



**BLETCHINGLEY VILLAGE
PRIMARY SCHOOL**

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**THE GOVERNING BODY AT BLETCHINGLEY VILLAGE PRIMARY SCHOOL
Coneybury, Bletchingley, Surrey RH1 4PP
Tel : 01883 743337**

Chair : Mrs Lisa Thurston

Acting Head : Mrs Debbie Gregori

**Minutes of Local Governing Body Meeting
held at School on Thursday 12 October 2017 at 6.45 pm**

**Present
Governors**

Mrs J Baber (JB)
Mrs D Gregori (DG)
Mrs B Kilcoyne (BK)
Ms S Patmore (SP)
Mr J Spedding (JS)
Mrs L Thurston (LT)
Mrs L Townsend (LeT)
Mrs C Wilkes (CW)

In attendance

Mrs A Price (Clerk to the Governors)

1.	<p>Apologies for absence</p> <p>(a) Agreed apologies – Governors : Julie O'Toole (JOT). Associate Governors : Kate Philpot (KP)</p> <p>(b) Absences: Mark Alder (governor), Andy Catford (Associate) Subsequent to the meeting, MA submitted his retrospective apologies.</p>	
2.	<p>Declarations of Interest</p> <p>(a) Outstanding declarations of interest – Mark Alder, Julie O'Toole, Andy Catford, Senior Leadership Team (SLT)</p> <p>(b) There were no declarations of interest for this meeting</p>	
3.	<p>Constitution of Governing Body update</p> <p>(a) There are currently two vacancies on the governing body – one parent governor and one co-opted governor.</p> <p>(b) It was agreed that no steps will be taken to fill these vacancies pending more precise information from the Trust on procedural matters. The outcomes from the skills audit undertaken by current governors will also inform any steps to fill these vacancies.</p>	
4.	<p>Minutes of the LGB meeting held on 14 September 2017 These were agreed as a correct record and signed by the Chair.</p>	
5.	<p>Matters arising from the Minutes There were no matters arising.</p>	

Signed

Date

6.	<p>Local Governing Body (LGB) Standing Orders and Governor Code of Conduct</p> <ul style="list-style-type: none"> The existing Standing Orders and Governor Code of Conduct will remain in place until the Tandridge Learning Trust Local Governing Body Terms of Reference are agreed and adopted. All governors present signed their acceptance of the existing code of conduct for Bletchingley Village School, those not present to sign next meeting. 	
7.	<p>School Development Plan 2017/2018 (DG) DG updated governors on the progress to date ::</p> <ul style="list-style-type: none"> In-class support has started and is working well. New curriculum admin support staff member is proving a great asset. Swimming initiative, with particular emphasis on those children not able to swim. BK showed governors the new swimming tracker documents that each child will be issued with. A grant from the charity Heart will enable all children to receive a pair of swimming goggles when they have achieved 25metres and those working towards can borrow a float to enhance their swimming lessons. In response to governors, BK advised that the children who are not having swimming lessons are having additional gymnastics classes with Mr Bower. Outdoor shelters – awaiting licence from SCC for erection of shelters in the school grounds. New member of staff to deal with attendance issues Raising public profile of the school – Jo Vigar has taken the lead on this and created a school Twitter account. KP has offered to be the governor to monitor and help with this area. Right to roam - following a visit from Babcock's Environmental Officer, DG has arranged for a representative from Ringsfield Hall to further advise the school on how best to successfully manage this exciting initiative. Parents will be invited to visit the grounds to fully understand the benefits of the initiative. School to contact Babcock Health and Safety Advisor to visit. DG emphasised the improvement in children's behaviour as a result of being outside, evidenced in the drop of behaviour incidents and entries in the accident book. Outdoor learning – training for staff involved in outdoor class room. 	
8.	<p>Phase Governors Staff were in favour of the idea of phase governors. The following structure was agreed as the first step:</p> <p>Phase 1 - JB and SP Phase 2 - JS and LeT Phase 3 - LT and JOT or MA – LT will email both to clarify and inform</p> <p>Preliminary steps will be:</p> <ul style="list-style-type: none"> meeting with phase leaders monitoring visits class visits outdoor learning familiarisation <p>LT/DG will formalise focus of visits</p>	<p>LT</p> <p>DG/LT</p>
9.	<p>Governors strategic monitoring visits DG/LT will discuss at their next meeting on 30 October.</p>	
10.	<p>Approval of residential trips 2017/2018 Governors approved residential trips for 2017/2018, all are venues visited last year and risk assessments will be updated. This will be subject to the Trust confirming</p>	

Signed

Date

	that liability insurance is approved,-and SCC approval.	
11.	<p>Academy update</p> <p>JS reported that, while acknowledging that the MAT is still in its infancy, there is a need to increase dialogue and support between Trust Board meetings to enable a collegiate way of working and clear reporting between Trust Board and LGB. LeT and JS will raise this at the next Trust meeting (18 October). LT is attending a meeting of the Chairs of LGBs from all the schools at the MAT next week to discuss LGB Terms of Reference and formal procedures and reporting structures, Governors to receive an update at November meeting.</p>	
12.	<p>Financial update</p> <ul style="list-style-type: none"> • FMR - the new financial systems are in place and appear to be working well. Governors had received a report ahead of the meeting showing how finances will be presented going forward. • Financial Audit – no problems encountered • School Fund account – audited and in order subject to minor procedures revision • Pay Committee : LT will email governors involved to arrange week beginning 6 November 2017. • Staffroom insurance claim for fire damage - ceiling and floor needs replacing, RPA has assessed and report awaited. 	LT
13.	<p>Premises update</p> <ul style="list-style-type: none"> • Feedback from EFA Conditions audit – school maintained in good order, subject to: <ul style="list-style-type: none"> Ageing boiler and heating system Ageing lighting No lightening rod <p>A capital funding company used by Warlingham have visited and have recommended two funding bids based on heating and lighting, each with a fire safety element added. As the lightening rod was identified as missing by the LA on several occasions before handover, the School will contact them to get it replaced.</p> • Car Park barrier – following a meeting with the Managing Director and Chief Engineer, modifications that had been made to the system were reset resulting in the barrier now being fully operational. This will now be monitored for six months before any maintenance contract is discussed and agreed. • School Business Manager's Office – as part of the planned renovation, alterations will be made to the staffroom to allow provision of an office for the SBM. Renovation will incorporate the works to repair the fire damage. 	
14.	<p>Safeguarding</p> <p>LT will undertake termly Safeguarding visit after half term. See Part Two Business.</p>	
15.	<p>Parental Behaviour</p> <p>DG reported that she had issued a letter to a parent. Advice has been sought from the MAT on the management of parental behaviour.</p>	DG/LT
16.	<p>Policies</p> <ul style="list-style-type: none"> • Policy review schedule – update and review ongoing, in consultation with the MAT. • Approval of <ul style="list-style-type: none"> (a) Safeguarding and Child Protection – DG to update policy in line with the 	•

Signed

Date

	<p>Surrey model policy, for approval at next meeting. (b) Complaints Procedure – Centralised TLT policy to be received by governors following approval of the Trustees.</p>	
17.	<p>Part Two Business Discussion under Item 14 recorded as Part Two Business.</p>	
18.	<p>Review of meeting Governors agreed the stated objectives of the meeting had been met.</p>	
19.	<p>Date of next meeting <u>Thursday 30 November 2017 6.45 pm</u></p>	

The meeting closed at 9.20 pm

Signed

Date