



Extraordinary Full Governing Board

Minutes

Date: 14th March 2016	Time: 12:30pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Pauline Wensley	(PW)	Chair – Co-Opted	Ann Harrison	(AH)	Headteacher
Sarah Menzies	(SM)	Vice Chair – Co-Opted	Lisa Ferris	(LF)	Parent
Mick O’Gorman	(DQ)	Staff	Sedella Hearson	(SH)	Co-Opted
Kay Blissett	(KB)	Staff	Janet Seymour	(JS)	Co-Opted
Linda Willis	(LW)	Parent	Attendees:		
			Abigail Evans	(AE)	Business Manager
			Ruth Fowler	(RF)	Clerk

14.03.16	Procedural	Action
1	Welcome and Apologies Apologies were received and accepted for AH, LF, SH and JS.	
2	Declaration of Interest None	

Financial Matters		
3	Approval of SFVS	Action
3.1	<i>Approval and acceptance of Extraordinary RMC 4th November 2016</i> The minutes of the RMC held 04.11.16 were accepted and agreed as a true and accurate record and signed by the chair.	
3.2	<i>Traded Services</i> AE discussed with Governors each individual item that we have ordered from DCC. AE explained that all the services are needed - the decision is where we buy them from - either DCC or externally. Governors asked why there is no charge for NQT? AE stated it is a statutory duty and is provided free from charge. AE stated that there have been issues with the Cleaning and Caretaking contract. There have been lots of complaints but we are not	

	<p>in a position to go elsewhere at present. We will use DCC for one more year and are working with them to ensure a better service.</p> <p>There were no further questions.</p> <p>Governors agreed to purchase these items.</p>	
3.3	<p>SFVS</p> <p>AE explained the SFVS to Governors and the Audit requirement to complete the SFVS. PW and SH had input on completing the form and PW signed it off as Chair of Governors.</p> <p>PW stated that she checked all the questions and the references.</p> <p>Governors discussed the three areas where action is required</p> <ul style="list-style-type: none"> • Question 1 – Financial Training – this will take place before the approval of the Annex 1 and will be delivered by AE to Governors on the RMC. • Question 17 – Asset Management Plan – AE will investigate what needs to be done as this is not something we currently have in school. • Question 25 – Asset Register – AE to investigate as this is not something we currently have in school. <p>Progress will be reported to Governors at FGB meetings.</p> <p>Action Point 1- SFVS Actions to be a standing agenda item.</p> <p>Governors agreed and approved the SFVS</p>	RF
4	Insurance	
4.1	<p>AE discussed the Insurance form from DCC that is completed annually.</p> <p>Governors asked if it is to cover the buildings?</p> <p>Yes – it is a standard questionnaire that we answer every year. The responses tend to remain the same.</p> <p>Governors asked why it says three buses not four?</p> <p>The blue bus will be going as we can't afford to fix it anymore.</p>	
5	Living Wage	Action
5.1	<p>AE stated that last year Governors agreed to pay the living wage. This only affects a few employees. AE stated that this needs to be agreed annually so that the living wage can continue to be paid.</p> <p>Governors agreed to continue paying the living wage.</p>	

6	SAS Absence Insurance Policy	
6.1	<p>AE discussed the enclosures relating to the SAS Insurance policy.</p> <p>AE proposed that we reduce the annual premium amount by £5,000. This would reduce the amount we can claim for teachers, however these are only covered by TA's which at most cost £105 per day.</p> <p>Governors asked about the Site Manager cover? The Site Manager will now be covered from first day sick not 30 days. Admin will still be 30 days.</p> <p>Governors agreed to continue with the SAS Absence Insurance Policy</p>	
6.2	<p>Governors discussed the schedule of meetings and the need to ensure that next year meetings are better aligned with the school's financial calendar deadlines.</p> <p>Governors stated that it is imperative that all enclosures are made available to Governors at least one week before the meeting.</p>	
7	Staffing	
	RF left the meeting	
7.1	<i>See Confidential Minutes</i>	
	RF returned to the meeting	

Policies		
8.1	Child Protection and Safeguarding	
	Governors reviewed the policy and after discussion the above updated policy was accepted and agreed by the Governing Body.	
8.2	Home School Agreement	
	Governors discussed the changes made to the policy and decided they needed more information	
	Deferred with request for more information.	
8.3	Disaster Recovery Plan	
	Governors reviewed the policy and after discussion the above updated policy was accepted and agreed by the Governing Body.	
8.4	Separated Parents	
	Postponed	

8.5	Prevent Duty Guidance Postponed	
8.6	Guidance for Safer Working Practice Postponed	

25	Dates and times of next meetings	Action
25.1	26 th April at 4:00pm 23 rd May at 1:00pm - Please note this date has been moved from the previous week 18 th July at 4:00pm – Please note this date has been moved from the previous week	

PW closed the meeting at 1:15pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	3.3	SFVS Actions to be a standing agenda item.	RF	next FGB