

CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting
Held on Tuesday 12th June 2018, at 6.30 pm at the School**

Parent Governors (2) * Marion Groshong (23/11/19) * Eleanor Jones (23/11/19) Vice Chair	Co-Opted Governors (7) + David Libbert (14/09/20) * Stuart Parker (14/09/20) Chair + Judith Pow (14/09/20) + James Barten (07/12/20) + Brij Sharma (13/09/21) * Rachel Roberts (26/02/22) Vacant	LA Governor (1) + James Langley (04/12/21) Headteacher * Jonathan Smith (Ex-officio) Associate Member + Gladys Merceron (22/01/19)
Staff Governor (1) + Josh Mattocks (16/10/21)		* Denotes Present + Denotes Noted Absence

STUART PARKER IN THE CHAIR.

PART 1

1 Welcome and Apologies for Absence.

- 1.1 Everyone was welcomed to the meeting. The Chair welcomed Alex Heywood and Gareth Jones who have expressed an interest in joining the Governing Body.
- 1.2 Apologies were noted from James Barten, James Langley David Libbert, Josh Mattocks, Gladys Merceron, Judith Pow and Brij Sharma. Governors noted that the meeting was not quorate and would be for information sharing only.

2 Declarations of Interest, pecuniary or otherwise in respect of items on the agenda

- 2.1 There were no declarations.

3 Governing Body membership

- 3.1 Co-Opted Vacancies – The Chair welcomed Gaz and Alex who have expressed an interest in joining the Governing Body. Gaz provided some background information on his skills and interest in joining the Governing Body. Alex provided some background information on his skills and interest in joining the Governing Body. The Chair outlined the structure of the Governing Body, the current vacancy and expected movement at the end of the Summer term.

4 Chair's Items

- 4.1 The Chair advised that he had no items.

5 Just Swim contract

- 5.1 Governors noted the proposed contract from Just Swim for the provision of teaching swimming lessons and maintenance of the pool. Governors were advised that Elli and James have both reviewed the ~~policy~~ ^{contract} and submitted comments.
- 5.2 Further to an earlier query, a Governor advised that the notice period for both parties is 6 months.
- 5.3 A Governor asked if there are any implications for staff employment and TUPE.
Action: Chair to forward staff employment wording to Elli for consideration

- 5.4 A Governor asked about Liability insurance; the Headteacher advised that Just Swim has confirmed it has Liability Insurance up to £50,000. Elli advised she will consider this item further.
- 5.5 Governors reviewed the contract details regarding payment of fees if the pool is unusable by Just Swim. Governors discussed payment for loss of fees/revenue/hire costs if the pool is unusable and agreed that the wording in the proposed contract should be amended. **Action: Elli to review the clause and provide proposed amendments**
- 5.6 A Governor suggested that the proposed contract should be cross referenced against the Lettings policy.
- 5.7 Governors agreed that an Extraordinary FGB meeting should be held as soon as possible to consider the Just Swim proposal and contract. **Action: Chair to email Governors to convene an Extraordinary FGB meeting**

6 Headteacher's Items

- 6.1 Governors noted that the Headteacher's report will be presented at the July meeting.
- 6.2 The Headteacher outlined the proposed changes to the swimming provision in the new academic year.
- 6.3 The Headteacher advised that he has contacted Playrite who manufacture safety surfaces and been advised that they can supply and install the new MUGA surface for approximately £12,000 which is a 50% saving on the quotes received from other companies. The Headteacher plans to visit a local school to view the surface supplied and installed by Playrite.

7 Policies

- 7.1 Governors noted that the following policies had been circulated for review:

Asbestos Management policy	Educational Visits Policy	Managing Contractors Policy
Attendance Policy	Electronic Info and Communications Policy	Manual Handling Policy
Behaviour Policy	Extend School Policy	Missing Children and Collection Policy
Computing Policy	Fasting Policy	Placement of Children outside their Chronological Year Group
Control of Infection Policy	Forest School Handbook	Policy and Procedure for Checking the Identity of Visitors
Control of Legionella Bacteria Policy	Grievance Policy	Sickness Absence Management Procedure Final
Data Breach Policy	Letting School Policy	Social Media Policy

- 7.2 A Governor commented that the Attendance policy refers to Jude as the Safeguarding Link Governor. The Headteacher amended the document to refer to Safeguarding Link Governor with no names included.
- 7.3 A Governor provided positive verbal feedback on the Forest School handbook. A Governor asked if all pupils featured in the book have valid photograph consent forms; the Headteacher confirmed all photograph consent forms are in place. The Headteacher advised that the new Consent forms include permission for all future use of pupil's images. A Governor asked about the consent form at the back of the Forest School handbook; the Headteacher advised that the form is a new addition as Forest School is not part of the National curriculum. A Governor asked if the Education Visits policy covers pupils going off site for Forest School activities; the Headteacher

confirmed it does. **Action: Headteacher to liaise with Forest School lead regarding consent form in the Forest School handbook**

- 7.4 Governors referred to the Electronic Info and Communications Policy and agreed that school email should not be used for personal use.
- 7.5 Governors referred to the Educational Visits policy and asked if all volunteers are briefed prior to the trip; the Headteacher confirmed that all volunteers should be briefed and this is included in the policy. Governors noted the updates to this policy.
- 7.6 The Headteacher advised that he will share the Fasting policy with Gladys. **Action: Headteacher to share the fasting policy with Gladys and ask for comments**
- 7.7 The Headteacher advised that the Sickness Absence Management Procedure is based on the LA model.
- 7.8 The Headteacher advised that the Social Media policy has been developed by Judicium and replaces the current version.
- 7.9 A Governor asked if the Behaviour policy has been effective when used to managed cases during the past 12 months; the Headteacher confirmed it has.
- 7.10 Governors were advised that the policies will be reviewed for approval at the next Governing Body meeting. **Action: Policies to be reviewed for approval at the next Governing Body meeting**


8 Dates for Governing Body meetings for 2017/18

- 8.1 Governors agreed the date and time of the next meeting as:
- Thursday 12 July 2018 at 6:30pm

9 Any other business

- 9.1 An Observer asked about the appointment of Governors and Associate Members; the Chair outlined the appointment process and advised that a Skills Audit of the Governing Body will inform the decision to appoint.

There being no Part 2, the meeting ended at 7.30 pm

Signed..........Date12/7/2018.....
STUART PARKER, CHAIR