



Governing Body of Bowhill Primary School

Buildings and Finance Committee Meeting

Date of meeting	14 th June 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Time of meeting	6:00 p.m.	Rod Ruffle			
Joanne Radford	JR				COO	Natalie Bracher	NB	PAR
Lizzie Clough	LC				PAR			
Room	Year 6/2	Apologies	Reg Edwardson	RE	COO	Emma Walker-Brown	EW	COO
		Mark Burnard	MB	Foundation				
		In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
	<p>Fire Alarm</p> <p>There is no fire test today. Fire Exits were outlined by RR. If the alarm sounds then make your way quickly and safely to the playground.</p>	
1	<p>1.1 Welcome & Apologies</p> <p>Apologies received as above and sanctioned. MB was at work for a maths competition.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None declared.</p>	
2	<p>Approval of Minutes from the B&F committee meeting held on Tuesday 26th April 2016</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as an accurate record of the meeting and signed by RR.</p>	
3	<p>To discuss matters arising from the last meeting (held on 26th April 2016)</p> <p>3.1 Review Asset Management Plan</p> <p>Governors agreed to leave Asset Management Plan as it was until a clear MAT structure is established.</p> <p>3.2 RR proposed and Governors agreed that RE will present updates of Health and Safety training (on 28th April) at the next FGB meeting because of the importance of Health and</p>	

	<p>Safety to the school. Clerk was requested to add this item to the FGB agenda.</p> <p>3.3 updates about a meeting between CB and the Kidz Biz team</p> <p>3.4 to amend the Risk Assessment about Kidz Biz children’s Health and Safety</p> <p>Health and Safety Action Plan - as a result of 3-yearly inspection and Health and Safety Review Report were circulated prior to the meeting.</p> <p>It was agreed that TAs are required to get parents’ signatures before handing back their children. CB will meet Tracy Bennelick to discuss the detailed procedure that needs implementing.</p> <p>Governors agreed that those two documents mentioned above had covered the solution to Kidz Biz safety concerns and agreed to adopt the DCC Risk Assessment. Clerk will update the review date at the bottom of the policy.</p> <p>Governors agreed that Kidz Biz was a good follow-up point which will be brought to the next FGB meeting as part of the Health and Safety discussion. Clerk will add this item to the FGB agenda.</p> <p>3.5 Governors will highlight the relevant areas in the model Outdoor Policy related to school and send the revised sections to RR who will go through the whole policy with MB and copy them to Clerk before 26th June 2016.</p>	<p>Clerk 21/06/16</p> <p>CB 28/06/16</p> <p>Clerk 28/06/16</p> <p>Clerk 28/06/16</p> <p>All 26/06/16</p>
<p>4</p>	<p>Questions to the Head teacher</p> <p>No questions related to the SMIP (specifically teaching and learning) were raised prior to or at the meeting.</p>	
<p>5</p>	<p>Quotes for the Summer Deep Clean and drains at the School House</p> <p>➤ Quotes for the summer Deep Clean</p> <p>Iris circulated quotes re the Deep Clean during summer holidays prior to the meeting. She has attempted to obtain 3 quotes, but has only succeeded in obtaining 2, one from Service Master and the other from GNC Contract Services.</p> <ul style="list-style-type: none"> • Minster Cleaning Services – only interested in a cleaning contract. • Direct Cleaning Services – do not operate in Devon. • Better Clean Services – no reply to email. <p>Service Master, which provided satisfactory customer service and work, was the company the school used last year.</p> <p>Governors agreed to choose Service Master to do the Deep Clean based on its reasonable price and previous track record and practice.</p> <p>➤ Quotes re drains at the School House</p> <p>Iris circulated a third quote re drains at the School House prior to the meeting. Governors requested a third quote at the last meeting. Three quotes were from Underhills, Exjet and Devon Minor Works. The first two companies’ quotes were much higher than the one of Devon Minor Works which the school had chosen for other construction work previously.</p> <p>Governors agreed to ask Devon Minor Works to fix the drains at the School House.</p> <p>It was agreed by Governors that Iris will take the responsibility to authorise the issuing and signature of a cheque to Sport Relief for £627.32 as 50% of money raised by Skipathon in KS1</p>	

	and KS2.																	
6	<p>Review expenditure against SMIP</p> <p>RR challenged the SMIP Amber areas -1.5/2.3/3.4/4.1- asking when and how they will be turned into Green.</p> <table border="1"> <thead> <tr> <th rowspan="2">Target</th> <th>Action (Amber areas)</th> <th rowspan="2">CB's answers</th> </tr> <tr> <th>Resources required</th> </tr> </thead> <tbody> <tr> <td>1.5 Enhance progress & maximise achievement of middle level attainers by end of KS2 (English & maths)</td> <td>Quality first teaching in all year groups with high expectations</td> <td>Quality of teaching is always expected to be better, which is an ongoing process. Therefore, we keep it Amber for now.</td> </tr> <tr> <td>2.3 Teacher's to have developed an understanding of mastery curriculum, to apply within lessons and reflect in accurate tracking</td> <td>Training in mastery curriculum</td> <td>'Mastery level' has now been replaced in the teacher assessment information that has now been published with the phrase 'greater depth.' All children should have a deep learning of key ideas/constructs and opportunities for even deeper learning. For some children, they will be able to access, within a construct, even greater challenge to deepen their thinking further.</td> </tr> <tr> <td>3.4 Safeguarding (continued)</td> <td>Childline Workshops, Safer Internet Day, 'Drop-in' info sessions</td> <td>CB will ask Kate Williams to organise another 'Drop-in' info session in this Autumn term.</td> </tr> <tr> <td>4.1 Senior & middle leaders continue to drive forward improvements</td> <td>Training/support for senior leaders & middle managers/core subject leads</td> <td>Katherine Richards will take over Literacy in September and the specific training for the work is coming up.</td> </tr> </tbody> </table>	Target	Action (Amber areas)	CB's answers	Resources required	1.5 Enhance progress & maximise achievement of middle level attainers by end of KS2 (English & maths)	Quality first teaching in all year groups with high expectations	Quality of teaching is always expected to be better, which is an ongoing process. Therefore, we keep it Amber for now.	2.3 Teacher's to have developed an understanding of mastery curriculum, to apply within lessons and reflect in accurate tracking	Training in mastery curriculum	'Mastery level' has now been replaced in the teacher assessment information that has now been published with the phrase 'greater depth.' All children should have a deep learning of key ideas/constructs and opportunities for even deeper learning. For some children, they will be able to access, within a construct, even greater challenge to deepen their thinking further.	3.4 Safeguarding (continued)	Childline Workshops, Safer Internet Day, 'Drop-in' info sessions	CB will ask Kate Williams to organise another 'Drop-in' info session in this Autumn term.	4.1 Senior & middle leaders continue to drive forward improvements	Training/support for senior leaders & middle managers/core subject leads	Katherine Richards will take over Literacy in September and the specific training for the work is coming up.	CB/Kate Autumn term
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7	<p>Approval of SEF</p> <p>RR advised all Governors to read thoroughly Ruth O'Neale's school visit report focusing on PP. Governors already agreed to choose one Governor from each committee to support PP – RR from B&F and Ruth O'Neale from P&C.</p> <p>No further questions were raised about SEF. Governors agreed to adopt SEF.</p>																	
8	<p>Safeguarding</p> <p>The latest Safeguarding Action Plan 2015-16 from CB was attached for governors to see what has been achieved, and what will still need to be on next year's plan.</p> <p>RR asked CB to introduce CPOMS and what impact it can have on Safeguarding.</p> <p>CPOMS is a software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is a system to help with the management of child protection, behavioural issues, bullying, special educational needs, domestic issues.</p> <p>➤ CPOMS allows staff to record information in a central repository and have relevant</p>																	

	<p>people alerted immediately.</p> <ul style="list-style-type: none"> ➤ School could record all of the Child Protection and Safeguarding information as well as recording notes about interventions for Pupil Premium students or those with SEN. ➤ CPOMS can be accessed from wherever staff have an internet connection and will display neatly across all devices including tablets and smartphones. ➤ Members of staff from across school can add information to CPOMS allowing Senior Leaders to take appropriate follow up action thereafter. <p>Governors confirmed that JR is Safeguarding Governor and Safer Recruitment Governor. She is going to attend Safer Recruitment training on 13th July 2016.</p> <p>Governors agreed to keep Month 13 and Benchmarking as they were until the next review dates.</p>	<p>JR 13/07/16</p>
9	<p>Check implementation of Health & Safety improvements</p> <p>Governors discussed the Health and Safety Action Plan- as a result of 3-yearly inspections - which was circulated prior to the meeting and noted 7 ongoing actions which will be followed through. Governors will keep monitoring them in the future.</p>	
10	<p>Disaster Planning and Business Continuity</p> <p>MB is in the process of looking at 2 new plans - one called Business Continuity Plan and the other Emergency Management Plan. Until he has completed the new ones, he advised to stick with the existing Disaster Planning and Business Continuity which was recently reviewed by him.</p> <p>Governors agreed to adopt Disaster Planning and Business Continuity and bring the BOWHILL GOVERNORS DISASTER PLAN TREE to the next FGB to update. NB suggested that mobile phone numbers should be recorded on this form to allow efficient and timely contact when necessary.</p> <p>Clerk will add this item to the FGB agenda.</p>	<p>Clerk 21/06/16</p>
11	<p>Security Policy</p> <p>Governors agreed to adopt Security Policy without amendments. Clerk will updated the review date at the bottom of the policy.</p>	<p>Clerk 21/06/16</p>
12	<p>Check Aim & Curriculum statement</p> <p>A newly revised Aim & Curriculum Statement was circulated prior to the meeting.</p> <p>Governors were agreeable to 4 key words – Community/Aspiration/ Responsibility/ Environment- which symbolise the school's ethos/British values.</p> <p>JR asked about the progress in moderation between schools.</p> <p>CB replied: We continue to increase opportunities for staff to work with other schools - St Thomas, Alphington, Ide - within the proposed MAT and joint staff meetings have been arranged monthly this term. Literacy and maths have both been a focus and sharing best</p>	

	practice in effective marking and feedback is the next focus on 15 th June 2016. Teachers meet within year groups with all 4 schools involved and host, in turn, each year group. All year groups will have visited each school by the end of the summer term – focused book/work scrutinies are followed by a school tour. They were productive meetings where ideas were shared particularly with regards to investigative tasks or problem solving questions.	
13	<p>Prepare and complete Statement of Internal Control</p> <p>Statement of Internal Control was reviewed and adopted with amendments by Governors. CFR Report, together with Statement of Internal Control, will be reviewed at the same time.</p> <p>Clerk will updated the review date at the bottom of the policy.</p> <p>Statement of Internal Control will be brought to the FGB for approval and signed by Chair of Governing Body, Head teacher and Chair of Finance Committee of the Governing Body.</p>	<p>Clerk 21/06/16 Clerk 21/06/16</p>
14	<p>Monitor/FRS report</p> <p>Governors noted:</p> <ul style="list-style-type: none"> ➤ No figure in original budget column yet as awaiting final confirmation from County of carry forward before setting the budget. ➤ Teaching Staff – commitment incorporates a 1% pay award if granted in September. ➤ Support Staff – pay award from April will be part of commitment from June, but back pay due for April and May. ➤ FRS report has basically shown that we plan to spend all money allocated to cost centres. <p>Governors agreed to approve Summary Budget Report.</p>	
15	<p>Governors Report</p> <p>Governors were reminded to forward their visit reports in advance and give a brief overview at the meeting.</p> <p>JR and EW paid a visit to the school on 21st April 2016 and met with the Head teacher, four teachers and Jacqueline Nicolle (Inclusion & Intervention Manager / SENCO). The visit report will be produced and submitted by JR to the Head teacher for approval and then will be sent to the Clerk for circulation.</p>	<p>JR 07/16</p>
16	<p>Dates & Time of next Committee meetings</p> <p>Meeting dates will be set at the next AGM (Annual General Meeting).</p>	

All related policies and documents to the meeting were circulated prior to the meeting.

There being no further items to discuss the meeting closed at 7.30p.m.

Attachments: 1. SEF 2. SMIP 3.Safeguarding 4. Health and Safety Action Plan 5. HSMR re-issued 6. Disaster Planning and Business Continuity 7.Security Policy 8.curriculum aims & statement 9. Statement of Internal Control

Signed Dated.....