



	<p>o. <i>Action Item 59: <b>Ongoing.</b></i></p> <p>p. <i>Action Item 60: Goalposts to be removed. <b>Closed.</b></i></p>	<b>SJ</b>
5	<p><b>Governor business:</b></p> <p><b>Governors' strategic vision – discussion:</b></p> <p>a. Discussion on the Governors' Strategic Vision was included in the training with the LA adviser on 13 June 2017.</p> <p>b. The Chair updated the Committee on discussions to date and commented that training needed to be included in the Vision.</p> <p>c. MH, as Chair of Governors confirmed that the Vision had been sent to Governors in early June and some feedback received. Further comments should be forwarded by 23 June 2017 so that the Vision could be confirmed at FGB on 4 July 2017.</p> <p>d. <i>A Governor queried how the Vision would be linked to training.</i> MH responded that the Vision would be shown on the School Development Plan (SDP) under Governance, with training objectives set.</p> <p>e. The Governing Body Self Evaluation Form (SEF) needed to be completed. The Head had a template, which she would forward the form to MH.</p> <p><b>Action:</b></p> <p><b>1. Head to forward Governing Body SEF template to MH for completion.</b></p> <p><b>2. Chair to table Governors' Strategic Vision to be confirmed at FGB on 4 July 2017.</b></p>	<b>Head Chair</b>
6	<p><b>Finance:</b></p> <p><b>a. Review of latest monthly financial report:</b></p> <p>i. SJ gave an update.</p> <p>ii. GD had set up a cash flow analysis so that day-to-day expenditure and income could be easily monitored. He and SJ gave examples. SJ could then compare this with the BCR on a monthly basis and see the full movement on the School's account.</p> <p>iii. SJ commented that the catering invoice was expected (see also later discussion about catering contract at Agenda Item 10a).</p> <p>iv. <i>A Governor asked whether the School could make use of the apprenticeship levy.</i> SJ had attended the Business Managers' meeting where it had been discussed. Governors discussed the levy and GS gave an example of how it might be used for accredited training for existing staff. The Head commented that the cluster was looking at working together to consider possible apprenticeship opportunities, for example, maintenance personnel for the cluster. She advised Governors that she was attending a LA briefing on apprenticeships later in the month in order to find out more information.</p> <p>v. The Head informed Governors that she had written to the LA about SEND funding and gave details of the reasons for doing so. The result was that the School budget would receive £20,304, which would provide another 40 hours' support. This would be reviewed in October 2017 and if the School's needs remained high, more funding may be possible.</p> <p>vi. <i>In response to a question from a Governor about funding for a specific child, the Head said that the funding shown at Agenda Item 6v above would be received, regardless of whether the child started at Houghton in September or not.</i></p> <p>vii. <i>In response to a question from a different Governor, the Head confirmed that following the setting of the budget she had discussed reduction of TA hours with the staff generally and was to meet with individuals in the next week.</i></p>	

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	<p>viii. The Head gave an update on the current cover for the teacher on long-term sickness absence and the phased return programme:</p> <p>ix. <i>Responding to a query about funding, the Head confirmed that the insurance claim would cover the return-to-work phase.</i></p> <p>x. Another teacher would be going on maternity leave in Oct 2017.</p> <p>xi. The Head gave details of the arrangements being made to cover both the return to work and cover for maternity leave. Part of these arrangements would be to recruit a temporary Year 1 teacher for a year, starting in September.</p> <p>xii. <i>Another Governor asked about the staff who had been covering the long-term sickness absence.</i> The Head confirmed that they would revert to their original part-time roles.</p> <p><b>b. Pre-School charges review:</b></p> <p>i. See Agenda Item 9c.</p> <p><b>ii. Governors agreed that following the flooding of the extended schools building which houses the pre-school on 19 June 2017, the planned review of charges for use of Pre-School premises should be delayed until the autumn.</b></p>	
7	<p><b>Personnel:</b></p> <p>a. <b>Staff update:</b> The Head informed Governors that she had nothing to report in addition to details in section 6.</p> <p>b. <b>Professional Development:</b></p> <p>i. A joint training session for Governors and staff had been held on 6 June 2017 and results recorded.</p> <p>ii. GS told Governors that she and the Head were planning a training session for September, which would include a Myers-Briggs type exercise to support understanding of different personality types in the team.</p> <p>c. <b>Performance Management:</b></p> <p>i. GS informed Governors that the Headteacher's interim performance review had been completed by herself and LB.</p> <p>ii. In response to a query from a Governor, the Head gave an update on progress on staff performance reviews, which were ongoing.</p>	
8	<p><b>Policies and Procedures:</b> The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. <b>Statutory policies for review by FPPS Committee before being agreed by FGB:</b> <b>Accessibility Plan update:</b></p> <p>i. The final draft of the Accessibility Plan had been forwarded to Governors for comment prior to the meeting.</p> <p>ii. <i>Following a query from a Governor, the Head agreed to amend the policy to include the full title of the Disability Discrimination Act (DDA).</i></p> <p>iii. The Plan had been supported by a number of audits/surveys and consultation with key stakeholders over the past year. It included a detailed action plan. Progress would be monitored each time the policy was reviewed.</p> <p><b>iv. Governors agreed the Accessibility Plan and recommended that it be taken to FGB on 4 July 2017 for ratification.</b></p> <p><b>Action: Clerk to include Accessibility Plan on Agenda for FGB on 4 July 2017.</b></p> <p>b. <b>Non-Statutory policies for review and agreement by FPPS Committee:</b></p>	Clerk

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	<p><b>Educational Visits policy:</b></p> <ul style="list-style-type: none"> <li>i. The Head reminded Governors that the teacher currently on long term sickness absence had responsibility for reviewing the Educational Visits policy.</li> <li>ii. The Head told Governors that she had discussed the need for review with the teacher as part of the keeping in touch programme.</li> <li>iii. <b>Governors agreed that the review should be delayed until the autumn and completed as part of the return to work programme.</b></li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>1. <b>Head to arrange for review of Educational Visits policy to be reviewed in autumn term.</b></li> <li>2. <b>Clerk to include Educational Visits policy on Agenda for FPPS Committee in autumn term.</b></li> </ul>	<p>Head</p> <p>Clerk</p>
9	<p><b>Premises:</b></p> <p><b>a. Maintenance Plan update:</b></p> <ul style="list-style-type: none"> <li>i. SJ provided an updated maintenance plan and updated Governors.</li> <li>ii. The report would be forwarded to Governors for their records.</li> <li>iii. A new Premises Management policy had been written and would be forwarded to Governors for approval.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>1. <b>SJ to forward Maintenance Plan update to Governors.</b></li> <li>2. <b>SJ to forward Premises Management policy to Governors for consideration.</b></li> </ul> <p><b>b. Redecoration of the School:</b></p> <ul style="list-style-type: none"> <li>i. The Business Manager informed Governors that due to other commitments, the decorator could not complete the work during the summer holidays.</li> <li>ii. He had been booked to complete half of the work at half-term in October 2017 and the rest during the Christmas holiday in December 2017.</li> </ul> <p><b>c. Pre-School premises:</b></p> <ul style="list-style-type: none"> <li>i. The foyer, office, toilets and pre-school room within the Extended Schools Building had been flooded on 19 June 2017 when a sprinkler located in the hallway area activated, apparently because of the very hot weather.</li> <li>ii. The cause was still being investigated.</li> <li>iii. The Head updated Governors on the current situation: <ul style="list-style-type: none"> <li>a) The Pre-School premises, the foyer and the toilets were water damaged and unusable. The furniture had been moved outside.</li> <li>b) Pre-School staff were investigating use of alternative temporary accommodation in the village and had received an offer of the Scout hut.</li> <li>c) The Phoenix Club premises were not affected by water ingress but could not be used because of lack of access to the building, damaged electrics and damaged toilet facilities. They were currently being housed in the School hall.</li> <li>d) The loss adjuster, electricians and sprinkler company engineers had all visited during the day and contractors were working quickly to rectify the damage.</li> <li>e) The affected rooms were drying and would need cleaning.</li> <li>f) All other activities within the School had continued as normal during the day.</li> <li>g) A lot of support had been offered by parents.</li> </ul> </li> </ul>	<p>SJ</p> <p>SJ</p>

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	<ul style="list-style-type: none"> <li>iv. <i>A Governor asked about the rent while the Pre-School was unable to use the premises.</i> SJ responded that the Pre-School would continue to pay rent, which could be reclaimed from their insurance company.</li> <li>v. <i>Another Governor asked what further assistance could be offered to the Pre-School during the recovery phase.</i> The Head responded that the as an independent business, the Pre-School were now following their own recovery plans but that the School would consider any further requests for assistance. They had allowed the pre-school to store their resources, equipment and furniture in the Phoenix Club room as rain was forecast and it could not be left outside.</li> <li>vi. CM asked the Head to contact her if any assistance was required from the Parish Council.</li> <li>vii. The Head informed Governors that there were concerns about the other fire sensors within the sprinkler system in the School, all of which would need to be checked as a result of this incident.</li> <li>viii. Governors agreed with the Head that the Caretaker should be commended for his quick and thorough actions and wished to formally record their thanks to him for the care he was taking to recover the situation.</li> <li>ix. After the meeting, Governors visited the Pre-School premises to view the flooded areas.</li> </ul>	
10	<p><b>Any other business</b></p> <p><b>a. Catering Services:</b></p> <ul style="list-style-type: none"> <li>i. The Head raised catering services with Governors. She explained that while the meals were adequate, she had concerns about the way the contracted company operated; she gave examples.</li> <li>ii. SJ said she felt there were potential financial savings to be made by changing the catering contract and gave examples.</li> <li>iii. Both were clear that the School had no wish to take responsibility for catering and that the School should continue to use a catering company. However, they felt there was justification to review the current contract, which had been running for some time.</li> <li>iv. SJ gave details of a consultancy firm which had a proven record of securing catering contracts for other schools and which could assist with investigating other companies and undertaking the tender process for a new company.</li> <li>v. She gave the costs for consultancy and explained how this expenditure could potentially be met by reductions from changing the current contract.</li> <li>vi. <i>In response to a question from a Governor, SJ confirmed that if Governors decided to use the consultancy service to investigate other catering companies but did not then change the current contract, the School would lose the consultant's fee.</i></li> <li>vii. Governors discussed the options, including the timeframe for giving notice to the current catering company in the event that the School decided to change catering companies.</li> <li>viii. <i>A Governor asked if the consultant was suggesting use of the same company for different schools.</i> SJ confirmed that this was not the case as each school had very different requirements. She was aware of a number of schools who had used the consultancy firm to recruit different catering companies.</li> <li>ix. The Head would email Governors details of the consultancy firm.</li> </ul>	

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	<p><b>x. Governors agreed to discuss the catering services contract at FGB on 4 July 2017.</b></p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li><b>1. Head to forward details of catering consultancy firm to Governors.</b></li> <li><b>2. Clerk to add catering contract to FGB Agenda for 4 July 2017.</b></li> </ol> <p><b>b. Response to terrorism:</b> The Head gave details of the advice that the LA had issued following the recent terrorist attacks in other areas of the country. She also outlined the actions that the School was taking in response to LA advice.</p> <p><b>c. LA support package:</b> MH had signed the agreement for the LA support package for 2017-18.</p> <p><b>d. School Trips:</b> The Year 5 visit to the space centre had gone ahead on 21 June 2017 as the school had received enough funding in parental donations following a letter to parents advising the trip may have to be cancelled.</p> <p>There was no other business.</p>	<p><b>Head Clerk</b></p>
<p>12</p>	<p><b>Date and time of next meeting: Autumn term – date to be confirmed</b></p>	

The meeting closed at 7.55pm.

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