

LGB Minutes of Sampford Peverell School held on 03.02.16

Date & Time	3 February 2016 18:30	Location		Sampford Peverell School
Attendees		Attendees		
Judith Thurgood (JT)	Staff Governor	Gail Foresheaw (GF)	Parent Governor	SEND Governor
Matthew Huddleson (MH)	Parent Governor			
Claire Bullock (CB)	Chair	Lyn Brimson (LB)	Head of School	
	Community Governor			
	Health & Safety Governor			
	Foundation Governor			

Apologies	Absent Without Apology
Andy Dixon	Work commitment
Vivienne Heeley	Commitment with Blundells School

In Attendance	Minutes to
Jan Baker	Admin
Lucy Poole	Company Secretary

	Minutes
1/2016	Welcome & Introduction
2/2016	Apologies Vivienne Heeley – commitment with Blundells School Andy Dixon – work commitment
3/2016	Declaration of Business interests None
4/2016	Election of Vice-Chair GF nominated CB JT seconded All Governors in attendance agreed. VH and AD to be emailed for their agreement.
5/2016	Minutes of the Previous Meeting Approved without alteration.
6/2016	Matters arising from previous minutes (a) 32/2015 (a) Safety training for staff with regard to using swimming pool - Things have taken a different route, and Marcia Ahern (local resident, parent, qualified junior swim instructor) has agreed to come in and take lessons. We need to explore the public liability angle, including whether this can be covered by the school or the PAT if Marcia is brought onto the payroll. Emma Hunt is looking into the possibility of payment for Marcia and also public liability. Lifeguard would also attend on a volunteer basis. CB suggested there may be interest from the community and will investigate this further.

Action	GF suggested Marcia's priority might be to have the pool up and running during term time before exploring usage outside of term time. LB to request parental assistance to form a working party to get the pool ready to use by the end of term with regard to cleaning and minor repairs.		
	Action	LB/CB	ASAP
Action	<p>(b) 32/2015 (b)Slippery decking rectified outside Class 1 - One quote was received. At the moment there is no premises lead although this is linked with the possible relationship with Pilton. All premises is going through ELT at the moment. Due to there being only one quote and the feeling that this was considered quite high, ELT has asked Liz to get further quotes and she is currently working on this.</p> <p>(c) 32/2015 (f) Register of Near Misses - This is a work in progress but the first draft of a document has been put together. There is a lot of work being done on Health and Safety at the moment which will result in a delegation planner and job description for the Caretaker. JB suggested that LB pass this to Clive Magson at Orchard Vale as he will have experience of what works.</p>		
	Action	LB	ASAP
	(d) 32/2015 (g) COSSH register – Clive Magsons' assistance to be sought.		
	Action	LB	ASAP
	(e) 33/2015 (b) Diocese training for CB – LB to email her contact at the Diocese regarding this.		
	Action	LB	ASAP
	<p>(f) 38/2015 (b) School Security arrangements reviewed by working party - Some progress has been made in respect of improving school security arrangements, although working party does not appear to have been formed. PAT are currently considering a Lone Working Policy. LB has also done some work on creating a School Security Policy. JB suggested a panic button might be worth considering in LBs office. Some of this will be covered by the current work being done on Health & Safety by PAT. JB suggested Clive Magson could be called in to assist with this.</p> <p>(g) 41/2015 Critical Incident Plan considered by working party - There is the beginnings of a template currently being created for this. There is also a Prevent duty to make schools ready for acts of terrorism or radicalization.</p>		
7/2016	Feedback from Directors Document tabled at the meeting as this was received late. JB summarized the document to Governors.		
8/2016	Standing Reports <p>a. Health & Safety - This hasn't been done prior to this meeting. There is an area of guttering which is leaking resulting in rotten boards and water across the playground.</p> <p>b. Safeguarding - Report submitted. There were many actions as a result of the meeting to monitor the SCR between LB and VH but the meeting was hugely valuable and useful. MH asked who is responsible for keeping Safeguarding documentation up to date on a daily basis and LB confirmed that the admin team are responsible for this. JB pointed out that CPOMS training has also now been undertaken. Prevent training was</p>		

	<p>discussed with regard to the risk of radicalization of children or their families in the community. Staff have completed the online PREVENT training, received handouts and a document by the DfE to read to support the online training.</p> <p>c. SEND - GF has now received role description. Reporting template will follow. GF has a meeting booked with the school SENCO and HOS. JB suggested that LGBs are reporting in their own format however the SEND network group will look at this and decide if a standardized template might be necessary. GF yet to receive any SEND training although it seems there is currently not specific training available.</p> <p>d. Website - AD to be chased on his personal email regarding this.</p> <table><tr><td>Action</td><td>LP</td><td>ASAP</td></tr></table> <p>There continue to be updates to the website and improvements made. JB suggested that AD meets with Pat Bere, administrator. Thanks minuted to Pat for all the work she has done on the website which has received many compliments by people interested in their children attending Sampford – the website is a good advert at the moment.</p>	Action	LP	ASAP
Action	LP	ASAP		
9/2016	<p>Head of School Report LB answered questions submitted to her in advance of the meeting. Details can be found in Appendix 1.</p>			
10/2016	<p>Monitor the Head of School budget Budget is still a work in progress. LB was able to table a version of the budget which is a good beginning although currently it's not wholly accurate. Work on the detail is now being done. Worst case scenario is that 62% of the budget has been spent. LB meets with Liz Sanderson on a monthly basis to monitor how and where the budget is being spent. MH asked whether the budget was calculated on a purely straight-line basis, and JB confirmed that it was. MJH pointed out that it does not therefore address predicted spikes or troughs in spending.</p>			
11/2016	<p>Local Items</p> <p>a. Local service contracts None to be considered currently</p> <p>b. Review Governor training needs GF has requested SEND training for a second time. LP to follow up on this.</p> <table><tr><td>Action</td><td>LP</td><td>ASAP</td></tr></table> <p>Diocese training for CB.</p> <p>c. Correspondence One letter regarding behavior was received by the Chair and has already been dealt with.</p> <p>d. After school club See Appendix 1.</p>	Action	LP	ASAP
Action	LP	ASAP		
12/2016	<p>Policies & Statements</p> <p>a. Volunteers in Schools Policy GF said that she felt this was a very useful policy</p> <p>b. Charging and Remissions Policy No comments made</p>			
13/2016	<p>Local Items of Business</p> <p>a. Governors to report on class visits To be deferred to the next meeting – LP to ensure this is added to the agenda. Dialogue to be re-opened regarding template. LP to open general SP Dropbox folder for MH to add this. VH has already completed a governor visit.</p> <table><tr><td>Action</td><td>LP</td><td>ASAP</td></tr></table>	Action	LP	ASAP
Action	LP	ASAP		

	<p>b. Update on CIF bids No comments</p> <p>c. Update on cross-school funding MH has communicated with Gary Chown and Directors on this subject and this has been discussed at meetings which has been very useful. Although this school takes more than it contributes currently, the over-arching feeling is that the pot is for the good of all the children across the PAT and therefore the situation is completely acceptable. It was reassuring to hear from the Chair of a high contributing school that the conversation did not need to be had and that the PAT is trusted by him to distribute funds to deliver what is needed to the children who require it. JB pointed out that a £500 over or under the norm parameter of the age weighted punit cost base had been set so that there was some structure around this and money couldn't just be spent on a non-contributing school ad infinitum.</p> <p>d. Discussion – Pilton consultation MH said that the leaders of Pilton Community College had come to the Chairs of LGBs meeting to present themselves and show what they could offer the PAT. MH said that it was very interesting to hear this, particularly in relation to the step from Year Six to Year Seven. Financially there would be benefits of resources etc. CIF bids would no longer have to be made because the number of children in the PAT would go over the threshold. So an amount of money would be given to the PAT to distribute as they see fit. MH came away from the meeting feeling that the inclusion of Pilton would be a positive move for the children of the PAT. JB pointed out that there was a further discussion about what the PAT can do to improve outcomes for children at a secondary school. Directors have heard from the CEO of another MAT incorporating primary and secondary schools which was very exciting and enlightening and gave a good impression of exactly how this would work. This MAT are signing an agreement to support the PAT for the next three years. MH encouraged any Governors who wish to give their views should approach Gary Chown directly. Governors felt that MHs explanation today was very useful.</p>
14/2016	<p>Issues for Directors & Innovative Practices</p> <p>(a) PAT email addresses – Clerk has been inundated with Governors having issues with setting up and using the PAT email system and software. TME were slow to react to requests for help although gradually the situation is improving.</p> <p>(b) Pilton - We feel as a local governing body this would be a positive move for the PAT. Governors will submit their ideas for an alternative for the P in PAT.</p> <p>(c) CIF bids – Governors are pleased that these bids have been submitted but would still like the replacement of the school building to be put forward for consideration and the greater potential there would be for this rather than simply 'plastering the cracks'. When the premises team is in place could the PAT please re-evaluate whether a new school could be within the plans and what the prospective opportunities for this are. The school is reaching PAN for reception in September and if this continues year on year there will be difficulties with capacity.</p> <p>(d) First Steps - After a term and a half, the community support for First Steps has been welcomed. Currently there are eight 2 to 3 year old children (there were 2 in September) and twelve 3-4 year old children (there were 5 in September) in First Steps. There have been 3 new starters this term. Currently there are 16 children who have put Sampford Peverell as their first choice of school for September 2016. (our Pupil Admission Number is 17.) This is significantly up on the last few years. Numbers in reception for the last three years have been:</p> <p>2015 10 children 2014 12 children 2013 9 children</p> <p>Governors would like to begin to look at the potential for a 0-2 provision. Local numbers would tell us that there are enough in the village to be able to support that.</p>
15/2016	<p>Date and Time of Next meeting Wednesday 4 May, 18:30, Sampford Peverell School</p>

	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • CB appointed as Vice-Chair pending approval from VH and AD <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • 4/2016 VH and AD to be emailed for their approval of CBs appointment as Vice-Chair • 6/2016 (a) LB and CB to look to put together a working party to repair and create interest in the use of the swimming pool • 6/2016 (c) LB to contact Clive Magston for assistance with Register of Near Misses • 6/2016 (d) LB to contact Clive Magston for assistance with COSSH register • 6/2016 (e) LB to contact Diocese in relation to training for CB as Foundation Governor • 8/2016 (d) LP to contact AD on his personal email to request Website Compliance report • Appendix 1 (8) GF to arrange thank you card for Key Worker soon to be leaving the school • 11/2016 (b) LP to establish the availability of SEND Governor training for GF • 13/2016 (a) LP to ensure that reporting on Governor visits form part of the Summer Term agenda and to open a general Dropbox folder for Governors to use.
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p>