

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

Personnel and Curriculum Meeting held on

Tuesday 17<sup>th</sup> September 2013 at 6.00 pm at Bowhill Primary School

**Present:** Caren Brooks, Reg Edwardson, Karen Cronin, Stephen Cousley, Dawn Hukku, Ruth O'Neale, Darren Wallis, Karen Webb

**Apology:** Rachel Vowles

**Absent:** Caroline Wellaway

**In attendance:** Karin Gordon

\*Fire exit procedures detailed by KC \*

### **1. Appointment Re-election**

SC nominated RO as Vice Chair in RV's absence. KG will email RV and appointment will be confirmed at next Meeting.

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

Apologies received as above.

### **3. To consider minutes from the committee meeting on Tuesday 25th June 2013**

Minutes approved as accurate record of meeting.

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

Item 7. SC emailed DCC requesting clarification of what exceptional circumstances were in respect of Holiday Requests. Replied that this was up to Governors discretion.

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

Whole staff reviewed SMIP at beginning of term and senior management team spent time looking at data to inform this year's SMIP. KG will forward SMIP to Governors to review, especially requested any comments on number 4.

Three families with children on CiN register, three families with children having Child Protection cases open. One CiC. One targeted family. Five families with CAFs open and three referrals. Claire Kelly's role as Parent Support Advisor is positive in enabling more early intervention.

## **6. To review Redundancy and Grievance Procedures**

KG forwarded Policies to Governors prior to Meeting. Both are LA Policies and Governors agreed to adopt.

## **7. To review Freedom of Information Publication Scheme**

Governors happy to keep existing FOI Scheme as staff have recently received training recently in FOI and data protection.

## **8. To discuss Register of Pupils**

There are 417 pupils on roll at present, with 74 children having started in Reception this September. CB explained current situation in Reception.

## **9. To review Governors' Visits**

The Year Group Links were agreed at the Priming Meeting. Governors were reminded to document their visits and forward this to KG.

## **11. To review Attendance Policy**

KG circulated Policy and email regarding Holidays in Term Time paragraph to Governors prior to Meeting. Governors were happy to adopt Policy with the amended paragraph.

## **12.To consider any other matters brought forward to the Chair**

To consider and adopt new Pay Policy. CB talked Governors through proposed Pay Policy and Governors selected appropriate options. Governors decided not to change current pay scales in light of the Co-Operative Trust consultation. KG will forward Pay Policy to all Governors when fully amended.

KG emailed Governors Update Session dates, KC already booked place, KW and SC also hope to attend.

## **13. To confirm the dates of the next meetings**

B&F 24<sup>th</sup> September

P&C 12<sup>th</sup> November

B&F 19<sup>th</sup> November

Staff/Governors Tea 26<sup>th</sup> November at 3.45 – 4.30 p.m.

FGB 26<sup>th</sup> November at 5.00 p.m. following above

There being no further items to discuss, the meeting closed at 7.22 p.m.

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