



Executive Headteacher: Debra Redpath

**Minutes of the meeting of the Full Governing Body held
 Monday 13th November 2017 at 6:30pm**

PRESENT:

Kerrie Mills (KM)	Co-opted Governor/Chair
Angela Tyreman (AT)	Co-opted Governor
Jamie Fagan (JF)	Co-opted Governor/Vice
Nerman Haba (NH)	Parent Governor
Lucy Ward (LW)	Parent Governor
Debra Redpath (DR)	Executive Head Teacher
Karen Hooper (KH)	Co-opted Governor

In attendance:

Kirsty Gunnell (KG)	Senior Admin Officer
Natasha Kafoor (NK)	New Clerk

Apologies:

Shellie Morris (SM)	Co-opted Governor
Michelle Holmes (MH)	Staff Governor

Items in red - Action points
Governors questions/challenge in blue

Agenda Item		Action
1.	<p>Introductions. Welcome and Apologies for Absence: The chair opened the meeting at 6.30pm prompt. Apologies were received and accepted from Michelle Holmes and Shellie Morris.</p> <p>The new Clerk Natasha Kafoor was introduced to the Governing Body.</p>	
2.	<p>Declaration of Pecuniary Interests: Natasha Kafoor completed a Declaration of Pecuniary Interest.</p> <p>There were no further Pecuniary Interests declared.</p>	
3.	<p>Minutes of the meeting held on 25th July 2017 – enc.</p> <p>The minutes were AGREED and signed as a true copy by the Chair of Governors.</p>	

Signed:
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Dated:.....
 Chair of Governors



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	<p>Matters arising from the minutes.</p> <p>Minute 4 – Governor vacancies.</p> <ul style="list-style-type: none"> KM to discuss LA vacancy with Governor Services. KM confirmed she has spoken with Helen Hardy from Governor Services regarding JF being made LA governor and then will look at recruiting another Co-opted governor. DR Advised she has contacted the local councillor, who has confirmed happy with this approach. <p>**Post meeting note – Local councillor is in agreement for JF to become LA Governor, and has requested to Come to Haven for a show round with KM**</p> <p>Minute 4 – Training. JF to provide KM with copy of his Safeguarding training certificate. JF agreed to bring this to the next meeting.</p> <p>Minute 4 – Safer Recruitment Audit report. JF to provide KM with a copy. JF agreed to bring this to the next meeting.</p> <p>Minute 4 – Five to Thrive programme. KM sent to all Governors after previous FGB meeting.</p>	<p>Ongoing action KM to chase.</p> <p>Ongoing action JF to table at next FGB</p>
<p>4.</p>	<p>Minutes of Finance Committee: – Including approval of revised budget</p> <p>As the minutes were not yet available to scrutinise at the meeting, governors agreed to carry then over to the next FGB for signing.</p> <p>Governors received a copy of the budget revision.</p> <p>Governors approved unanimously the revised Nursery School budget showing a total expenditure of one million, three hundred and sixty-eight thousand, seven hundred and forty-seven pounds (£1,368,747) with a total income of one million, two hundred and ninety-two thousand, four hundred and twenty-seven pounds (£1,292,427) giving rise to a net surplus of one hundred and seventy thousand, five hundred and ninety-one pounds (£170,591) after taking account of a carry-forward of two hundred and forty-six</p>	<p>Agree and sign Minutes at next FGB.</p>



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	<p>thousand, nine hundred and eleven pounds (£246,911).</p> <p>The budget was signed by the Chair of Governors.</p>	
5.	<p>Minutes of Premises and Standards Committee Meetings:</p>	
5.a	<p>Governors read and briefly discussed the minutes of the Premises Committee meeting.</p> <p><u>Questions arising:</u></p> <ul style="list-style-type: none"> • KM advised that the Lighting is poor in car park, which is a health and safety issue. The auto sensor doesn't appear to work and isn't covering the whole car park. • Car Parking Policy. Is the permit changing? This will be in operation from January 2018. Governors were advised that having staff at the school gate has helped. • Is there a Snow Policy in place? DR advised that there is a procedure, and that staff who are involved are the staff who will be on site. <p>Governors unanimously agreed to accept the minutes.</p>	<p>KM to liase with Steve</p>
5. b	<p>Governors read and briefly discussed the minutes of the Standards Committee meeting.</p> <p>There were no questions from governors.</p> <p>Governors unanimously agreed to accept the minutes.</p>	
6.	<p>Head of Centre's Written Report: (previously distributed to Governors)</p> <p>The Governors acknowledged receipt of the report from DR and a discussion took place regarding the recent Ofsted Inspection. DR confirmed to the governing body that she was unable to reveal the results, but she was able to advise Governors that the visit consisted of a one-day short inspection, and that she is looking forward to sharing the results in due course.</p> <p>A further discussion took place regarding the Ofsted visit, and how the result would be celebrated. It was confirmed that a letter was prepared ready to go out to parents when appropriate. The Governing Body were also keen to ensure that staff are rewarded</p>	<p>JF to arrange celebration,</p>



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	<p>and celebrated. DR welcomed the centre to join Rowner Infants in their celebrations. KH advised she felt staff would prefer a single celebration for the centre.</p> <p>The VC offered to cook for the staff and Governors had a conversation around hosting a celebration for the staff at the school, all the Governors agreed with this plan.</p> <p>The report also covered the following items:</p> <ul style="list-style-type: none"> • Groundworks in The Hive garden is now complete • External redecoration is complete • Car park is complete • Data is improving • Safeguarding is deemed extremely effective • Learning walk was a success • Further learning walks planned • The Nest is trailing a new focus for planning <p>GQ: The report says this is your last report? A: (DR)Yes. I have now been here for a year at end of December.</p> <p>Governors expressed their thanks to DR for her assistance as Head of Centre the past year.</p>	<p>with KM and KH. Date set for 15/12/2017</p>
7.	<p>Ofsted Update: As above.</p>	
8.	<p>Safeguarding Update: KH advised she has updated her training A question arose regarding the Safeguarding training and which governors had undertaken this. KM advised she would contact HCC and find out further info.</p> <p>NK advised that she had access to the CWA records and would send to the chair and can also bring to the next FGB.</p>	<p>NK to send training logs from governor service to KM.</p> <p>NK to check CWA and update FGB</p>
9.	<p>Policy Review: DR advised the Governing Body that she has updated the renewal record and all legal forms are now filed in date order. The documents are stored on the T Drive.</p>	
10.	<p>Teaching School Update: DR advised MH was due to provide an update but this would be</p>	<p>NK to add to</p>



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	<p>forwarded to the next meeting.</p> <p>DR revealed that she has spoken with NTA regarding her leaving the school and of the change due at The Lanterns.</p> <p>The item was requested to be an ongoing agenda item.</p>	<p>January Agenda.</p> <p>Add to January Agenda</p>
<p>11.</p>	<p>Governing Body Reconstitution: The chair provided the governing body with an update regarding the reconstitution of the governing body. Governors were advised that KM had sought guidance from Helen Hardy at HCC regarding the amount of vacancies the governing body has. Currently the constitution is made up of 13 members:</p> <ul style="list-style-type: none"> 8 Co-opted (3 vacancies) 1 LA (currently vacant) 1 HT 1 Staff 2 Parents <p>It was suggested that this be reduced to 10 members.</p> <ul style="list-style-type: none"> 5 Co-opted (1 vacancy) 1 LA (JF to fill) 1 HT 1 Staff 2 Parents <p>GQ: Will 10 Governors be enough? A: Yes, it's a more reasonable number. 13 is a large membership, and we're having difficulty's filling positions and this makes it hard to be quorate.</p> <p>This way it would leave 1 co-opted vacancy to fill.</p> <p>The clerk advised that if suitable candidates come forward they can also become associated members. (no voting rights)</p> <p>The Governing Body unanimously voted to reconstitute. KM to follow up with Governing Services.</p> <p>**DR leaves the meeting at 19.15**</p>	<p>KM to follow up with Governing Services.</p>



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12.	<p>Correspondence: None recorded at this time.</p>	
13.	<p>Head Teacher Update: This matter was discussed as a separate confidential item.</p>	
14.	<p>AOB: A further discussion took place between the Governing Body regarding the budget revision.</p> <p>GQ: Is the budget looking good? A: Yes. It looks healthy. Approximately £170,000 as surplus.</p> <p><i>KG confirmed that the three-year deficit budget would always be under review.</i></p> <p>GQ: Has the defibrillator has been purchased? A: Yes, and training is included in the price and will be taking place week commencing 20/11/2017.</p>	
15.	<p>Date of the next meeting</p> <p>Monday 29th January 2018 starting at 1830</p>	

There being no further business, the Chair thanked the Governors for their time and the meeting concluded at 19.45.