



BUXTON PRIMARY SCHOOL

Management Committee

Minutes of the meeting held on 4th July 2017
at 5.00pm at Buxton Primary School

Present

Deborah Leahy, Headteacher	Staff Governor
Matthew Fruish	Trust Governor
Kathryn Curtis	LA Governor
Alison Moore	Trust Governor
Rev David Hagan-Palmer	Co-Opted Governor
Charmaine Hannant	Parent Governor
Kelly Hall	Clerk

1. APOLOGIES

There were no apologies for absence as all Governors were present.

Agreed
Points /
Action By

2. MINUTES OF THE MEETING - HELD 15/05/17

KH confirmed expenditure against line E20. The Headteacher confirmed she will add the SATS results, EYFS and KS1 teacher assessments to the pupil premium proposed expenditure document, for the next Full Governors meeting.

The proposed staffing structure for September 2017 is to be discussed as agenda item 6 during this meeting.

The minutes were signed and agreed as a true record.

Action HT

3. MATTERS ARISING

There were no matters arising.

4. BUDGET REVISION 1

The Headteacher presented the Budget Plan Revision 1 further to meeting with Chris Jefferson, Mrs Curtis, Mrs Hall and herself.

The budget was discussed and will go to the Full Governors meeting for ratification.

5. FINANCE POLICIES FOR RENEWAL

The following policies have been reviewed and updated:

- Finance Policy
- Charging/Refund Policy
- Bad Debt Policy
- Definition of Leases Policy

- Redundant Equipment Policy
- Statement of Internal Control

Considerable Governor discussion was held around the above policies.

The following key points were raised:

When any equipment over the set value is disposed of then this needs to be brought to the next Governor meeting. It was agreed a sentence would be added to the redundant equipment policy to say that any ICT would be destroyed in line with confidential waste procedures. When equipment is destroyed, the inventory records will be updated accordingly.

Action HT

Within the finance policy section E, it was agreed to change the admin officer role to school bursar

Action HT

Refund policy – amend the 1st paragraph to reflect that an allocation from the school budget is made for school trips.

Action HT

Statement of internal control document – Governors were happy with the content however wished to clarify if there was a newer template available. This will be checked with the school's finance officer.

Action KH

All Governors agreed, and the policies were adopted.

AGREED

6. STAFFING STRUCTURE FOR SEPTEMBER 2017

The Headteacher presented the draft staffing structure for September 2017, explaining any key changes.

A discussion was held around nurture and the pastoral TA role, to which the Headteacher advised staff are currently attending cluster training on how nurture should look and how it would work best within the school.

7. STAFFING UPDATE – VERBAL

The Headteacher provided Governors with a verbal staffing update including absences and the current advertisement placed for a teaching assistant in early years from September 2017, to support a child with additional needs.

8. SAFEGUARDING UPDATE

The Headteacher advised Governors she is keeping staff updated on safeguarding through the staff safeguarding newsletter. Governors were provided with a copy of the most recent edition.

A discussion was held around prevent strategy and focusing on vulnerable children. Governors stated that is paramount the school is aware of who these children may be and the type of material they could be accessing online and how to ensure they are kept safe. The Headteacher confirmed that the schools systems are robust.

It was agreed the section on wrap would be changed to green and that the school would support this in the event of it being required.

A further discussion was also held around the recent changes to snap chat and snap maps, and location services linked to these. The Headteacher advised Governors she has already made parents aware of these changes via the school Facebook page.

**Action HT/
SGuard Gov**

The Headteacher informed Governors that all staff will be undertaking the e-learning prevent training in September 2017 as part of the annual safeguard training.

9. BOMB THREAT POLICY

The policy was discussed in detail. It was agreed that the reference to US would be removed and that a copy of the bomb threat checklist would be made available near to the school telephone.
All Governors agreed, and the policy was adopted.

Action HT

AGREED

10. PARISH COUNCIL PROPOSAL

The Headteacher brought to the attention of Governors, a letter received from the Buxton parish council in relation to a neighbouring plan they wish to develop.

Due to Governor involvement in this through the local church, it was agreed he would keep the school and other Governors updated with any progression.

A further discussion was held around the school site and lack of space. The Headteacher informed Governors she has approached the local authority regarding modular buildings and funding for these, to which they have agreed to visit the school to conduct a site audit.

11. ANY OTHER BUSINESS

With there being no other business, the meeting closed at 6.15pm.