



**THE GOVERNING BODY OF BLETCHINGLEY VILLAGE PRIMARY SCHOOL**  
**Coneybury Bletchingley Surrey RH 4PP tel : 01881 743337**

**Chair : Mrs Lisa Thurston**

**Head Teacher : Mrs Stephanie Gibson**

**MINUTES OF FULL GOVERNING BODY MEETING**  
**Tuesday 22 May 2017 at 3.30 pm**

Present :           Governors :           Mrs J Baber (JB)  
  Mrs S Gibson (SG) (Head)  
  Mr J Spedding (JS)  
  Mrs L Thurston (LT) (Chair)  
  Mrs L Townsend (LeT)  
  Mrs C Wilkes (CT)

                          In attendance :       Mrs D Gregori (Deputy Head Teacher)  
  Mrs E Kerr (SENCO and Deputy Safeguarding Lead) Agenda item 12  
  Mrs A Price (Clerk to Governors)

1.	<b>Apologies for absence</b> <b>Governors</b> : Apologies were received and accepted from Mr M Alder (MA). Mrs R Kilcoyne (BK), Mrs J O'Toole (JO), Ms S Patmore (SP) <b>Associates</b> : Apologies were received and accepted from Mr A Catford (AC). Absent : Ms K Philpott (KP)	
2.	<b>Declarations of Interest</b> JS and LeT declared their membership of the MAT Board. JB declared part-time employment by Bletchingley Village Primary School. Updated Declarations of Interest forms are required to be submitted by these governors.	JS/LeT/JB
3.	<b>Constitution of Governing Body</b> <b>Parent Governors (2) – 1 vacancy</b> No nominations have been received from parents and a suitable parent governor will now be appointed, within permitted parameters, by the governors. <b>Co-opted Governors (7) – 1 vacancy</b> This appointment will be deferred to a later date when the academy structure is more firmly embedded. <b>Local Authority appointment</b> – Mrs Julie O'Toole – following academisation, the	

Signed .....(Chair)

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	<p>local authority governor will become a co-opted governor, bringing the total number of co-opted governors to 8. The terms of the School Instrument of Government will be re-visited and brought into line with other Tandridge Learning Trust schools when these local governance arrangements become more defined.</p>	
12.	<p><b>It was agreed to change the running order of the agenda.</b></p> <p><b>Policies – SEND</b>          EK reported no major changes in the updated SEND policy. It was agreed that EK will forward this policy to the clerk for putting in Dropbox, all governors to read and bring any comments and questions to the next FGB meeting on 12 July.</p> <p>4 pm Mrs Kerr left the meeting</p>	<p>EK          ALL</p>
4.	<p><b>Minutes of the FGB meeting held on 28 March 2017</b>          The minutes of this meeting were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>	
5.	<p><b>Matters arising from the Minutes</b>  <b>Agenda item 9 : Overview Partner Visit :</b> Amended report from Angela Bradshaw received and in Dropbox.</p> <p><b>Agenda item 14 : Skills Audit :</b> governors urged to ensure they have completed this document, LT to send email reminder.</p> <p><b>Agenda item 17 : Part Two – Staffing update – Part Two Business</b></p> <p>All other matters arising are dealt with as agenda items.</p>	<p>LT</p>
6.	<p><b>Chair's Actions</b>          The budget had been sent to all governors prior to the CoG meeting with the SBM to scrutinise the budget. Governors' challenges were noted during this meeting. CofG signed off the 4 month budget.</p>	
7.	<p><b>Financial Update</b> (Dropbox documents)          All relevant documents have been accessed by governors.</p> <ul style="list-style-type: none"> <li>i. FMR - no outstanding issues.</li> <li>ii. Budgets             <ul style="list-style-type: none"> <li>(a) Academy Budget : 1 May 2017 – 31 August 2017 - JS raised concern over the size of the carry over figure. CW explained that this was mix of revenue and capital, for projects not yet complete. It also contained the start-up grant, much of which will be used to re-imburse Warlingham School who have to date funded initial expenditure. There were no other concerns raised and this budget has been signed off by Chair.</li> <li>(b) Academy Budget : 1 September 2017 - 31 August 2018 - LT to email all governors to arrange EFGB meeting to agree and sign this budget by 4 July 2017.</li> </ul> </li> <li>iii. Benchmarking – to be deferred to the next FGB on 12 July 2017 due to lack of time and the absence of newer governors at this meeting who would particularly benefit from this activity.</li> </ul>	<p>LT</p>

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<p>8.</p>	<p><b>Premises Update</b> (Dropbox document)          Prior to discussion, governors visited Reception area and the proposed site for outside classroom development.</p> <p><b>(a) Automatic Gates</b> - awaiting quotes.</p> <p><b>(b) Car Park Barrier</b> – the barrier continues to cause problems on a regular basis, taking up undue amount of office time. CW/SG asked if a governor might be prepared to take this forward in order to exert additional pressure on the company to resolve these recurring issues. JB offered to liaise with the company that installed the barrier to attempt to find a solution eg to replace the gate with a new one.</p> <p><b>(c) Outdoor Learning</b> – Quotes are awaited for this, cost of £15K are within the capital expenditure budget. The aim is to have full plans in place, ready to be implemented as soon as the school's money is released by the LA.</p> <p><b>(d) Office Extension</b></p> <ul style="list-style-type: none"> <li>i. Planning permission for this has been granted.</li> <li>ii. Tenders received to date are considerably higher than expected.</li> <li>iii. Governors were in agreement that this project should be re-thought as the high costs quoted would not represent value for money. The planning permission will remain in place for three years, so the project could be revisited. In the meantime, office and premises staff will prepare a modified plan that will secure some of the outcomes being sought at or below the cost originally agreed by governors..</li> </ul> <p><b>(e) Classroom refurbishment</b> – Otter class refurbishment complete, quotes due in for other classrooms. Governors agreed that the result is excellent and good value for money.</p> <p><b>(f) Toilet refurbishment</b> – quotes awaited.</p> <p><b>(g) Otters' toilets</b> – quotes awaited for re-configuration of the entrance to Otter Class so that children have access to a toilet within the classroom area, and also to their coats. The re-sited door would keep children safer during the school day as they would not need to leave the classroom area to visit the toilets.</p> <p><b>(h) Minibus</b> – Vauxhall have failed to deliver on time, delivery is now expected in August. As a result, Vauxhall agreed to provide a minibus to cover planned school trips. The delays and indeed the hiring of a replacement vehicle has resulted in a significant amount of admin work for school staff. It may be more cost effective to use a coach for the Cobnor visit and charge this to Vauxhall.</p> <p><b>(i) Telephone system</b> - installation to be over half term.</p> <p><b>(j) Gutters</b> – SCC have now repaired the damage.</p>	<p>JB</p>
<p>9.</p>	<p><b>Monitoring Visits</b></p> <ul style="list-style-type: none"> <li>i. Maths (JB) - work in progress.</li> <li>ii. English / Sports / Science – pending</li> <li>iii. Geography (JS) – completed, written report to be circulated.</li> </ul>	<p>JS</p>
<p>10.</p>	<p><b>Safeguarding</b>          There are no new issues to report and no outstanding compliance to be done. CW has now done two modules of safeguarding training and will attend DSL training as soon as possible. This is so that there is a trained person in the office which is where most of the face to face work with parents and carers happens.</p>	
<p>11.</p>	<p><b>Academy status update</b>          JS and LeT, as members of the Tandridge Learning Trust reported an improved sense</p>	

Signed .....(Chair)

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	of cohesion among members of the Trust Board as understanding and networking becomes more meaningful. A full report on recent progress will be attached to these minutes and on Dropbox.	JS
12.	<b>Policies – SEND - see above</b>	
13.	<b>Part Two Business</b> Agenda item 17 : Part Two – Staffing update	
14.	<b>Review of meeting</b> Governors present agreed that this had been a difficult meeting as the absence of four governors impacted on the ability of the governing body as a whole to offer robust challenges and arguments over important and urgent issues.	
15.	<b>Date of next meeting</b> <b>EFGB</b> – Chair to email governors for possible times and dates <b>FGB</b> – Wednesday 12 July 2017 3.30 pm	

The meeting closed at 6 pm.

Signed .....(Chair)

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