

DRINGHOUSES PRIMARY SCHOOL



Minutes of the Full Governing Body Meeting (Virtual) held on Wednesday, 24th June 2020 at 6pm via Zoom

Present:

Gill Williams (Headteacher)	Pat Wilson
Diane Grayson (Chair)	Yannick Berland
Jamie Kew-Robson (Vice Chair)	Claire Scott-South
Claire Neal (SBM)	Mike Hay
Matt Boxall	Ros Roberts
Michael Noakes	Beth Kenna
	Vaunda Powell

In Attendance: Mary-Kate Swiers (Assistant Headteacher)- Observer
Sarah Murray (SENDCo) – Observer
Sam Vince (Governance Support Officer, Clerk to Governors)

		Action																		
1.	Apologies for Absence & Consent and Declarations of Interest The Chair welcomed everyone to the meeting. All governors were present. There were no declarations of interest for any of the items on this meeting's agenda.																			
2.	Minutes of the Last Meeting 5th May 2020 - Previously distributed. Governors were in agreement that the minutes were a true and accurate record of the meeting and the Chair was then duly authorised to sign the minutes.																			
3.	Action Points and Matters Arising <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Update the Governor Action Plan for review at the next FGB.</td><td>ON HOLD – the governors agreed to move this item to the Autumn term.</td></tr> <tr> <td>2.</td><td>Send the Parent Survey output to the Clerk for distribution to the governors.</td><td>Completed.</td></tr> <tr> <td>3.</td><td>Proposal for how to spend the committed revenue balance of £40,000 in the budget</td><td>ON HOLD – governors agreed to move this item to the Autumn term.</td></tr> <tr> <td>4.</td><td>Should the Financial Management policy include named individuals or role titles</td><td>Carried forward – the clerk confirmed job titles could be used which the governors agreed to. SBM actioned with changing the names to job titles.</td></tr> <tr> <td>5.</td><td>Send an email of thanks on behalf of the governors to the staff for their efforts in the Coronavirus pandemic</td><td>Completed. It was noted this was well received by staff.</td></tr> </tbody> </table> <p>Matters arising No matters for discussion were raised at the meeting.</p>		Action	Status	1.	Update the Governor Action Plan for review at the next FGB.	ON HOLD – the governors agreed to move this item to the Autumn term.	2.	Send the Parent Survey output to the Clerk for distribution to the governors.	Completed.	3.	Proposal for how to spend the committed revenue balance of £40,000 in the budget	ON HOLD – governors agreed to move this item to the Autumn term.	4.	Should the Financial Management policy include named individuals or role titles	Carried forward – the clerk confirmed job titles could be used which the governors agreed to. SBM actioned with changing the names to job titles.	5.	Send an email of thanks on behalf of the governors to the staff for their efforts in the Coronavirus pandemic	Completed. It was noted this was well received by staff.	<div>Agenda</div> <div>Agenda</div> <div>SBM</div>
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4.	Headteacher's report and Coronavirus update (previously distributed) It was noted by the governors that the report was extremely comprehensive and an unbelievable amount of work had gone into it. A governor confirmed feedback from parents, whose children																			

10.	Date and Time of next meeting: 15 th July 2020 at 6pm	
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The meeting closed at 18.37pm

APPROVED AT THE DRINGHOUSES FGB ON 15TH JULY 2020 – NO SIGNATURE DUE TO COVID RESTRICTIONS.

Mrs Diane Grayson
Chair

Date

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Wednesday 24th June, 2020

Action	Item	Person(s) Responsible	Timescale
1. Update the Governor Action Plan for review at the next FGB. ON HOLD	3	N/A	Autumn term
2. Proposal for how to spend the committed revenue balance of £40,000 in the budget. ON HOLD	3	N/A	Autumn term
3. Should the Financial Management policy include named individuals or role titles. Remove names and replace with job titles.	3	SBM (CN)	By next meeting
4. Vaunda Powell had been missed off the attendee list for the S&E minutes 12/11/19. The Clerk was actioned to rectify this and re-issue the minutes.	5	Clerk (SV)	By next meeting
5. The clerk was actioned to update the status of the remaining actions and re-circulate.	5	Clerk (SV)	By next meeting
6. Re-circulate policies not yet approved to the Premises committee members for review.	6	SBM (CN)	By next meeting
7. Circulate the final version of 2020-2021 meeting dates for all committees and meetings	8	SBM (CN)	By next meeting
8. Update the governors' page on the school website	8	BK	By the end of July
9. Destroy the wider school re-opening plan distributed with the agenda (as per confidential papers disposal)	9	ALL	ASAP
10. Distribute a redacted version of the school's wider re-opening plan to the governors	9	Head (GW)	By next meeting

Items for the next FGB

- Invite the new Headteacher to the next FGB meeting
- Update the Governor Action Plan for review at the next FGB (Autumn term)
- Proposal for how to spend the committed revenue balance of £40,000 in the budget (Autumn term)
- Approval of the outstanding policies the Premises committee were responsible for
- Approval of the 2020-2021 meeting dates