



		L&M Meeting																								
		Minutes																								
Meeting:		Tuesday 28th June, Niton.																								
Members:		<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Rev Ian Lovell [F]</td> <td style="width: 33%;">IL</td> <td style="width: 33%;">Rev Ian Lovell [F]</td> </tr> <tr> <td>Duncan Mills [EX-HT]</td> <td>EX-HT</td> <td>Duncan Mills [EX-HT]</td> </tr> <tr> <td>Sally Jones [C]</td> <td>SaJ</td> <td>Sally Jones [C]</td> </tr> <tr> <td>Natasha Dix [P]</td> <td>ND</td> <td></td> </tr> <tr> <td>Julie Sutch [C]</td> <td>JS</td> <td>Julie Sutch [C]</td> </tr> <tr> <td>Liz Wishaw [C]</td> <td>LW</td> <td>Liz Wishaw [C]</td> </tr> <tr> <td>Alan Limb [C]</td> <td>AL</td> <td>Alan Limb [C]</td> </tr> <tr> <td>Steve Winter [C]</td> <td>SW</td> <td></td> </tr> </table>	Rev Ian Lovell [F]	IL	Rev Ian Lovell [F]	Duncan Mills [EX-HT]	EX-HT	Duncan Mills [EX-HT]	Sally Jones [C]	SaJ	Sally Jones [C]	Natasha Dix [P]	ND		Julie Sutch [C]	JS	Julie Sutch [C]	Liz Wishaw [C]	LW	Liz Wishaw [C]	Alan Limb [C]	AL	Alan Limb [C]	Steve Winter [C]	SW	
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Item		Title																								
1		Apologies NT & SW.																								
2	All	Declarations of pecuniary interest None.																								
3-4	All	Election of chair and vice chair. Chair - AL – Unanimous vote. Vice Chair – LW Unanimous vote.																								
5	All	Terms of reference. <i>A/P VB - LW asked if all documents could be sent out a week before meetings and an email alert to be sent to governors making them aware of items added to the drive.</i> All governors would like time to look at documents before the meetings.																								
6	EX-HT	Staffing overviews 2016-17 EX-HT explained the new structure for September for both school. Please refer to documents shared on the drive. Letter has gone home to parents regarding the staffing changes. <u>The Bay</u> LW asked what the numbers for each class were? EX-HT Explained figures. R- 60 + 10 on waiting list. Y1 – 60 Y2 – 59																								

		<p>Y3 – 59 Y4 – 60 Y5 – 60 Y6 – 60</p> <p>AL asked where the 10 on the waiting list will go? EX-HT explained to surrounding schools.</p> <p>LW said some staff may feel anxious about moving to work between schools. EX-HT explained that no one would be forced to move or work somewhere they didn't want to. Although working in a different environment can be a positive thing.</p> <p>EX-HT wants to look at better ways of the two schools working together. The link governor's session is a good start to get planning of monitoring in place.</p> <p>Joint working with Catherine Hoar and Sue Ford has proved really positive.</p> <p>LW asked why so full at The Bay? EX-HT explained that the reputation has really improved and parents are keen for their children to attend. The support for vulnerable children is excellent and the staff team are extremely strong. Staff are really happy and that makes a huge difference.</p> <p>EX-HT said he has a great admin team and best appointment he has made was a few years ago with Anna Payne.</p> <p>AL said you can see the difference between the schools.</p> <p>EX-HT feels The Bay has a really strong reputation and this is best board of governors he has worked with.</p> <p>A/P EX-HT would like VB to attend all working party meetings and take notes.</p>
7	EX-HT	<p>Feedback from finance working party.</p> <p>AL said you can see a difference between the schools.</p> <p>SaJ confirmed the 3 year plan has been submitted. IL said for working group to sign off.</p> <p>AL confirmed both schools are showing on track and doing what was planned. Both budgets look fine.</p> <p>AL explained The Bay is showing a surplus. LW asked what would that be spent on? EX-HT said possible a wooden structure for extra learning space.</p> <p>Discussion around longer term building plans to extend learning space,</p>

		<p>very costly project, but something to think about in the future.</p> <p>AL asked if there was any feedback regarding white boards for Niton? SaJ said possible fundraising could be done to help with this. A/P SaJ will look into the photocopying contracts and cost related to this.</p> <p>LW suggested a letter to parents asking for a set amount for the year to help towards raising funds for the school. EX-HT said it would be helpful if we could tap into the skill set of some the parents. SaJ suggested trying to obtain business cards from parents and making a list to publish in the newsletter.</p> <p>SaJ explained she has been informed she will be having an audit in the Autumn term. All actions from the last audit from The Bay are complete. SaJ will be querying the date though as last audit only done in March 2013.</p>
8	EX-HT	<p>Code of Conduct. IL sent today and summarised to all. Any feedback for governors to let IL know. Policy agreed by all. A/P VB to add 'primary' to front of policy. AL asked what is happening with regards to RE/collective worship? A/P IL/VB to arrange a meeting for the Christian distinctiveness working party to meet. VB to add AL and DM to the working party. A/P VB/IL to arrange for strategic working group to meet, first week in September.</p>
9	EX-HT	<p>Premises update – Niton SP to be involved with the planning and projects taking place.</p> <p>EX-HT explained that all major projects are going ahead. The new kitchen project will start the last week of term. No hot food can be served but baguettes will be provided. This project will run through the summer holidays. The roof repair will be 10 – 12 week project. The electrics will take place in October half term. Then the heating can be done. All issues will be resolved and the LA are backing projects completely.</p> <p>LW said that now SaJ is managing the finances, information is much easier to access and SaJ is so helpful.</p> <p>JS asked what impact the building work would have on the playground. EX-HT said it won't but the car parking spaces will be effected. He will</p>

		<p>be looking into a plan for car parking.</p> <p>LW asked how neighbours will be informed about the building that will be taking place. EX-HT confirmed a letter will be sent out.</p> <p>JS asked what MCM's working hours will be. EX-HT confirmed it will be 7.30-5.30 and until 1.30 of Saturdays.</p>
10	SaJ	<p>Financial scheme of delegation. SaJ went through the Scheme of delegation document in detail. Any amendments were made and agreed as the document was discussed.</p> <p>SaJ said the finance policy works alongside this document.</p> <p><i>A/P SaJ to send out dates of next meetings.</i> <i>A/P IL to look at an induction pack for governors.</i></p> <p>IL asked how long we need to keep documents. SaJ confirmed 6 years.</p> <p>Cheque signatories discussed and SaJ confirm 2 signatures required for every cheque. SJ and SaJ would sign any of EX-HT expenses. SaJ gave examples of when signing cheques.</p> <p>EX-HT asked about money coming into school for dinner etc, how that is managed and what happens? SaJ explained the process and a discussion around Tucasi system. Very expensive service and really should be for a secondary school. Still another year to go on the contract. Other options will be looked into nearer the time.</p> <p><i>A/P VB to find out if FGB need to sign document off or just committee?</i></p>
11	All	<p>Policy Review. <i>A/P VB to ensure all statutory policies are up to date.</i> <i>A/P VB & IL to meet.</i> <i>Any feedback regarding changes to policy's to be fed back to SaJ to amend.</i></p>
12	All	<p>AOB <i>A/P VB to send dates of all meetings out to everyone.</i> <i>A/P VB to add names of attendees to agendas.</i></p> <p>Date of the next meeting – Tuesday 29th November 2016 Venue - The Bay.</p>