

HOLBETON PRIMARY SCHOOL GOVERNING BOARD 2017-18

Minutes of the GOVERNING BOARD Meeting

| | | | |
|---|-----------------|--|-----------------|
| Date/Time: Wednesday 13th 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 | CT |
| 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 9th 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. | |

HOLBETON PRIMARY SCHOOL GOVERNING BOARD 2017-18

| Ref | Action or Decision | Lead/ Action |
|----------------|--|-----------------|
| | 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 | <p>Lead Governor Reports: Governors noted the Health & Safety update for June.</p> <p>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.</p> <p>Governors noted the Community and Parent Links report. JR confirmed the school anti bullying policy was contained within the school Behaviour policy.</p> <p>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.</p> | JR |
| FGB84 17/18 | <p>Dates and times of next meet meeting: The next meeting will be held on Wednesday 11th July 2018 at 6.15pm.</p> <p>Agenda items and reports for next meeting to be submitted to the Clerk no later than Tuesday 3rd July 2018.</p> | |

The meeting closed at 7.30 pm

| | |
|--------------------------------|-------------|
| Agreed as a true record | Date |
| | |