

Burnham Copse Primary School
Minutes of Full Governing Board Meeting
Tuesday 3rd May 2016

Present:

Penny Waterfield (PW) - Chair Ali Armstrong (AA) - Headteacher
 Natalie Stuart (NS) Laura Fairs (LF) - *from 7.15pm (Item 3.1)*
 Jo Hunter (JH) Gill Keightley (GK)
 Jason Miles (JM) David Read (DR)
Apologies: Helen Follett (HF), Katie Cooke (KC), Tracey Tatam (TT), Careyanne Williams (CW)
In attendance: Lisa Philpott - Clerk

The meeting commenced at 7.00pm.

Item	Subject	Action
1. 1.1 1.2	<p><u>Welcome, Apologies and Disclosure of Interests</u></p> <p>The chairman welcomed everyone to the meeting. Apologies for lateness were received and accepted from LF. Apologies for absence were received and accepted from HF, KC, TT and CW. The clerk confirmed the meeting was quorate.</p> <p>There were no changes to the register of pecuniary interests.</p>	
2. 2.1 2.2	<p><u>Minutes of the FGB meeting held on 23 March 2016</u></p> <p><u>To approve and sign:</u> The minutes were circulated before the meeting, were confirmed as a true and accurate record and were signed by the Chairman.</p> <p><u>Matters arising:</u></p> <p><u>From the meeting on 22 September 2015</u></p> <p><u>Item 5 - Website / PE & Sports Funding:</u></p> <p>The pupil questionnaire has taken place. A summary of pupils' views on extra-curricular clubs was provided by JH as follows:</p> <ul style="list-style-type: none"> ▪ Over half of the pupils attend a club (lunchtime more popular than after school) ▪ Athletics is over-subscribed ▪ Following from previous pupil requests, lunch time dance lessons are offered ▪ Table-tennis, ball games, running, golf, drama, nature and Lego clubs were all popular as possible future types of club ▪ New clubs will include a nature/gardening club and a member of staff is undergoing Forest School training to help implement this. Drama will also be offered and due to the popularity of these clubs they will be in 6-week blocks to enable as many children to attend as possible. ▪ The PE & Sports Funding will be used to support these clubs and to purchase equipment. <p><u>From the meeting on 24 November 2015</u></p> <p><u>Item 4.1.4 - Lettings Policy:</u> The appendix is still outstanding and this was raised during the visit from the County Treasury Surveyor on 2 February 2016.</p> <p>ACTION: AA to chase (c/f).</p> <p>All other actions are complete.</p>	AA

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3.	<u>Committee Reports</u>																									
3.1	<u>Finance & Facilities - 3 May 2016 (verbal)</u> JM provided a verbal update on the F&F committee meeting. <i>LF arrived at 7.15pm.</i>																									
3.1.1	<u>Approval of Budget for 2016-17</u> JM explained that pensions and NI contributions have increased and this will have a huge impact on the budget for next year. The following budget was APPROVED by governors. <table border="1"> <thead> <tr> <th></th> <th>2016-17</th> <th>2017-18</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>Total Income</td> <td>1,259,248</td> <td>1,310,692</td> <td>1,347,991</td> </tr> <tr> <td>Total Expenditure</td> <td>1,298,352</td> <td>1,315,482</td> <td>1,347,695</td> </tr> <tr> <td>In Year Surplus/(Deficit)</td> <td>(39,104)</td> <td>(4,790)</td> <td>295</td> </tr> <tr> <td>Surplus/(Deficit) B/fwd</td> <td>55,584</td> <td>16,480</td> <td>11,689</td> </tr> <tr> <td>Cum Surplus/(Deficit) C/fwd</td> <td>16,480</td> <td>11,689</td> <td>11,984</td> </tr> </tbody> </table>		2016-17	2017-18	2018-19	Total Income	1,259,248	1,310,692	1,347,991	Total Expenditure	1,298,352	1,315,482	1,347,695	In Year Surplus/(Deficit)	(39,104)	(4,790)	295	Surplus/(Deficit) B/fwd	55,584	16,480	11,689	Cum Surplus/(Deficit) C/fwd	16,480	11,689	11,984	
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4.	<u>Single Equality Statement</u> AA, PW and JM formed a working party to discuss and propose the Single Equality Statement which was circulated before the meeting. This was APPROVED and should be added to the school website.	PW																								
5.	<u>Freedom of Information Publication Scheme</u> AA, PW and JM revised the Freedom of Information scheme based on the model policy from HCC Governor Services. It was agreed that the table should be added to the current BCPS information which includes website and contact details. The governors APPROVED the scheme and agreed that no charges should be made for information requests. ACTION: Scheme to be added to existing information and placed on website.	PW																								
6.	<u>Governors' Self-Evaluation - update</u> Governors held a separate meeting on 20 April 2016 to carry out a self-evaluation exercise. Thanks were extended to those who attended, to JM for hosting the meeting and to AA for collating the results. ACTION: Next steps to be proposed by AA, PW, DR and JM.	PW																								
7.	<u>Governor Vacancies</u> The clerk confirmed that there are three co-opted governor vacancies. An expression of interest has been received from Mr L Ambler and his information was circulated before the meeting. A discussion took place on his skills and interests and it was agreed that he should be invited to become a member of the GB. ACTION: Chair to send governor application form.	PW																								
8.	<u>Any other business</u>																									
8.1	<u>School Development Plan</u> - A governor asked when the latest SDP will be available. It was confirmed that this will be circulated after the next meeting with the School Improvement Partner. ACTION: Circulate before Children's Committee meeting on 6/6/16.	AA																								
8.2	<u>Tour of Buildings</u> - It was agreed that this will be moved to Monday 13 June at 1.30pm. ACTION: Clerk to amend meeting schedule document and circulate.	LP																								

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8.3	<u>Training</u> - Governors were reminded that British Values Training is taking place at Bishopswood School on Monday 16 May at 5.30pm.	
8.4	<u>Monitoring</u> - Monitoring fortnight commences on Monday 16 May and governors are to contact the school to arrange visits.	ALL
9.	<u>Date of next meeting:</u> Wednesday 13 th July 2016 at 6.30pm	

The meeting closed at 7.45pm.

Signed: Date:

Name: