

PENDOYLAN CHURCH IN WALES PRIMARY SCHOOL

Full Governing Body Meeting
AGM

Date: 13th September 2017

Those present: Jan Rees (Chair), Sarah Davies (vice Chair), Paula Vaughan, Emma Norton, Fr Martyn, Mike Hughes, Amanda Baker, Marilyn Rowe, Leanne Popham and Alex Thorndike

Apologies: Leonard Parfitt

Clerk: Hannah Davies

Item	Agenda	Action / Resolved	Person/s Responsible	ACTION	Encl.
1	Prayers	Prayers			
2	Apologies	LTP and AT sent their apologies			
3	Annual Election of Chair	Nomination received from Jan Rees. JR approved by the Governors as Chair for 2017-18. Governors gave thanks to JR for her dedication and commitment to the role.			
4	Annual Election of Vice Chair	Nomination received from Sarah Davies. SD approved by the Governors as Vice-Chair for 2017-18. Thanks given to SD for her support and commitment to the role.			
5	Minutes of last meeting	Amendments received from AT and corrected by HD. Minutes from July 2017 approved.			

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6	Matters Arising	<p>H&S – £5,000 from CRAMP received for the fence. £2,500 to be paid. This will be paid when happy that the fence is finished to a high standard.</p> <p>Holiday Club – The rental received from the holiday club was not what was agreed by the Governors at the last meeting. Governors received £200 for the two weeks when it should have been £500. Governors agree to let the matter go but would like the hire of premises policy to be reviewed and a set amount agreed on for future purposes. Governors aware that the premises was awarded lottery funding and should be available for the community but wish to take a more commercial view when hiring the premises.</p>			
7	Review of subcommittees	<p>Committee memberships revised. Nursery Committee added to the list. Please see attached.</p> <p>PV would like Governors within the C&S committee to be linked into each area of learning.</p> <p>Action: ATH to email C&S committee to ascertain areas of learning Governors are interested in.</p>	ATH		
8	Headteacher Report	<p>Report previously circulated in preparation of the meeting. Discussed at detail the key areas, such as finance, targets and staffing. PV thanked Governors and Staff for the warm welcome she received.</p> <p>PV highlighted areas within the report. Presentation shown to staff on Inset Day was shown to the Governors. “A new curriculum for Wales”. See attached.</p> <p>PV asked Governors to reflect on what a good school would be. Discussion took place in relation to this. PV would like to hold a Vision Night for the parents to attend and would like Governors to attend also. Governors agree that would be a great opportunity to meet with the</p>			

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		<p>parents. Purpose of the Vision night would be to communicate with the parents on what are the Core Purpose of the School Aims.</p> <p>ESTYN – PV informed Governors of the changes to the Inspection Process and the Areas they focus on: Standards, Wellbeing, Teaching and Learning Experiences, Care Support and Guidance, Leadership & Management. Estyn to give 15 days notice to a school of an inspection taking place. Inspections focus more on Pupil Progress/Value Added than Data.</p> <p>PV asks Governors to allow additional hours to be given to staff members in reception and KS2 in order to cover 1:1 requirements. Governors agree to this. Cleaner's hours to be increased to 16 agreed by the Governors. Governors agree to negotiate additional hours for the Caretaker depending on the jobs that require completing. PV given authority by Governors to have control over this.</p> <p>No questions arise from Governors regarding the self-evaluation.</p> <p>PV has looked through the targets for this year and will looking thoroughly at Pupil Progress and progress summary. Feedback will be provided at a later date.</p> <p>School currently in an Amber Banding. Governors ask PV what is need by them to address categorisation. PV will support Governors in progressing forward. PV states that school likely to remain as Amber at next progress meeting.</p> <p>School have high attendance figures. Target is met.</p> <p>No issues arising from the SIP.</p> <p>Website – PV will be meeting with Matt regarding progress on the</p>			

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		<p>website and will feedback to the Governors.</p> <p>Prospectus – Currently with the Publishers and photographs due to be taken.</p> <p>Buildings – there has been an incident whereby a child caught their finger in door. Risks have been assessed and Finger traps have now been ordered and will be fitted to all doors.</p> <p>Parents are finding the kissing gate entrance awkward. Likely to be protected under Conservation. Governors agree to look at replacing the larger gate to make access into the school grounds easier. Friends have offered to help with the cost of this. CRAMP grant applied for.</p> <p>Finance- Recovery Plan distributed. Governors agree to delegate the powers to the finance team to agree Recovery plan with the Vale. PV asks Governors if school can apply for a purchasing card. Governors agree this would be best practice and set a limit at £2,500 on the card.</p> <p>IT – County have attended the school and undertaken an Audit of IT equipment. Quote passed around by PV for 16xlpads and Laptops for each teacher. Amount quoted is £9,206.11. SG suggests quotes obtained from apple education to establish if it can be done cheaper. Friends offer to pay for the IT as well as cover the cost of the loan repayment. Governors accept this offer and are most grateful to the friends for their continued support.</p> <p>Nursery – DBS and References complete. Awaiting Inspection Date by CSSIW. Nursery funding is included in Recovery Plan. Governors ask if Business Plan still required for the LA as one was previously requested. PV will find out and report back if necessary. Numbers for Nursery are currently 24 in the morning and 20 in the afternoon.</p>			

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9	Policies	Complaint – There has been a complaint received by a parent. Complaint discussed and practices have been put in place to prevent the incident happening again. Complaints Policy ratified by Governors.			
10	A.O.B	Date for Categorisation – 3 rd October 2017 at 6.30 Vision Night – 18 th October 2017 at 6.30pm			
11	Date of Next Meeting	FGB 15 th November at 6.30pm			

Distribution :	Full Governing Body			
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Agreed on

Signed