



**Lanesend Primary School,
Minutes of the Full Governing Board Meeting
Thursday 5th September 2019**

IT Room, 6.30pm

Present

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-chair, Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Sam Newson (SN), Emma Norton (EN), Caroline Sice (CS).

In attendance: Dave Cooper (DC) DHT-non-voting

Clerk: Margaret Henshaw (MJH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. Apologies were tabled and accepted from Steve Dixon (SD). The meeting achieved the minimum number of Trustees to be considered quorate (5) and remained above this number for the duration of the meeting.</p>
2.	<p>Election of Chair and Vice-Chair No nominations had been received prior to the meeting. KHD was proposed by JLH and seconded by JHa to be Chair; unanimously appointed. JLH was proposed by SN and seconded by JHa to be Vice Chair; unanimously appointed</p>
3.	<p>Declarations of any other urgent business Policies, training, photo, WhatsApp group, update to building works and the new term, catering.</p>
4.	<p>Formal information gathering Data Collection Sheet Declaration of pecuniary or personal interest form Code of Conduct CS to ensure SD and RB (both absent) receive relevant paperwork to complete AP1</p>
5.	<p>Terms of Reference for FGB 2019/2020 MJH explained the only changes were minor ones to reflect the wording in the ESFA Financial Handbook 2019. Proposed by KHD, seconded by JLH. Agreed.</p>
6.	<p>Scheme of Management Delegation 2019/2020 Proposed by EN, seconded by CS. Agreed.</p>
7.	<p>Committee Groups for 2019/2020 To continue with the current three Groups: <u>Child Centred Group</u> – Chair JLH with AF, CS and one other Trustee (to be decided). First meeting will be held at 9.45am on Friday 20th September. <u>Money and Commissioning Group</u> – Chair EN with JHa, TH, SN, CS. First meeting will be held at 5.30pm on Wednesday 18th September. <u>Teaching and Learning Group</u> – Chair KHD with JHa, CS, SD. First meeting will be held on Monday 23rd September, time to be confirmed.</p>
8.	<p>Trustee Link Roles Risk Register – EN Family Council – KHD Health and Safety – JHa Safeguarding – JLH Training and Development – SN Pupil Premium - EN</p>
9.	<p>Trustee Vacancies Recruitment ideas were discussed. KHD and JLH to meet with new Reception parents and Y1 parents – 24th September AP2 JHa to research National Governor/Trustee recruitment website – AP3</p>

	<p>MJH to look at Eduwise – AP4</p> <p>TH to contact a grandparent (retired HT) - AP5</p> <p>KHD to consider Chamber of Commerce members – AP6</p> <p>EN to contact IW Business Association – AP7</p>
10.	<p>Meeting Dates and Times</p> <p>Dates/times already decided had been circulated. Some Group dates still to be confirmed.</p> <p>CS proposed a 'Trustee Day In School' for Friday 6th March 2020. This was agreed. It will be a structured day with agreed focus areas.</p> <p>MJH to add to agreed dates - AP8</p>
11.	<p>Minutes of FGB 18/7/2019</p> <p>Proposed by JHa, seconded by SN, all agreed. To sign and file – AP9</p> <p>MJH raised an amendment to the FGB Minutes of 23/5/2019. Caterlink have clarified that 'the £7K overspent on the meals produced was due to the size of the portions that the school believe is required against the nutritional guidelines that is set out'.</p> <p>Also, 'YC was unable to provide the information about meal cost due to this being Caterlink's business and nothing to do with the contract between the client and Caterlink'.</p> <p>It was agreed to amend the minutes of 23/5/2019 with the above clarifications – AP10</p>
12.	<p>Matters arising from the Minutes of 18/7/2019</p> <p>AP1 – complete</p> <p>AP2 – in hand</p> <p>AP3 – to do school lottery - AP11</p> <p>AP4 – SD and RB to complete skills matrix – AP12</p> <p>AP5 – SN to complete e-learning finance module, other MCG members to send certificates to SN – AP13</p> <p>AP6 – SD and RB to complete induction module – AP14</p> <p>AP7 – in hand</p> <p>AP8 – no update available</p> <p>AP9 – EN to complete monitoring forms for SDP D6b and D7c – AP15</p> <p>AP10 – under review</p> <p>AP11 – Sarah to contact prospective new Members – AP16</p> <p>AP12 – in hand</p> <p>AP13 – Home Visits Policy and Risk Assessment – next meeting – AP17</p> <p>AP14 – complete</p> <p>AP15 – SN to log on to GovernorHub – AP18</p> <p>AP16 – Trustees Thank yous – AP19</p> <p>AP17 – under consideration</p> <p>AP18 – in hand</p>
13.	<p>Safeguarding</p> <p>CS said she will be reminding all staff about Den procedures at the end of the school day.</p> <p>All LADO referrals are now settled.</p> <p>'Edukey' is now being used for AEN/SEN and safeguarding paperwork. This is a secure 'cloud' system.</p> <p>JLH asked if she would still be able to monitor sufficiently.</p> <p>AF replied that information available to JLH can be filtered so there should be no difficulty.</p>
14.	<p>Review and Planning</p> <p>Postponed.</p>
15.	<p>AOUB</p> <p><u>Policies</u></p> <p>TH outlined the policy review timetable for the year. Annual Policies will be covered first, followed by others spread across the year. The number of policies per Group per meeting will vary, CCG average 5, MCG average 6, TLG average 4. Policies to be reviewed will be decided at the FGB prior to Group meetings to allow time for due consideration.</p> <p>Three policies were approved, these were carried over from last term:</p> <ul style="list-style-type: none"> • Allergies and Intolerances • Diabetes

- Eating Disorders

Proposed by JLH, seconded by AF, all agreed. – AP20

Training and Development

KHD asked Trustees to consider training needs, 'one thing'. CS said that it was possible to have bespoke training. To note there is a new Ofsted schedule.

SN to send training log to KHD AP21

WhatsApp Group

With permission, MJH to send contact numbers to KHD to set up a Trustee group. AP22

Building Work

CS reported that the CIF monies have been used to replace all copper piping, new boilers etc. There are a few snags remaining.

New Term

CS reported a good atmosphere in school at the start of the term. The school is purposeful and happy. 438 on roll with 53.5% boys.

One trampoline is in place and another one to come soon. The badgers' fence has been secured. Consideration to be given to Monday 27th July 2020, currently this is the last day of the summer term and looks awkward. AP23

Catering

A business plan has been formed for consideration re in-house catering. AP24

Photo

A group photo was taken for the website.

There being no further business to discuss the meeting closed at 8.30pm.

The next FGB meeting is scheduled for Thursday 26th September at 6.30pm.