WEST COKER C OF E VC PRIMARY SCHOOL
MINUTES OF THE BOARD OF GOVERNORS MEETING HELD ON
WEDNESDAY 2ND OCTOBER 2019 AT 1800

PRESENT: Mr D Troake (Headteacher), Mrs L Boersma, Mr P Hyland, Mr N White, Miss K Snook, Mr R Aitken and Mrs A Eales

IN ATTENDANCE: Mrs N Pennell (Clerk)

1. ELECTION OF CHAIR AND VICE CHAIR
1.1 Election of Chair
Noted: nominations for the position of chair were invited by the clerk. No written or verbal nominations were received. The governors present felt they lacked the experience or knowledge to lead the board. Governors wished to carry this item forward to the next meeting with the expectation that an experienced LA governor will be appointed in the meantime who could take on the role as Chair.

ACTION: The Board

Mrs L Boersma agreed to chair the remainder of this meeting.

1.2 Election of Vice Chair
It was agreed this item would be carried forward to the next meeting.

ACTION: The Board

2. APOLOGIES
2.1 Rev C Simpson and Mr A Miller were absent from the meeting.

3. DECLARATIONS OF INTEREST AND NOTICE OF CONFIDENTIAL ITEMS
3.1 Noted: that no declarations of interest or notices of confidential items were received.

4. GOVERNOR APPOINTMENTS
4.1 Co-opted governor
4.1.1 Noted: that Mr R Aitken had expressed an interest in becoming a co-opted governor. Mr R Aitken explained to the board his experience of working in institution building, his role at the Twineworks and also his work with the Parish Council.

4.1.2 Agreed: that Mr R Aitken should be appointed as a co-opted governor and governors welcomed Mr Aitken to the board.

4.1.3 Please see point 4.1.4 after point 11.
4.2 Parent governor
4.2.1 Noted: that Mr N White and Miss K Snook had been appointed as parent governors. Governors welcomed Mr White and Miss Snook to the board.

4.3 Staff governor
4.3.1 Noted: that Mr P Hyland had been elected staff governor following the resignation of Mrs Cottle. Mr Hyland was welcomed to the board.

5. MINUTES OF THE PREVIOUS MEETING
5.1 Agreed: the minutes of the meeting held on 11th July 2019 to be an accurate record. Chair signed them.

6. MATTERS ARISING
6.1 There were no updates in relation to actions from the meeting held on 11th July 2019.

7. MEMBERSHIP OF GOVERNING BODY
7.1 Instrument of Government
Governors agreed to the amendments in the revised Instrument of Government.

7.2 Membership of the governing body and how it will operate in 2019/20
To be carried forward and confirmed at the next meeting.

ACTION: The Board

7.3 Standing Order
To be carried forward and confirmed at the next meeting.

ACTION: The Board

7.4 Statutory roles
Agreed: the appointment of these governors to the following roles:
7.4.1 Safeguarding - to be carried forward and confirmed at the next meeting.

ACTION: The Board

7.4.2 Special Educational Needs and Disability (SEND) - Miss K Snook

7.4.3 Health & Safety - to be carried forward and confirmed at the next meeting.

ACTION: The Board

7.4.4 Schools Financial Standard - to be carried forward and confirmed at the next meeting.

ACTION: The Board

7.4.5 Maths and Literacy links - to be carried forward and confirmed at the next meeting.

ACTION: The Board

7.5 Code of Conduct
Noted: that the Code of Conduct was circulated to all governors prior to the meeting. Governors wished to carry forward this item to the next meeting.

ACTION: The Board
7.6 **Headteacher Performance Management Group**
To be carried forward and confirmed at the next meeting.

*ACTION:* The Board

7.7 **Register of business interests**
7.7.1 Noted: that register of business interest forms had been circulated to all governors prior to the meeting.
7.7.2 Agreed: that any outstanding forms should be sent to the clerk.

*ACTION:* All Governors

7.8 **Skills Audit**
7.8.1 Noted: that the Skills Audit forms had been circulated to all governors prior to the meeting.
7.8.2 Agreed: that any outstanding forms should be sent to the clerk.

*ACTION:* All Governors

6.30 pm – Mrs A Eales joined the meeting.

8. **SCHOOL DEVELOPMENT PLAN (SDP)**
8.1 Noted: that the SDP was circulated to governors prior to the meeting. At the meeting Mr Troake explained the school’s procedures and structure to the new governors and confirmed he would report the SDP to the governors at each full meeting.

9. **MONITORING AND EVALUATION**
9.1 **Headteacher’s Report**
Noted: that the Headteacher’s Report was circulated to governors prior to the meeting and the following points were raised:

9.1.1 Governors asked for clarification of the maximum number of pupils the school can hold. Mr Troake outlined the four classes available and confirmed that each classroom could hold approximately 25 children. Governors discussed the necessity of increasing pupil numbers. Mr Troake confirmed the school had been active in the community especially with regard to the new housing estate being built. Parent governors said the small number of pupils in the school had appealed to them, but they understood the necessity for increasing the numbers on roll.

9.1.2 Governors asked whether the school was making links with local pre-schools. Mr Troake confirmed the early years teacher had been in touch with local pre-schools and nurseries previously. Governors suggested forging further links with these groups and those governors who are involved with such groups will endeavour to reinforce these links.
9.2 **Month 5 finance update**
The month 5 update was circulated to governors prior to the meeting and the following points were noted:

9.2.1 Mrs Pennell, as Finance Officer to the school, confirmed the uncommitted carry forward had increased to approximately £46,000.00. This carry forward will be required to support the 2020/21 budget.

9.2.2 Mr Troake outlined the need for collaboration with other schools. Governors agreed that the school and board need to look at this further, and understand the structures which may be formed.

9.3 **Health & Safety**
Noted: all the concerns identified following the health and safety walk through at the end of last academic year had been addressed and no further issues had arisen.

9.4 **Visits into School**
Noted: KS had attended class celebration assemblies, the Macmillan Coffee Morning and had assisted occasionally with the gym/dance extra-curricular activity.

RA explained that some of the school’s younger children will be visiting him at the Twineworks on the 17th October.

10. **POLICY REVIEW**
10.1 Agreed: that the governors would review the following policies:
- Marking Policy – Mr P Hyland
- Presentation Policy – Mr N White
- Curriculum (Teaching and Learning) Policy – Mr N White
- Pupil Premium Policy – Miss K Snook
- Business Continuity Plan – Mrs L Boersma
- Managing Allegations against Staff Policy – Miss K Snook

11. **CLERKS’ BRIEFING**
11.1 Noted: that the clerks’ briefing notes and governance bulletin were circulated to governors prior to the meeting.

4. **GOVERNOR APPOINTMENTS**
4.1.4 Co-opted Governor Appointment: Mrs A Eales expressed an interest in becoming a co-opted governor. The board agreed Mrs Eales should be appointed.
12. **DATES OF NEXT MEETING**

12.1 Noted: the dates for full governing body meetings for the 2019/20 academic year were as follows:

- Wednesday 27th November 2019 at 6.00 pm
- Wednesday 22nd January 2020 at 6.00 pm
- Wednesday 18th March 2020 at 6.00 pm
- Wednesday 13th May 2020 at 6.00 pm
- Wednesday 8th July 2020 at 6.00 pm

Meeting closed 7.25 pm
### Action Plan

**Actions from meeting dated 2nd October 2019**

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<tr>
<th>Minute</th>
<th>Action</th>
<th>By Whom</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Election of Chair</td>
<td>The Board</td>
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<td>1.2</td>
<td>Election of Vice-Chair</td>
<td>The Board</td>
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<td>7.2</td>
<td>Discuss and agree the membership of the Governing Body and how it will operate in 19/20</td>
<td>The Board</td>
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<td>7.3</td>
<td>Review and approve the Standing Order</td>
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<td>7.4.1</td>
<td>Appointment of a Safeguarding Governor</td>
<td>The Board</td>
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<td>7.4.3</td>
<td>Appointment of a Health &amp; Safety Governor</td>
<td>The Board</td>
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<td>7.4.4</td>
<td>Form a group of governors responsible for the Schools Financial Standard</td>
<td>The Board</td>
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<td>7.4.5</td>
<td>Appointment of a Maths Link and a Literacy Link</td>
<td>The Board</td>
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<td>7.5</td>
<td>Agree the Code of Conduct</td>
<td>The Board</td>
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<td>7.6</td>
<td>Appoint members of the Headteacher Performance Management Group</td>
<td>The Board</td>
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<td>7.7.2</td>
<td>Return any outstanding Register of Business Interests forms to the clerk</td>
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