

**Kirk Smeaton Church of England Primary School**

**Governing Body**

**Minutes of Governing Body Meeting held on Tuesday, 12th March 2019**

**Present:**

Mrs H Cuddy - Headteacher

Mrs R Rawson - Chair of Governors

Mrs L Thornley

Mrs C Cessford

Mrs A Carville

Mr R Mason

Mrs R Brown

Mr P Hudson

**In Attendance:**

Mrs A Marner - Clerk

**Part 1:**

**1. Welcome and Apologies**

Mrs Rawson chairs the meeting.

Mr Robertson - Work Commitments

Mr Hursthouse - Work Commitments

Mrs Holmes - Work Commitments

**Governors consent to apologies**

**2. Any other Business**

Discussed at point 15

**3: Confidentiality & Declaration of Business Interests**

Mrs Rawson reminded Governors of the confidential nature of the meeting.

**4: Minutes of meeting held on November 13th 2018 -**

**5: Confidential Minutes of meeting held on November 13th 2018**

Point 4 & 5 re-written to separate and sent to Mrs Cuddy and Mrs Rawson.

## **Part 2:**

### **1: Governor Action Log**

To be reinstated for future meetings

### **2: Heads Report**

Discussion around PE spend. Confirmed a recent order of 10 x bikes for Nursery. Mr Mason mentioned the possibility of a ping-pong table. Not good feedback from other schools. Mrs Cessford suggested a concrete one so more robust. Considered running track but very expensive for the remaining funds we have or astro turf though may not be suitable for primary aged children due to the burns that can be received.

Mr Mason mentioned PE storage for example shed - Mrs Cuddy confirmed we do have enough storage currently.

Parents & Friends are currently working on improving School grounds and looking into providing an outdoor learning zone/gazebo.

### **4: PE Funding Update.**

Mrs Marner gave latest figures and recent spend. Confirmed Science Club and Forest Schools to be funded from PE budget. Also confirmed recent purchase of 10 x bikes for Starfish Class.

Discussion around swimming and how we offered parents the chance to 'opt out' this year to avoid the transport charges if they could provide 25m certificate for their child. Also confirmed how children who have joined us after Year 3 from other areas have benefited from the spare places. Mrs Rawson suggested we build this into our procedure so no child misses an opportunity of lessons if they join us after Year 3 going forward. Governors agreed this is a very good point.

Mrs Cuddy explained how Campsmount want to include swimming in their programs. This will hopefully happen next year. Explained cannot use PE funding for transport to swimming as a curriculum item.

### **6: Benchmarking Update:**

This was sent out to all Governors to view in February 2019. A Marner to give Mrs Cuddy link for the Financial Benchmarking for Schools website.

### **7: Devolved Capital Update:**

Confirmed the balance and spend. Gates to be installed around Nursery setting in April 2019. Governors discussed what the remaining balance should be used for. CCTV was discussed but quite high quotes for the fact we are low risk. Mrs Rawson asked if the fact we don't have CCTV affects our insurance premium. Mrs Marner to look into this.

Toilet refurbishment discussed - need to take some action. Are there enough toilets per pupil? Mrs Cessford asked if someone from the Authority could actually come into school and give us advice.

Mrs Rawson said how we need to look at what really needs to be addressed and what H&S implications are. Mr Mason offered to have a look around the site with Mrs Cuddy to give advice/opinions.

## **8: Health & Safety with Financial Implications**

Confirmed purchase of new bikes for Starfish class and the removal of old bikes that were a cause for concern.

### **Part 3:**

#### **10: Policies:**

SFVS agreed and signed by the Chair. Mrs Marner to send to Veritau.

#### **Policies agreed:**

Complaints Policy, Discipline Policy, managing serial and unreasonable complaints policy, Pay Policy, resolving issues at work policy, Attendance management policy, Code of Conduct, Disciplinary Policy, Parental Leave Policy, Redundancy Policy, Workplace Substance Misuse Policy, Child Protection Policy, Charging and Remission Policy, Collecting Children from School Policy.

Mrs Rawson confirmed the flexible working Policy will be discussed at the later meeting

Governors were given until 15.04.19 to approve. Any amendment requests can still be made up to this date.

Mrs Cuddy confirmed the Complaints Policy is an urgent policy for approval. Discipline and Child Protection Policy were also high priority.

Mrs Brown made the suggestion that perhaps Policies could be cross referenced rather than having extremely long documents.

#### **11: Online Safeguarding training and GDPR**

Mrs Rawson completed Safeguarding training on 12.03.19 and certificate given to Mrs Marner. Mrs Brown completed GDPR training on 11.03.19 and certificate passed to Mrs Marner. Mrs Cessford has recently completed the Safeguarding training too on 19.02.19.

GDPR online learning link sent to all Governors to complete.

**12: Discussion on the charges for After School Club** - Deferred until the next meeting due to time constraints

#### **13: Governor Visits and Reports**

Mr Hudson has received his Governor induction today and spent time in Eagles Class and done some work around Mental Health Awareness. Mr Mason confirmed he is still to provide his report from his previous visit to Dolphins Class

**14: Correspondence** - None

#### **15: Any other Business**

Meeting closed at 3.40pm