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## Minutes of the meeting of the Governing Board held at St Erme with Trispen Community Primary School on 9<sup>th</sup> May 2017 at 5pm

Present: Mrs C Bourne, Mrs D Chapman, Mrs C Hayes, Mrs K Jones, Mrs J Mounter, Mrs J Orrell, Mr R Wigham, Mr P Wilson

Also Present: Mrs N Jones (Clerk to Governors)

Copies of documents were provided for governors on the eSchools platform in advance of the meeting. ipads were provided at the meeting for governors to view documents.

### PART 1

1. Apologies

Apologies were received and accepted from Mr I Jones.

2. Pecuniary Interests

Governors were asked to declare any new pecuniary interests. No new interests were declared.

3. Declaration of AOB

No matters of other business were declared.

4. Chair's Update

Mrs Chapman welcomed everyone to the meeting.

4.1 SATs week. Governors noted that all Key Stage 2 SATs had been completed. The Year 6 teacher had broken her heel bone the weekend before the test but had supported the children during the times of the tests.

4.2 Mrs Chapman advised governors that recent discussions around the new building development in the village would be covered in Headteacher's update under agenda item 8.

5. Governing Board - minutes from the meeting held on 28.03.2017

Copies of the minutes from the meeting held on 28<sup>th</sup> March 2017 had been made available for governors. The minutes were approved as a true and accurate record of the meeting and signed by the Chair

6. Actions / Matters Arising

Governors noted completed actions and agreed to carry forward outstanding matters.

6.1 SEF contribution had been completed and agreed with the Headteacher. This would be emailed to all governors for approval. Governors were asked to submit comments to the Chair of Governors by Friday 19<sup>th</sup> May.

- **ACTION 1** DC to email governor SEF contribution to all governors.

## Discussion

### 7. 2017/18 Budget Plan & Staff Structure. 3 Year Budget Plan

- 7.1 The detailed 2017/18 budget plan spreadsheet was displayed for governors. Governors noted that Mrs Bourne had visited the school and had reviewed income and detail expenditure for each cost centre.
- 7.2 2016/17 year end expenditure had been included on the spreadsheet for comparison. Governors considered expenditure lines and noted that a standard 2% for inflation had been used where appropriate to calculate allocations for 2017/18. Areas for development or areas where expenditure was significantly different from the previous financial year were discussed and agreed. Additional detailed spreadsheets had been developed to cost teaching and support staff for the financial year to include all known changes.
- 7.2 Mr Wilson raised a question about financial benchmarking and noted that this was carried out annually using the government schools financial benchmarking website. The school administrator and Chair of Governors had met last year to consider the reports. At the time there were not matters identified for further investigation of report to the Governing Board. Mrs Bourne agreed to review the next set of data when available in the autumn term 2017 and report back to governors.
- 7.3 Following consideration of all budget areas Governors agreed to approve the 2017/18 budget. A copy of the budget plan would be submitted to the Local Authority.

- **ACTION 2      CB and NJ to review the 2016/17 CFR data when available and report back to governors**

### 8. Headteacher's Update

- 8.1 Mrs Orrell provided an update on academy plans for governors. Headteachers of the Penair Partner schools had met recently to discuss the way forward. A further meeting had been planned for chairs of governors and headteachers to consider and discuss further. Governors noted that the headteacher at Penair School was committed to continue working with partner schools.
- 8.2 Governors were advised that the Headteacher and Chair of Governors had met with a glebe land representative to discuss use of the field next to the school. Governors discussed the new local housing development and potential impact on the school. A Local Authority officer had visited the school to discuss the addition of a purpose built EYFS classroom. The Headteacher reported that cira £160,000 Section 106 monies had been allocated to the school to support this.

### 9. Safeguarding

Governors were encouraged to take up the local free option of safeguarding training to help reduce pressure on the school budget. Governors noted that training had already been completed by Mrs Chapman and would be undertaken by Joy Mounter on 1<sup>st</sup> September. The Headteacher reported that she would undertake safer recruitment training during June 2017 to ensure that this was not out of date.

### 10. Governor Visit reports

Governors agreed that reports would be taken to the next governor meeting on 4<sup>th</sup> July. Governors were asked to ensure that all data included in reports was accurate and relevant.

### 11. Procurement – Catering Contract

Governors reviewed the dates set for the next stages of the process. The deadline for supplier submissions was 15/5/2017. Governors agreed that the evaluation of tenders would be carried out by a core group, Julie Orrell, Donna Chapman, Richard Wigham and Kate Jones on 16/5/2017, starting at 3.15pm. Interviews and presentations would be held on 6/6/2017, 3.15pm. Governors were advised that Devon Norse had visited to look at facilities.

12. Health and Wellbeing Overview and Update

Copies of an overview and the recent Healthy Schools application had been made available to governors.

12.1 The Healthy Schools revalidation had been submitted in the last few days.

12.2 The Headteacher report that the new wraparound care provision had started but there had been a disappointing uptake for after school care at this point. It was hoped that this would grow and develop over time. The breakfast club was proving more successful with better attendance.

12.3 Governors noted that the 'Make a Noise' programme was due to be launched for children the following week.

12.4 Governors agreed to allocate a governor link role for wellbeing from September.

13. OFSTED grade descriptors linking to the SEF

Mrs Chapman advised governors that the OFSTED grade descriptors had been used for reference when completing the SEF. Copies had been emailed to all governors for reference.

**Action/Approval**

14. Best Value Statement

Copies of the Best Value Statement had been made available to governors. Governors noted that was based on the previous year's statement and had been update to reflect current practice. Following consideration governors agreed to approve the 2017/18 Best Value Statement for submission to the Local Authority.

**Information Only**

No agenda items

15. AOB

There were no matters of other business to discuss.

Part 1 of the meeting ended at 6.30pm

Time and date of the future meetings – 20<sup>th</sup> July 2017, 4pm – Coordinator end of year presentations

12<sup>th</sup> September 2017, 5pm - Governing Board Meeting

7<sup>th</sup> November 2017, 5pm – Governing Board Meeting

16<sup>th</sup> January 2018, 5pm – Governing Board Meeting

20<sup>th</sup> March 2018, 5pm – Governing Board Meeting

8<sup>th</sup> May 2018, 5pm – Governing Board Meeting

3<sup>rd</sup> July 2018, 5pm – Governing Board Meeting

17<sup>th</sup> July 2018 Coordinator end of year presentations

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Chair

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Date

Summary of actions arising from the meeting of the Governing Body 9<sup>th</sup> May 2017

**ACTION 1** DC to email governor SEF contribution to all governors.

**ACTION 2** CB and NJ to review the 2016/17 CFR data when available and report back to governors.