

Meeting – Part 1 Minutes							
Date/Time	Monday 10 February 2020 – 17.30.		Location		Ide Primary School.		
Governors Attended.	I			Governors Attended.	Initials		
Amanda Pujol	APu	Governor Parent (Chair)		Stephen Mosedale	SM	Governor – Co-opted	
Ann Boyce	AB	Governor Co-opted		Liz Mundy	LM	Governor- Parent	
Alice Purcell	AP	Head Teacher		Ian Guy	IG	Governor – Co-opted	
Jemma Webb	JW	Governor – Co-opted					

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
Phillippa Lane	PL	Clerk	Attendees
			Apologies
			Academy Website
			Trust Board.

No	Agenda	Led by
1	Welcome and Apologies	Chair
2	Declaration of Interests	Chair
3	Minutes of the previous meeting 12 November 2020, matters arising.	Chair
4	Budget & Fundraising:	All
5	Monitoring & Accountability: Premises.	All
6	Health & Safety – PART 2.	Head Teacher
7	Personnel – PART 2.	Head Teacher
8	Governing Board Management Items:	Chair/Clerk
9	Matters brought forward by the Chair:	Chair
10	Spring Term Dates:	Clerk

Agenda Number	Details of discussion	Decision or Action
1.	Welcome & Apologies APu opens the meeting at 17.32. No apologies received.	
2.	Declaration of Interests None recorded.	
3.	Minutes from the previous meeting: 12 November 2019, matters arising (see action log). - Health & Safety audit, ongoing. AP is aware of the health and safety issues and the risks involved as Head Teacher. Training has been found for AP. APu is concerned as the school is required to have risk assessments in place. The Clerk advises the governors that Devon County Council (DCC) provide a Health & Safety Audit which the Trust subscribe to. PL to contact DCC to arrange a H&S audit. AP speaks about the possible centralisation of the Trust's admin services and a particular role being assigned for H&S. AB would like the Trust to be aware that Ide Governors are greatly concerned that Ide has not got an up to date health and safety audit and risk assessments are outstanding. - APu mentions the Health & Safety policy on the school website and it is not up to date, Ide staff referred to are incorrect and the first aiders are out of date. A suggestion is made to bring the accident book to the resources meeting to review the accidents recorded. - After school club and breakfast club: APu sent an email directly to the CEO to find a resolution to the new payment system for parents. Ongoing. Parents are frustrated and anxious about the payments, LM to also write to the CEO to voice her concerns. - AB and IG to focus on staff welfare – ongoing. - Replacement of the internal phone system – ongoing. - School meal provision is ongoing – AP and PW to visit a school who use Fresha Foods.	Action: After school club, club leaders and breakfast club to be reminded to record all accidents in the accident book or to notify a member of staff immediately. Action: APu to look through the accident book, prior to the resources meeting to ensure accidents are reported correctly. Action: APu to contact CEO to seek a response re the breakfast club/after school club payment system.
4.	Budget & Fundraising: - A full report is not available, however, AP provides the governors with the end of P4 budget monitor to show the spend to date and the approved budget figures. Real time figures are still not available due to the issues with the payroll system, which has led to the reports not displaying up to date staffing costs. LM confirms that she did not receive a response to her email to the Trust regarding the dissatisfaction from the LGB concerning the financial reporting. APu feels that the resources meetings are not achieving what they should for the school. JW has spent time and effort in providing quotes for essential repairs to the school and the lack of financial reporting is affecting this. - Pupil Premium (PP) report on the school website, AP to look more closely	Action: To find out an update to the HN Top up funding from CEO.

	at how PP children feel about their learning. - Sports premium funding has been used to buy balance bikes for Foundation and to provide a sports link to St Lukes. - Higher Needs Top up funding: APu to contact CEO for an update as to how this may affect school funding. - Briefly looking at the budget report, income for the nursery is more than expected and PW to investigate further. IT, software and consumables have exceeded their approved expenditure of £3,700 also to be reviewed. The in year surplus deficit is showing as £9553 and the total carry forward is £52,321.	
5.	Monitoring & Accountability: Premises: AP presents the governors with a list of all the quotes for the essential repairs required at the school. The quotes were obtained by JW. All agree that the plumbing repairs should take priority due to the ongoing issue with the water bill. APU asks JW asks would Friends of Ide (FIS) be able to help with funding towards the cost. JW replies that FIS would help, but they are fundraising for other projects at the school and other repairs have been identified. A discussion takes place regarding the pre-school/outdoor area improvements. It is thought that these improvements could be added to a CIF Bid as there is an education benefit to the improvements. - Plumbing: APu asks the governors to agree on a plumbing quote, JW summarises the different plumbing quotes and what work each plumber would be prepared to undertake. APu suggests the governors use Steve Handy at £400.00, but JW to seek clarification that the quote includes the expansion tank in Oak Class. Governors agree to use SH for the plumbing works. - Fencing: JW summarises these quotes. It is established that all contractors must give the school their relevant insurances. Governors agree with using Ben Nock, but his quote does not include disposal of the trees, ground etc. A discussion takes place regarding the health and safety risk assessment involved with using volunteers to help with the disposal. JW and AB to speak to the neighbouring property owners regarding the fencing proposals. AP is keen for the works to the plumbing and fencing to commence asap. Brick work and joinery to be done after Easter, towards the summer term. - APu advises the governors that South West Water (SWW) have identified a problem with the water supply and have offered the school a refund of approx. £600. - It is entirely possible that there is asbestos in the shed roof, but specialists will have to confirm this, so that work can be arranged to replace the doors between Oak and Maple. - AB has progressed with obtaining quotes for the solar panels, AB will send quotes to Governors by email for consideration. Grants for putting in car charging points at the school are also discussed.	Decision: SH to conduct the plumbing works. Decision: BN to conduct the fencing repairs.
6.	Health & Safety: – PART 2 Discussion: PART 1 Resumes.	

	AP refers to an incident regarding the alarm going off and complaints received on 8 February. AP shows the governors a report from Secure Force and the time the alarm was reported and the response time, which was reasonable. AP attended to make sure the alarm settings were ok. It is suggested to have a pre prepared statement with apologies, and the standard response time from Secure Force in case this occurs again.	Action: AB to write an item re the school alarm in the March edition of the Ide Times.
7.	Personnel: Staffing Update: AP speaks about joint training for the pre-school staff with Alphington. All teachers have received 'Purple Mash' (IT resource) training. JD, the Special Educational Needs Co-ordinator (SENCo) has received the level 3 Safeguarding refresher training and has attended training regarding the new relationships and sex education legislation. Curriculum training is ongoing the teaching assistants (TA's) have received Special Educational Needs (SEN) training at Westex School. One teacher has been conducting joint work with other teaching staff to observe teaching styles. PART 2 Discussion. PART 1 Resumes. AB asks a question regarding JD's sex and relationship training and consultation with parents. APu asks when will the sex and relationships teaching be in place? AP replies that this will be in place in September 2020. AB raises the issue of conducting another staff survey, AB to hand this to IG.	
8.	Governing Board Management: Communication to the MAT. - Follow up a response to APu's email re After School Club and Breakfast Club payments to CEO. APu. - A response chased to LM 's email regarding financial reporting. LM. - Health and Safety and risk assessment concerns. APu. - The general dissatisfaction of the availability of the budget monitoring and the lack of the financial scrutiny to the LGB's. Governor Visits: APu and LM to conduct curriculum visits towards the end of February. SM to conduct a modern languages visit after half term. Governor Training: Clerk advises the governors of upcoming training. LM confirms that she has completed the NGA online data training. JW has attended the Babcock Health and Safety course.	
9.	Matters brought forward by the Chair: LM asks if the governors will be producing another newsletter? AB thinks this is a good idea and to base the content on the new curriculum.	
10.	Spring Term Meeting Dates: FGB: 23 March 2020. P,T&L: 20 April 2020. Resources: 18 May 2020.	

The meeting closed at: 19.20.

Date/Time of next meeting	18 May 2020 – 17.30.	Location	Ide Primary School.
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