and Support Partner);
Laurien Carter (Clerk);
Mary Mundy (Deputy Head Teacher)

Apologies received and accepted: Jane Davies, Local Authority Governor;

Peter McGuigan welcomed everyone to the meeting and reminded everyone of confidentiality requirements.

The Meeting opened with a prayer

1. Co-option/Appointment of Governors

Peter McGuigan proposed that Barry Seed be appointed Co-opted Governor. This was seconded by Simon Baldock and approved.

Neil Baker reported that the Staff Governor election would take place in due course.

Parents had been informed about the plan for the Parent Governor election in September.

The Clerk had met with Dan Roberts Salisbury Diocese Foundation Governor Adviser and Sarah Musgrave of the local church. Names had been suggested of possible Foundation Governors and they were being contacted.

2. Update to Register of Interests or other interest with regard to items on the agenda

Neil Baker reported an interest in relation to item 9.

3. Approval of Minutes

The Minutes of the Meeting held on 4 March were approved and signed accordingly. The Minutes and Confidential Minutes of the meeting held on 25 April were approved and signed accordingly.

Barry Seed arrived and introductions were made

4. Matters Arising, not covered in other items on the agenda

There were no matters arising from the March Meeting.

April 2019

a) Constitution (3)

This was carried over.

b) Scheme of Delegation (3)

This had yet to be undertaken.

c) Audit website (5)

This would be undertaken.

d) Safeguarding Checks (6)

Neil Baker reported that the work on the Single Central Record was almost complete. The necessary audit checks would be made once it was finalised.

e) Meet with SENCo (7)

Jane Davies had met with the SENCo.

f) ICASP Monitoring (7)

Dan Neal had spent time in School the previous day. The report would be available to the Head and Chair.

g) Check Policies (9)

The Clerk had compiled a list of all policies approved since September 2017 and passed onto the School.

h) Business Interests (10)

This would be checked and updated once the Single Central Record had been completed.

i) Parent Forum (13)

Peter McGuigan had attended the Parent Forum. There had been over forty parents present. It had been challenging but in a supportive way.

It had been agreed not to share the Governor Review as it was no longer relevant and related to people no longer involved in the School. Parents had been informed of actions going forward.

j) DBS checks (15)

These had been undertaken.

5. Head Teacher's Report

Neil Baker tabled a report setting out the ethos and direction of the School.

This included information relating to various work already undertaken, the ELLI (Effective Lifelong Learning Inventory) shared previously with Governors. This was then used to set out principles – philosophy and language of learning; staff well-being programme; curriculum and learning statement/policy; implementation in the classroom and around the School; monitoring procedures to review systems and measure impact.

Neil Baker went through the document, explaining as necessary for more recently appointed Governors and highlighting key points. Governors were also informed about the new OFSTED Framework which had been considered when addressing the way forward.

Staff had been involved in developing the various aspects and staff meetings had been used to introduce them to the concepts and their implementation. They had appreciated being given the various pointers.

The School would work closely with Christchurch School and Claire Hann-Perkins from Christchurch would be working with the School and staff as she specialised in pupil progress and tracking. Both Schools needed to develop a new way of tracking progress.

Neil Baker outlined the starting detail relating to the updated SEF (Self Evaluation Form). Peter McGuigan encouraged Governors to look at this in detail as it was a good summary of where the School was currently and showed further developments to reach outstanding. Neil Baker rated the School as good.

Governors were also invited to submit questions when they had more time to consider the detail in the document.

6. Budget

Neil Baker reported that the close down had been signed off following the County accounting technician visit.

He gave confidential detail regarding the rollover and financial expenditure.

The budget for 2019-20 was being prepared and would require approval at the next meeting, 4 July

7. Safeguarding

See item 4d

8. Update from the Chair

Peter McGuigan reported that he had now been updated about various historical matters which were yet to be resolved. He was dealing with matters as required and was unable to share any further details.

9. Long Term Future of the School Premises

Confidential item

10. Policies

There were no policies to approve.

11. Correspondence

The list was noted.

12. Any Other Business

Paul Matthews would update Governors about Health and Safety matters at the next meeting.

15. Dates of Future Meetings

The next meeting was now scheduled for Thursday 4 July at 7pm in the School.

2019-20

24 September; 3 December;
4 February; 24 March;
19 May; 2 July.

The meeting closed at 8.35pm