



ROGATE C.E. PRIMARY SCHOOL

Meeting of the Full Governing Body

With Finance and Curriculum

Tuesday 31st January 2017

4.00pm

PRESENT	PRESENT	APOLOGIES
Mrs Verona Hall <i>Chair</i>	Mr Max Harwood <i>Co-opted Governor</i>	Father Edward Doyle <i>Ex Officio</i>
Mrs Stephanie Garwood <i>Staff Governor ARRIVED 5pm</i>	Mr Matthew Wright <i>Vice Chair ARRIVED 4.40pm</i>	Mr Joe Bowman <i>Parent Governor</i>
Ms Amy O'Toole <i>Head Teacher</i>	Mr Max Harwood <i>Co-opted Governor</i>	Mr Chris Hawker <i>Associate Governor</i>
Mr Neil Ryder <i>Co-opted Governor</i>	Mrs Rita Roach <i>Foundation Governor</i>	
Mrs Hannah Pasfield <i>Parent Gov</i>		
(NO APOLOGIES)		
Mrs Louise Stevenson <i>LA Governor</i>		
Mrs Fiona Dix <i>Associate Governor</i>		

IN ATTENDANCE
Sarah McCarthy <i>LA Clerk</i>

ITEM	MINUTES	ACTION
1	The meeting opened at 4.20pm with a prayer by the Chair. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Father Edward Doyle, Mr Joe Bowman and Mr Chris Hawker.	
2	There were no details of pecuniary interests declared.	
3	<p>MINUTES OF THE PREVIOUS MEETING AND ACTIONS</p> <p>3- 29.11.16 <u>policies should also be informed by the Christian values of the school</u> COMPLETED</p> <p>4 - 29.11.16 <u>SBM and MH to look at the previous year's invoicing to create a Sports Premium report.</u> This has not yet been completed. ONGOING</p> <p>11 -5.12.16 <u>external review reports to be put on GVO</u> one report had not been sent from the reviewer. COMPLETED</p> <p>7a-5.12.16 <u>MW to work with the IT support company to ensure filtering is robust.</u> COMPLETED</p> <p>7c-5.12.16 <u>Staff handbook and code of conduct to be completed</u> COMPLETED</p> <p>9-5.12.16 <u>Pupil medical needs to be displayed in classrooms</u> COMPLETED</p> <p>7b-5.12.16 <u>CH DBS check to be completed</u> COMPLETED</p> <p><u>HT DBS check to be completed</u> ONGOING</p> <p>4 <u>HT to draw up emergency plan and RA's for London trip</u> COMPLETED</p> <p>7 <u>Sex and Relationship continue to be updated</u> ONGOING</p> <p>7b <u>Accessibility Plan to have dates for review added</u> COMPLETED</p> <p>7b <u>Anonymised pupil progress review meeting minutes to be added to GVO</u> ONGOING</p> <p>7b <u>Sport and Forest Schools to be added to Accessibility plan</u> COMPLETED</p> <p>8 <u>Governors to arrange to attend Parent workshops</u> COMPLETED</p>	
	Mr Ryder requested that the sentence where policies should also be informed by Christian values be rephrased. All present agreed that pending the above change the minutes were an accurate reflection of the meeting and they were duly signed by the chair.	ACTION CLERK

Signed
Chair of Governors

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6	<p>BUDGET UPDATE CONFIDENTIAL MINUTE</p>	
7	<p>PREMISES REPORT Mr Harwood gave an overview of the meeting with Denise Cormack, the WSCC Area Building Surveyor. Ms Cormack had informed the school that there was funding available to replace the school hall windows. This would need to be completed by the end of the financial year, March 31st. The school would need to be liable for 5% of the total bill and all governors agreed to this being paid. The next step was for the school to obtain three quotes and then the project could move forward. After a long and in depth discussion governors agreed that this would be a valuable improvement to the school. The SBM was also in the process of obtaining quotes as was Mr Harwood. These were to be uploaded to the GVO as soon as they were received. This will now be an agenda item for the next meeting.</p>	AGENDA ITEM
8	<p>AOB Due to the meeting overrunning it was agreed that all other agenda items to be on the next meeting agenda.</p>	
	<p>The Chair thanked everyone for attending and the meeting closed at 6.20pm DATE OF NEXT MEETING Tuesday 7th January 2017, 4pm.</p>	



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TABLE OF ACTIONS

ITEM/MEETING DATE	ACTION	BY WHOM	DUE DATE
4 29.11.16	HT and MH agreed to meet to look at the previous year's invoicing to create a sport's premium report.	HT/MH	07.02.17
7b 5.12.16	HT DBS check to be completed	HT /SBM	07.02.17
7 09.01.17	Sex and Relationship continue to be updated	SG/RHR/ED/HP	07.02.17
7b 09.01.17	Anonymised pupil progress review meeting minutes to be added to GVO	HT	07.02.17
4 31.01.17	HT to add Review Meeting Report to GVO	HT	ASAP
4 31.01.17	Governor Monitoring Visit form to be added to GVO	Clerk	ASAP
5 31.01.17	Coach crash contingency to be added to London visit emergency plan	HT	ASAP
6 31.01.17	List of SLA's to be added to the GVO	SBM	ASAP

Signed
Chair of Governors

Date