

## **Governing Body of Bowhill Primary School**

Personnel and Curriculum Meeting held on

Tuesday 24<sup>th</sup> June 2014 at 6.00 pm at Bowhill Primary School

**Present:** Caren Brooks, Reg Edwardson, Stephen Cousely, Ruth O'Neale, Rebecca Rankin and Karen Webb (Karen Cronin arrived towards before end of Meeting)

**Apology:** Karen Cronin (Meeting at WETC but will hopefully arrive before end of Meeting)  
Debra Ward, Caroline Wellaway

**Absent:** Darren Wallis

**In attendance:** Karin Gordon

\*Fire exit procedures detailed by KG\*

### **Declaration of Business Interest**

None Received.

#### **1. To receive/approve apologies for absence**

Apologies received as above.

#### **2. To consider minutes from the committee meeting on Tuesday 25<sup>th</sup>**

**March 2014**

Minutes approved as accurate record of meeting.

#### **3. To discuss matters arising from the minutes**

No matters to discuss.

#### **4. To review SMIP/SEF and Safeguarding**

No updates to current SMIP but after Audit have added on Five Year Building Plan as an appendix. SEF no change as yet, still awaiting up to date Data, when will be forwarded to Governors. RR attending Level 6 Writing Moderation Meeting.

Kate Williams has now introduced herself to all relevant families and is also

working with JD and SEN Co-Ordinator. KW also attended new Reception Meetings.

CB has completed safeguarding refresher course, KW and CL have all completed on-line safeguarding course.

**5. To set annual salaries**

Annual salaries will be set in accordance with the current Pay Policy.

**6. To check Curriculum Aims and Statement**

KG circulated Curriculum Aims and Statement to Governors prior to Meeting. Approved by B & F Governors with slight alteration to last paragraph, bullet point two. Curriculum Aims and Statement and alterations also approved by P&C Committee.

**7. To set attendance targets**

Attendance target now set at 96% and Committee agreed to this figure.

**8. To review Home-School Agreement, Homework and Uniform**

The Committee agreed to adopt the Home-School Agreement and that Homework and Uniform should stay the same.

**9. To review Prospectus**

School Prospectus needs to be updated this year. CB discussed the new Prospectus with the Committee and requested that they email any ideas they think should be inserted. The Governors discussed the possibility of having a community café on site. The Governors agreed with the proposal and cost of the new prospectus.

**10. Review DBS Policy**

KG circulated DBS Policy to Governors prior to the Meeting. The Governors agreed to adopt this Policy.

**11. To review Data Protection Policy**

KG circularised to Governors prior to the Committee Meeting and the Policy was adopted.

## **11. Governors Report**

RE and SC attended the Premier of Moving Up at West Exe Technology College, which is a film made by the students in respect of transition from Primary School to High School.

## **12. To consider any other matters**

LA Model Maternity Policy was circularised to Governors and this was duly adopted.

UIFSM (Universal Infant Free School Meals) – CB discussed with Governors and said that we need to encourage Parents in Foundation and Key Stage 1, who are eligible under the current FSM scheme to still apply as attracts pupil premium funding.

Initial allocation will be calculated from January 2014 Census, final allocation for academic year 2014-2015 will be calculated in May 2015 from October and January 2015 census. Payment will be June 2014 – 7/12ths of provisional Allocation. Spring 2015 final main allocation minus amount paid in June 2014. Where a school's final main allocation is less than the payment made in June 2014, the difference will be deducted from the first payment of UIFSM grant for 2015-2016 academic year.

KG also circulated School Food in England to Governors, which was discussed regarding healthy eating and that Catering Manager has guide lines which she has to adhere to in the weekly menus prepared for the children.

## **13. To agree dates of next meetings.**

FGB 1<sup>st</sup> July

There being no further items to discuss, the meeting closed at 7.01 p.m.

Signed \_\_\_\_\_ Dated \_\_\_\_\_