



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Tuesday 10th January 2017 at 19.00

Attendance	
Malcolm Carter (MC) - Chair	Liz Jackson (LJ)
Abigail Sollars (AS)	Lynne Westhorpe (LW)
Stephanie Praetig (SP)	Rachael Groves (RG)
Alison Radcliffe (AR)	John Barrie (JB)
Andy Brandham (AB)	Steve Holland (SH)
	Hilary Richardson (HR)

In attendance: Kim Comer - Clerk (KC), Donna Robinson - Business Manager (DR)

1.	<u>Apologies</u> Apologies received from Rod Ainge (RA)	
2.	<u>Pecuniary & Personal Interest Declarations</u> SP advised that RG & LW would have an interest in item 6 of the agenda.	
3.	<p><u>Minutes of Previous Meeting</u> KC advised that AS had emailed to request that the last point on AOB should read: Rod Ainge and Hilary Richardson were unanimously voted in as governors <i>subject to the completion of necessary safeguarding checks</i> and this has already been updated pending approval. AB appointed out that the year should be 2016 and not 2017. Following these amendments the minutes were approved and signed.</p> <p><u>Actions Points</u></p> <ul style="list-style-type: none"> • KC advised that some action points and agenda items had been postponed to the next FGB on Tuesday 14th March 2017 due to the urgency of discussing item 6. • Arrange Prevent Training for new Governors – AR explained that SP was going to carry out the training instead of the online option but was waiting for the relevant training aids. KC had received an email from Kirsty Thomas asking for a training date to be agreed. Training will be arranged by SP with HR & RA. • Update Governor profiles on website –There are a few replies awaited but this should be completed next week. • Contact Cowes Business Association re Road Crossing Patrol – MC reported that he and DR will be attending a Council meeting next week in the hope of obtaining some funding for a permanent crossing. They will also discuss the lighting for the footpath. 	KC SP KC MC DR
4.	<u>Business Manager's Summary Report</u> As a full report was given at the last meeting on 24 th November 2016, updated reports (Monitoring Statement, Summary Budget, Budget v Actual) to November 2016 had been distributed prior to the meeting and copies are attached to these minutes. DR asked if there were any questions but Governors felt that the reports were all self-explanatory.	
5.	<u>Renewal of Photocopier Contract</u> DR explained that the current copier was not reliable or fit for purpose. A usage and cost report had been circulated previously. SH had done a lot of research and he confirmed the new machine would be a digital printer and should be much more reliable. DR explained that the current	DR

	supplier can provide a new copier for the same price but the cost is above SP's limit so must be approved by FGB. The Governors were happy to approve the change as no extra cost would be incurred.	
6.	<u>Confidential Item</u> Recommendation by the Pay & Finance Committee upheld by FGB.	
7.	<u>Policy Review</u> i. <u>Admissions Arrangements</u> – Distributed prior to the meeting, this policy is IW Council Policy and is mandatory. Adopted.	
8.	<u>Training Update</u> AR said apart from Prevent Training previously mentioned there was nothing to report. MC confirmed his attendance on a course for Chair on 20 th January 2017. SP updated the governors following her role as Chair of the Strategic Steering Group for training for the Isle of Wight. There is a package being put in place with effect from April, which will provide Governor Training with an agreed overall cost, this needs to be given consideration when final details are known. KC mentioned the information on training courses being run by the Local Authority. Details were emailed to FGB in December and there are three courses with no charge. <ul style="list-style-type: none"> • Effective Governor Recruitment Workshop – 6th March (5 to 7.30 pm) • Understanding Data in primary Schools – 13th March (6 to 8.30 pm) • Pupil Premium Workshop – Date to be advised but can register an interest. SP thought the course on Pupil Premium might be worthwhile and anyone interested needs to register their interest.	FGB
9.	<u>Feedback from Monitoring Visits</u> <u>Maths</u> - JB will carried out a monitoring visit before Christmas with SH and pupils were interviewed, focusing on years 2 and 6. He was impressed by the consistency of approach and the pupil feedback was very enthusiastic. The pupils also talked about their enjoyment in problem solving. SH confirmed that quality of teaching reviews were all up to date. KC asked if a monitoring form had been completed and put in the register, but whist completed by JB, SH had made some amendments that needed to be finalised.	JB SH
10.	<u>Any other Business</u> <ul style="list-style-type: none"> • AB & AR have completed the parent survey and it is ready to be published. 	
17	<u>Date and Time of Next Meeting</u> There will be an extraordinary FGB held on 15 th February 2017 at 3.00 pm and the scheduled FGB will be on Tuesday 14 th March 2017 at 18.30	

Action Points

Source	Details	Assigned Person	Due Date
3	Carried Forward action points from 24/11/16 to be reviewed	SP	14 March 2017
3	Arrange Prevent training for new governors to be given by SP	SP	14 March 2017
3 C/F	Update governor profiles on website	KC	14 March 2017
3 C/F	Agenda Item for next FGB – Scheme of Delegation	MC	14 March 2017
3 C/F	Research possibility of moving co-opted governors to Parent Governors	KC	14 March 2017
3	Feedback on Council meeting re Road Crossing Patrol funding	MC/DR	
5	Proceed with order for new photocopier contract	DR	14 March 2017
6	Proceed with formal consultation procedure as proposal and agreed and make application to Local Authority for deficit budget	SP/DR	15 February 2017
8	Applications for any of the free courses for Governors mentioned	FGB	ASAP
9	Maths Monitoring Visit Form to be completed and filed in register	JB/SH	14 March 2017
10.	Publication of parent survey	AB/AR	14 March 2017

Signature _____ Position _____

Name _____ Date _____