



PART I MINUTES

Basildon CE Primary School, School Lane, Upper Basildon RG8 8PD

Record of Documents Circulated:		Date	By	
<u>Prior to the meeting</u> For information only: Clerk’s Report Chairs’ Report Head Teacher’s Report 190321 SBM Report 190321 SBM Appendix 1 Budget Monitoring 190314 Activities KPI 190314 Activities 190314 All Issues Report 190314 Issues KPI 1902 Overview School Formula 2019-20 1903 91100 Budget 2019-24 (6 Class Model) 1903 91100 Budget 2019-24 (7 Class Model) 1903 91100 Budget 2019-24 (7 Class Model) vs Budget 2019-24 (6 Class Model) 1903 91100 School Formula 2019-20 Draft V1.1 190314 Initial Budget Discussion				
For agreement/signing: Part I Minutes of FGB Meeting on 12 th February 2019 (T&L) Part II Minutes of FGB Meeting on 12 th February 2019 (T&L) Part I Minutes of FGB Meeting on 12 th February 2019 (Fin) Part II Minutes of FGB Meeting on 12 th February 2019 (Fin) 1903 - SFVS Assessment Form 2018-19 Draft V1.1 1903 - Absence of Head Teacher Policy				
<u>At the meeting</u> None				
<u>After the meeting</u> None				
1.0				
Those Present and In Attendance:				
Type	Designation	Name	Present	Term of Office Ends
Parent		Emma Ash (EA)	No	04.07.2020
Ex Officio Staff	Head Teacher	Melissa Cliffe (HT)	Yes	-
Local Authority		Dr Martin Coles (MCo)	Yes	24.09.2021
Co-Opted	Vice-Chair & Safeguarding	Jacquie Davies (JD)	Yes	19.11.2021
Co-Opted	Co-Chair	Jane Jones (JJ)	Yes	01.07.2021
Co-Opted		Dr Brian Davies (BD)	Yes	19.03.2021
Parent		Nicola Kruger (NK)	Yes	20.11.2019
Foundation		Chris Paterson (CP)	No	18.09.2020
Staff		Claire Ward (CW)	No	14.05.2020
Foundation		Rev Will Watts (WW)	Yes	-
Foundation		John Fielder (JF)	Yes	18.03.2022

Signed by : _____

Page 1 of 7

Dated: _____

Associate Member	School Business Manager	Pam Slingsby (SBM)	Yes	24/09/2019
Associate Member	Senior Teacher and Curriculum Lead	Kathryn Wells (KW)	Yes	24/09/2019
	Clerk	Helen Longworth	Yes	-
Governors in post: 11				
Governors required to be quorate: 6				
Governors present: 8				
The meeting was quorate throughout.				
Chair of meeting: Jane Jones				
Correspondence received: None.				

Item No:		Owner	Strategy, Challenge or Question, Action, Guidance
1&2	Quoracy, welcome and apologies for absence The Chair opened the meeting at 7pm. Apologies had been received from EA and CW and these were accepted. WW advised the governing body that Chris Paterson has decided to resign from the Governing Body due to workload. A new foundation governor is being actively sought.		
3.	Co-Chair Election Dr Martin Coles advised that he was willing to stand as Co-Chair with JJ but did not have the capacity to take on the role as sole Chair at any point. JJ confirmed her intention to stand down from the Chair role in September and so the Governing Body will need to elect a new Chair in September 2019. The clerk advised that whilst the position of Chair carries a two-year term, the chair has the right to resign at any time. MCo left the room at 7.08 for the duration of the vote. The clerk reminded governors that when voting, they must take into consideration whether nominees have the skills for the role and not just a willingness to serve. Nominated by: JJ Seconded by: JF All in favour MCo re-joined the meeting and the clerk confirmed that his nomination was successful.		
4.	Declarations of any other business None		
5.	Declarations of interest MCI, KW, PS and NK declared an interest in Item 12.		

Signed by : _____

Page 2 of 7

Dated: _____

6.	<p>Minutes of Meeting held on 12th February 2019</p> <p><u>Associated Documents:</u> Part I Minutes of FGB Meeting on 12th February 2019 (T&L) Part II Minutes of FGB Meeting on 12th February 2019 (T&L) Part I Minutes of FGB Meeting on 12th February 2019 (Finance) Part II Minutes of FGB Meeting on 12th February 2019 (Finance)</p> <p>The minutes were approved by the Governing Body and signed by the Chair.</p> <p>JJ advised that the Parish Council were considering installing a dog waste bin where the footpath joins Emery Acres.</p> <p>WW agreed to ask the PCC whether they would be prepared to fund Governor Services for a further year at a cost of £660.</p> <p>Action: WW to ask the PPC to fund Governor Services for a further year at a cost of £660.</p>	WW	Action																																							
7.	<p>Matters Arising (not otherwise covered in these minutes)</p> <table><tr><td>161018/12</td><td>NK to finalise impact statement and send to school office for distribution to parents via Schoolcomms.</td><td>Governors agreed to revisit this after the strategy meeting on 2/5</td></tr><tr><td>T&L 120219/02</td><td>Clerk to prepare for a Parent Governor Election after Half Term</td><td>Governors agreed to revisit this after the strategy meeting on 2/5</td></tr><tr><td>T&L 120219/06a</td><td>CP to send completed Safeguarding Quiz to JD</td><td>Closed - CP has resigned.</td></tr><tr><td>T&L 120219/06b</td><td>HT to ensure that the PE Strategic Plan and the Sports Premium page of the website is updated as a priority.</td><td>Completed.</td></tr><tr><td>T&L 120219/07c</td><td>All governors to complete the NGA's 'Understanding Schools' Finance' course and send their certificates to the clerk.</td><td>The clerk confirmed that six governors have now completed the course.</td></tr><tr><td>T&L 120219/07d</td><td>EA to arrange meeting date for strategic discussion (Thursdays are best).</td><td>The strategy meeting is scheduled for 2nd May at 7.30pm for two hours.</td></tr><tr><td>T&L 120219/08a</td><td>Headteacher to amend future HT reports to include the number of children with EHCP and RAG future SDP's.</td><td>Completed.</td></tr><tr><td>T&L 120219/08b</td><td>HT to provide update on the SLT day at the next meeting.</td><td>The SLT are hoping to meet on 22nd March and will provide an update at the next meeting.</td></tr><tr><td>T&L 120219/08c</td><td>EA to liaise with KW to draft an appropriate letter for Sparklers</td><td>Ongoing.</td></tr><tr><td>T&L 120219/08d</td><td>Headteacher to include 2-3 points about each academic year on future tracking sheets.</td><td>Completed</td></tr><tr><td>T&L 120219/08e</td><td>HT to add CFR cost centre codes against budgeted spend on the SDP going forward.</td><td>Completed</td></tr><tr><td>T&L 120219/09</td><td>Dr Coles and Dr Davies to liaise with JF to attend a HTPM training course.</td><td>WBC are not currently running a HTPM course. This will probably take place in the Autumn Term. Clerk to liaise with WBC; JF to send SchoolBus resource link to BD and MCo.</td></tr><tr><td>T&L 120219/15a</td><td>JD to provide the HT with a copy of her version of an Absence of Headteacher policy</td><td>Completed</td></tr></table>			161018/12	NK to finalise impact statement and send to school office for distribution to parents via Schoolcomms.	Governors agreed to revisit this after the strategy meeting on 2/5	T&L 120219/02	Clerk to prepare for a Parent Governor Election after Half Term	Governors agreed to revisit this after the strategy meeting on 2/5	T&L 120219/06a	CP to send completed Safeguarding Quiz to JD	Closed - CP has resigned.	T&L 120219/06b	HT to ensure that the PE Strategic Plan and the Sports Premium page of the website is updated as a priority.	Completed.	T&L 120219/07c	All governors to complete the NGA's 'Understanding Schools' Finance' course and send their certificates to the clerk.	The clerk confirmed that six governors have now completed the course.	T&L 120219/07d	EA to arrange meeting date for strategic discussion (Thursdays are best).	The strategy meeting is scheduled for 2 nd May at 7.30pm for two hours.	T&L 120219/08a	Headteacher to amend future HT reports to include the number of children with EHCP and RAG future SDP's.	Completed.	T&L 120219/08b	HT to provide update on the SLT day at the next meeting.	The SLT are hoping to meet on 22 nd March and will provide an update at the next meeting.	T&L 120219/08c	EA to liaise with KW to draft an appropriate letter for Sparklers	Ongoing.	T&L 120219/08d	Headteacher to include 2-3 points about each academic year on future tracking sheets.	Completed	T&L 120219/08e	HT to add CFR cost centre codes against budgeted spend on the SDP going forward.	Completed	T&L 120219/09	Dr Coles and Dr Davies to liaise with JF to attend a HTPM training course.	WBC are not currently running a HTPM course. This will probably take place in the Autumn Term. Clerk to liaise with WBC; JF to send SchoolBus resource link to BD and MCo.	T&L 120219/15a	JD to provide the HT with a copy of her version of an Absence of Headteacher policy	Completed
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Page 3 of 7

Dated: _____

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8.0	<p>Clerk and Chairs' Report <i>Associated documents: Clerk's Report Chair's Report</i></p> <p><u>Complaints Panel Recommendations</u></p> <p>The School Business Manager confirmed that at Stage 3 it may be possible for governors to access DoJo email discussions to help resolve a complaint, provided that any references to other parties were first removed.</p> <p>BD agreed to attend the WBC Handling Complaints Training Course as soon as it become available. Clerk to establish the date with WBC.</p> <p>The HT advised that the school's advisor has agreed to send her a copy of his school's Complaints Policy to use as the basis for a new version. The revised school policy should state that the clerk should be involved at Stage 2 of our process (i.e. as soon as the Chair is asked to investigate a formal complaint).</p> <p>Action: Clerk to establish date of new WBC Complaints Handling course and advise BD.</p> <p>Action: HT to update the school complaints policy based on the NLE's model, and this should state that the Chair should involve the clerk as soon as they become involved in investigating a complaint.</p> <p><u>Charging and Remissions Policy</u></p> <p>The clerk advised that the existing Charging and Remissions policy meets DfE guidelines and requires no amendment.</p> <p>2019/20 activities will be considered in line with the redesigned curriculum at the next SLT meeting, scheduled for 22nd March.</p> <p>Which funds are used to subsidise enrichment activities? The PPG and PCC funds are used to subsidise some activities for children whose parents require financial assistance or where it is felt that a child would miss out.</p>	Clerk HT	Action Action 															

Signed by : _____

Page 4 of 7

Dated: _____

12.	Budget - Part II <u>Associated Documents:</u> 1902 Overview School Formula 2019-20 1903 91100 Budget 2019-24 (6 Class Model) 1903 91100 Budget 2019-24 (7 Class Model) 1903 91100 Budget 2019-24 (7 Class Model) vs Budget 2019-24 (6 Class Model) 1903 91100 School Formula 2019-20 Draft V1.1 190314 Initial Budget Discussion This item is minuted in Part II - Confidential Items of these Minutes.		
13.	SFVS Approval <u>Associated Documents:</u> 1903 - SFVS Assessment Form 2018-19 Draft V1.1 Subject to following amendments the document was approved: S1. Add the SBM's experience. S24. Change to 'In Part' Section E: Add 'Governors to review convening a Finance Committee to meet WBC Best Practice at the Strategy meeting on 2 nd May 2019. Clerk to update SFVS and send to SBM, who will submit the final version to WBC by 31 st March 2019. Proposed: JJ Seconded: JF All in favour. Action: Clerk to amend the SFVS as above and send to SBM. Action: SBM to submit the final version to WBC.	Clerk SBM	Action Action
14.	Safeguarding The safeguarding lead advised that the DfE has produced a new publication: Safeguarding Children and Protecting Professionals in Early Years Settings (Online Safety Considerations). https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations Action: SLT to check current policies to ensure that they follow best practice in accordance with the new guidance. The Headteacher advised the WBC Child Protection and Safeguarding policy template does not fully meet OFSTED requirements. The Headteacher will amend the existing policy for ratification at the next full governing body meeting. Action: HT to amend the existing Child Protection and Safeguarding policy for ratification. Action: Clerk to add Child Protection and Safeguarding Policy ratification to 2/4 agenda.	SLT HT Clerk	Guidance Action Action Action
15.	Absence of Headteacher Policy This policy was approved. Proposed: NK Seconded: JJ All governors in favour.		
16.	AOB None.		

Meeting Closed at: 9pm.

Date of Next Meeting: Tuesday 2nd April at 09:00am.

Signed by : _____

Page 6 of 7

Dated: _____

Actions:

161018/12	NK to finalise impact statement and send to school office for distribution to parents via Schoolcomms.	NK	16/07/2019
T&L 120219/08b	HT to provide update on the SLT day at the next meeting.	HT	02/04/2019
T&L 120219/08c	EA to liaise with KW to draft an appropriate letter for Sparklers	EA/KW	16/07/2019
210319/06	WW to ask the PC to fund Governor Services for a further year at a cost of £660.	WW	02/04/2019
210319/07a	Clerk to liaise with WBC to identify date of next HTPM panel training session.	Clerk	02/04/2019
210319/07b	JF to send SchoolBus resource link to MCo and BD	JF	02/04/2019
210319/08a	Clerk to establish date for new WBC complaints training course and advise BD	Clerk	02/04/2019
210319/08b	HT to update the school's Complaints Policy based on the NLE's model, and ensure that policy advises that the Chair should involve the clerk as soon as they are advised of a formal stage 2 complaint.	HT	25/04/2019
210319/11a	SBM to begin the process to move the accounting year for the private funds to September to August.	SBM	02/04/2019
210319/11b	SBM to give notice to Clean Genie and appoint RapidClean to start 1 st May 2019	SBM	02/04/2019
210319/13a	Clerk to amend the SFVS in accordance with the amendments noted and send to the SBM.	Clerk	Completed
210319/13b	SBM to submit the final version of the SFVS to WBC.	SBM	Completed
210319/14a	SLT to check current policies to ensure that they follow best practice in accordance with the DfE's publication 'Safeguarding Children and Protecting Professionals in Early Year's Settings.	SLT	02/04/2019
210319/14b	HT to amend the school's Child Protection and Safeguarding policy for ratification.	HT	02/04/2019
210319/14c	Clerk to add Child Protection and Safeguarding policy ratification to 02/04 agenda.	Clerk	Completed.

Signed by : _____

Page 7 of 7

Dated: _____