HOLBETON PRIMARY SCHOOL GOVERNING BOARD 2017-18

Minutes of the GOVERNING BOARD Meeting			
Date/Time: Wednesday 13 th June 2018 at 6.15pm		Location: Holbeton Primary School	
Attendees	Initials	Attendees	Initials
Shona Godefroy (Chair)	SG	Isabel Riquelme Pino	IRP
Di Baumer	DB	Jackie Rundle	JR
Karen Flower	KF	Christine Tarrant	СТ
Anne Mildmay-White	AMW	Pete Hearn	PH
Jonathan Garstang	JG		

In Attendance	Initials	
Deborah Fox	DF	Clerk

Apologies	Initials	Reason
Richard Selwyn	RS	Work commitment
Paddy Power	PP	Work commitment

Ref	Action or Decision	Lead/ Action
FGB72 17/18	The Chair welcomed governors to the meeting and especially Christine Tarrant as she joins the governing board as a co-opted governor. Apologies for absence were noted and sanctioned.	
FGB73 17/18	Governor email accounts and shared document area: The Clerk provided governors with an overview of the document file area held within the school system that governors would shortly be able to access. Once up and running, all governor documents will be available via this system and will then not need to be sent by email. Governors have also been provided with instructions on how to set up their new school based email addresses.	All
FGB74 17/18	No declarations or conflict of interests were declared.	
FGB75 17/18	Approval of Minutes from meeting held on 9 th May 2018: The Part 1 & Part 2 minutes from the meeting held on the 9 th May were agreed and signed as a true record.	
FGB76 17/18	Pre-School update: DB provided governors with an update on the current arrangements for Holbeton Pre-School. They have 22 children registered with 11 children leaving in July, 10 of which will start at Holbeton Primary School in September. The Pre-School have planned two fundraising events which will help carry funding forward into the autumn. The Pre-School is raising the profile of the 'Stay and Play' session which it is hoped will then encourage children to join the pre-school.	

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FGB77 17/18	Safeguarding update: Governors noted the Safeguarding report following DB's visit to school on 11 th June 2018. Governors agreed to discuss in detail at September meeting the changes contained in the 2018 Keeping Children Safe in Education document. Governors noted the school would be introducing shortly an electronic register system that has been funded through Westcountry Schools Trust. DB reminded governors of the importance for staff and governors not to become complacent and the need to ensure Safeguarding procedures are always maintained.	DF
	DB left the meeting	
FGB78 17/18	Review of Action List and Matters arising from Minutes of meeting held on 9 th May: Action List updated accordingly.	
	GDPR: JR handed out copies of the document she has provided staff with. Clerk to circulate to all governors. GDPR Action Plan to be an agenda item for July meeting.	DF
	Governor Conference – Thursday 12th July: Governors were reminded of the need to respond to the invite to attend this conference which is being organised by Westcountry Schools Trust.	All
	Governors agreed to move into Part 2 business	
FGB79 17/18	Post Ofsted Action Plan: JR confirmed she was continuing with staff training and that staff were waiting for the SATs results that were due on 10 th July.	
	SG asked how the KS2 higher level was being monitored. JR confirmed that moderation of marking was taking place across the schools within the Westcountry School Trust.	
	KF asked whether the newly appointed KS2 class teacher would come into school to meet pupils, staff and parents before the start of the autumn term. JR confirmed a series of dates were being planned when the new KS2 teacher will come into school. She also confirmed the new teacher has experience of working across several year groups and that his specialism was in IT and Maths.	
FGB80 17/18	Westcountry Schools Trust Update: SG confirmed work was continuing behind the scenes in readiness for Holbeton's transfer to the Trust and that a TUPE consultation with staff will commence shortly.	
	Change of School name: As part of the process to move to academy status, governors agreed to formally record that the name of the school would change from 'Holbeton School' to 'Holbeton Primary School' as has already been adopted in a number of areas. Governors were asked to check for old terminology on things such as Facebook and IRP was asked to review the various Facebook accounts and get closed down anything other than one in the name of 'Holbeton Primary School'.	All IRP
FGB81 17/18	Feedback from governors meeting with parents: SG confirmed this meeting went well with 20 plus parents attending. The main areas of discussion were	

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	around the Ofsted update and the transfer to the Westcountry Schools Trust.	
FGB82 17/18	Governor vacancies update: Parents were alerted again to this vacancy during the recent Governor/Parents meeting. It is hoped that as new families join the school in September, one of these parents might be interested in putting their name forward to serve on the governing board.	
FGB83 17/18	Lead Governor Reports: Governors noted the Health & Safety update for June.	
	Governors noted the Marketing update for June. Governors also noted the feedback provided by AMW following her attendance at the Babcock Marketing Conference. JR was asked to enquire and report back on what other schools in the area have in place regarding their arrangements for handling the press outside of school hours, should a crisis occur.	JR
	Governors noted the Community and Parent Links report. JR confirmed the school anti bullying policy was contained within the school Behaviour policy.	
	Governors were reminded that if they are ever approached by a parent or somebody else who wishes to make a complaint about something related to the school, they should be directed to the Complaints procedure which details the process to be undertaken. Governors should not undertake to investigate a complaint at an initial stage.	
FGB84 17/18	Dates and times of next meet meeting: The next meeting will be held on Wednesday 11 th July 2018 at 6.15pm.	
	Agenda items and reports for next meeting to be submitted to the Clerk no later than Tuesday 3 rd July 2018 .	

The meeting closed at 7.30 pm

Agreed as a true record	Date