



		<b>Present:</b> Dr P Ambler (PA), Mrs Billington(AB), Mrs Holohan (SH), Mr J Tristram &Mrs Davey (JD) (clerk)	<b>Action By</b>	<b>Time scale</b>
<b>1</b>		<b>Apologies accepted:</b> Mr Veentjer (PV)		
<b>2</b>		<b>Pecuniary Interest:</b> Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
<b>3</b>		<b>Minutes of last meeting – 23<sup>rd</sup> November 2016</b> Governors approved the minutes as an accurate record and they were signed accordingly. Items were discussed as agenda items except the matters arising below.		
<b>4</b>		<b>Matters arising</b>		
<b>4</b>	<b>1</b>	<b>London Residential Update</b> – Following decisions discussed at the last meeting it was agreed that this trip would go ahead. The loss has been predicted as about £300 and it would have cost £300 for loss of deposit if the trip was cancelled.		
<b>4</b>	<b>2</b>	<b>Risk Assessments</b> –all now completed – staff are aware.		
<b>4</b>	<b>3</b>	<b>Press Presence</b> – It was acknowledged that there has been excellent press coverage over Christmas. Governors thanked SH. SH advised that she still needs to cover Erasmus.		
<b>4</b>	<b>4</b>	<b>FSU</b> – A decision still needs to be made about whether we take 0-2 year olds into the FSU. It was agreed that SH will be invited a meeting and possibly Miss Hansford. This will be arranged for before the next FGB (not one set for February). AB advised governors that in her opinion it was too early to make the final decision. <i>PA questioned the timing of the decision</i> – AB advised that as yet we do not know what other local schools have decided to do. <i>Could there be a 2 tiered fee system?</i> AB advised that there could be as it was up to governors to decide what is charged. <i>Governor question – SH – Would we need to change the toilets?</i> AB has received advice that we would not be required to. It was acknowledged that as this was a fundamental decision for governors, it would be worthwhile carrying out a SWAT analysis and take in all considerations. It was agreed that the GB need to decide which governors are responsible for advising the FGB as there would be too many people it all governors were involved in recommendations. CH is the EYFS governor so she should be involved and representatives from Resources and Curriculum would also be advisable.		
<b>4</b>	<b>5</b>	<b>Safeguarding Audit</b> –This was completed and sent off meeting the deadline with input from PV.		
<b>5</b>		<b>Budget</b>		
<b>5</b>	<b>1</b>	<b>2016/2017</b> The current year’s monitoring statement with comprehensive notes was shared with governors in advance of the meeting. The carryforward figure now stands at approximately £36,000. This decrease is mainly because all free school meal income has been received for the year and this is not as much as originally predicted when setting the budget in February 2016. All teacher/headteacher pay increments are now known and these have been included in the budget.		

		The monitor statement was discussed in detail. All money allocated to the various Pupil Premium cost centres has now been apportioned accordingly. It was agreed that JD would approach the Grazing Cow with a view to having a meeting with JT & JD to talk about if they would be interested in providing school meals. It was also agreed that she would approach The Railway. Governors were invited to take a school dinner to see the quality and quantity sent by the canteen. JD will invite governors in the next weekly email. AB advised that the SEN register had been reviewed in detail and several more children added reflecting the present SEN situation. JD will contact the LA Finance Officer to arrange for him to come in once figures are known for next year and help set the budget for the next 3 years .	JD	02/17
5	2	<b>Foundation Stage Unit</b> – Governors were reminded that the anticipated income for the spring term will not be as predicted when setting the budget in February 2016 but will be more like £2500 (expected £5000). Also the amount actually received for the autumn term was also £2500 less than predicted. As discussed previously, a virement for salaries will have to be made effectively reducing the budget share carryforward.		
5	3	<b>Voluntary Unofficial Funds</b> – The books are now ready for auditing and JD has been in touch with the auditor and is awaiting contact. A healthy balance is presently showing which can be used once approved by governors.		
5	4	<b>Formula Capital</b> – This shows a balance of just under £3000 after commitments. AB advised governors that the projector in Beech Class is not working and needs replacing. JD has been requesting quotes for various options including replacement of the projector alone, interactive touch screen whiteboards and leasing options.		
5	5	<i>Governor question – SH – Some time ago AB advised that it was too early to discuss any possible changes to the staffing structure, is this still the case and when would be the right time?</i> AB advised that this may be appropriate once the Finance Officer has visited. Governors gave approval for the budget.		
5	6	<b>PTFA</b> – AB advised governors that the PTFA have had a number of events and have a number more planned and it has successfully raised a reasonable amount of money. They are looking to support school and have asked staff to consider how they would like it to be spent. Approximately £3000.		
5	7	<b>School's Financial Value Statement (SFVS) – This has been completed and forwarded to PA and JT. PA signed the statement and this will be forwarded to the LA.</b>	JD	01/17
5	8	<b>Finance Correspondence</b> – AB & PA have written to Neil Parish, our local MP on a number of funding issues recently and he has replied stating that he agrees with what has been said and is aware of the situation and will support us in any way he can. The National Funding Formula which will come into place from April 2018 seems to favour us in spreadsheets produced in comparison to other schools. AB advised caution stating that there were a number of items that had not been taken off or taken into consideration when these figures were produced and our position would not look as favourable as first suggested.		
6		<b>Audit Report</b>		
6	1	This had been distributed to Resources Committee members previously after comments had been included. This will now be sent back to the auditor to enable him to produce the final report. Governors thanked JD for hard work and congratulated her for high levels evidenced in report.	JD	01/17
7		<b>Procurement Cards</b>		
7	1	Governors gave approval for procurement cards to be issued to Marcus		

		<p>Dunning and Carol Hurst for the purpose of spending whilst in Spain. The limit for each card is £1000. The cards will be destroyed once the trip has taken place.</p> <p>AB advised governors that the present signatory form for the school does not have a second person who can authorise payments. She requested that CT is added so that he could sign things in the absence of AB. AB is the reserve member of staff who will go to Spain in the event of either MD or CH not being able to go. It was agreed to permanently add another signatory as this would be good practice. JD to action.</p> <p><i>Governor question – JT – Does the insurance policy cover staff as well as children whilst in Spain?</i></p> <p>AB confirmed that it does and includes repatriation for both staff and students up to £10,000.No activities that the children will be undertaking are excluded.</p>	JD	01/17
<b>8</b>		<b>Headteacher's Report</b>		
<b>8</b>	<b>1</b>	The Headteacher's report to Committees had previously been distributed to all governors.		
<b>8</b>	<b>2</b>	<p><b>School Improvement Plan –</b> Governors discussed Priority 1.</p> <p>The amended action plan had previously been distributed to governors prior to the meeting after updating in the light of governor discussions and reports received.</p> <p>Governors gave approval for the revised action plan.</p> <p>AB asked governors to sign up to the governor visits as previously discussed.</p> <p>JD will resend it on Tuesday highlighting the visits required.</p>	JD	01/17
<b>8</b>	<b>3</b>	AB reported that since her written report a child in Year 3 had had an accident and trapped his finger in the toilet door. He has had an operation to reconstruct the finger tip. The incident has been reported to the LA using the OSHEN system. Discussion took place about whether this could be avoided and JD will look into ordering finger guards.	JD	01/17
<b>8</b>	<b>4</b>	AB advised that a consultant has been invited into school to advise SH how to make best use of the outdoor environment and equipment including the new mud kitchen (EYFS).		
<b>9</b>		<b>Personnel Update</b>		
<b>9</b>	<b>1</b>	The Pay Committee have met following the performance management of the headteacher. Decisions were made and paperwork completed accordingly.		
<b>9</b>	<b>2</b>	It was agreed that governors need to recruit a reserve staff member for WASP. An advert will be included in the next newsletter.	AB	01/17
<b>10</b>		<b>Premises</b>		
<b>10</b>	<b>1</b>	SH, AB, PV have undertaken a premises walk as previously agreed. A comprehensive list of work was produced.		
<b>10</b>	<b>2</b>	<p>The outside work agreed previously by governors will be completed soon. This includes items particularly for the FSU as well as other outdoor play items. The extension to the shelter has not been completed as the contractor has suggested a better alternative extending the shelter to look more in keeping with the existing structure. He has advised that there will be no change to the cost.</p> <p><i>Governor comment – SH – once the shelter is completed, we will need to review what happens at the start/end of the day with Ash parents coming up to the classroom.</i></p>		

10	3	Repairs to log cabin – the log cabin roof has been damaged by a farmer cutting the hedge. This needs to be repaired and the farmer has approached their insurance company.		
10	4	Staff room – the flooring and cupboard joists will be repaired and covered by the County insurance. This will be completed in the February half term. Thanks were passed to PV for suggesting approaching County for insurance.		
11		<b>Lighting Grant</b>		
11	1	It has been suggested by both CH and PV that the school should look into replacing the lighting with LCD lights. Interest free loans are available and JD asked the auditor if this was a possibility in view of our budget. Although he was unsure he made enquiries and although it was not a complete no, advice was that the timing was probably not right. Governors agreed that this was not a priority for the school at this present time.		
12		<b>Safeguarding</b>		
12	1	Single central record update – Following advice from the auditor the single central record has been transferred to the template provided by County.		
13		<b>Collaborative Working Update</b>		
13	1	PA & AB recently met with a representative from the Small Schools' Association after AB met him during a Diocesan Small Schools' conference. He requested a visit to school to look at the excellent collaborative work we presently undertake with other schools. It is a compliment to the school that we were chosen to take part in a national research project. They would like to come back to speak to us again, they are impressed with what is happening.		
14		<b>Governor Training</b>		
14	1	<p>It was reported that Mrs Davey is booked to attend Legionella Training in March.</p> <p>She is also booked on Safer Recruitment Training in February.</p> <p><i>Governor question – JD – Why is JD booked to attend as she is not a governor and will not be part of an interview panel?</i></p> <p>The school needs to have two people who are trained with Safer Recruitment and AB is obviously the first call. JD completes all paperwork necessary for safer recruitment and needs to be knowledgeable about the requirements eg right to work in the UK, qualification documents, DBS, etc. AB will always attend interviews if she is able but JD could attend in her absence as the named person with this training. In the case of HT recruitment County would be involved and manage this area.</p> <p><i>SH expressed her opinion that she felt this training should be completed by a governor.</i></p> <p>Governors agreed that it was appropriate for JD to attend the training as it was quite expensive and it needs to be someone who'll be available into the future. Governors agreed it was not necessary for a governor to attend at the present time.</p>		
15		<b>Policies &amp; Paperwork:</b>		
15	1	<b>Business Continuity &amp; Emergency Management Plan</b> – this had previously been distributed to governors and adopted prior to this meeting. Governors gave retrospective approval for the revised policy and plan.		
15	2	<b>DBS check update</b> – The school has received revised advice regarding the portability of some DBS certificates. Under certain circumstances and following strict ruling, County have approved acceptance of previously issued DBS certificates. The policy will be amended to include this addition in due course.		

15	3	<b>Whistleblowing</b> – It was agreed to adopt the latest County model policy.		
15	4	<b>Grievance Policy</b> - It was agreed to adopt the latest County model policy.		
15	5	<b>Disciplinary Policy and Procedure</b> - It was agreed to adopt the latest County model policy.		
16		<b>Date of next meeting:</b> 9 <sup>th</sup> March – 1.45pm    4 <sup>th</sup> May – 1.45pm    28 <sup>th</sup> June – 1.45pm		
		<b>The meeting finished at 3.15pm</b>		