

## Minutes

### Meeting of the Full Governing Body (FGB) of Meldreth Primary School

**Tuesday 6<sup>th</sup> October 2015 – 7.30pm.**

#### Present

Debbie House (DLH), Chair, LA Governor  
Sasha Howard (SH), Head Teacher  
Emma Tidby (ET), Co-opted Governor  
Rebecca Arthur (RA), Co-Vice Chair, Parent Governor  
Lyndsay Lees (LL), Co-opted Governor  
Caroline Maskell (CMM), Co-opted Governor  
Chris Mannix (CMX), Co-Vice Chair, Co-opted Governor  
Neil O'Regan (NOR), Associate Member

#### Apologies

Jon Pumfleet (JP), Vice Chair, Co-opted Governor  
Andrew Jones (AJ), Staff Governor (left the meeting at 8.50 pm)  
Richard Osborn (RO), Parent Governor  
Sarah Helme (SJH), Associate Member

#### In attendance

None

#### Supporting documents circulated prior to the meeting

1. Statement in relation to appeals for admission to Meldreth Primary School

	ITEM	ACTION
1	<b>Apologies for Absence</b>  Apologies for absence were received and accepted from Andrew Jones, Richard Osborn, Jon Pumfleet and Sarah Helme.	
2	<b>Declarations of Interest</b>  There were no new declarations of interest in relation to the agenda.	
3	<b>Governing Body Matters</b>  <b>a. Membership</b> DLH reported that she had attended a meeting of the Melbourn Business Association earlier in the day. She had made a presentation on governance of primary schools with the aim of recruiting new governors. DLH asked for assistance in recruitment as it was proving very time consuming. <b>Action: volunteer required to help with recruitment</b>	<b>ALL</b>

Signed..... Date.....

	<p><b>b. Committees and link governors</b> DLH reported that she and RA (Vice Chair) had met with SH to plan governor visits for the Autumn Term. DLH asked governors to follow the Visits Policy, in particular, to inform the Chair if they arrange a visit directly with the HT/staff to facilitate monitoring and co-ordination of governor activities/work.</p> <p><b>Action: circulate timetable of visits to all governors</b></p> <p>DLH suggested MPS work with Melbourn Primary to establish a joint Panel for appeals, complaints, etc, which would require a formal agreement to be in place. The suggestion was agreed.</p> <p><b>Action: arrange a meeting with the HT and Chair of Melbourn Primary School to discuss further.</b></p> <p><b>c. Standing Orders</b> DLH requested an amendment to the Standing Orders. All governors present agreed that remote participation in meetings and remote voting would not be permitted.</p>	<p><b>DLH</b></p> <p><b>DLH, SH</b></p> <p><b>DLH</b></p>
<b>4</b>	<p><b>Admissions into Reception/EYFS 2015-2016</b></p> <p>Prior to the meeting, governors had been informed about the current position regarding admissions to EYFS 2015-2016 (see Agenda).</p> <p>As a general principle, the school was prepared to exceed the PAN of 20 only to accommodate children from the school's catchment area. In line with this policy, the GB does not accept the recent application from an out of catchment child who has been offered a place in their catchment school.</p> <p>SH informed governors that the Local Authority (LA) had asked Meldreth Primary school to consider admitting one out of catchment child with a sibling in the school – this child was originally given Priority 2 status but this had been revised and is now Priority 1,</p> <p>Governors discussed at length the possible implications to the child and his/her family and to the school of admitting the child.</p> <p>In response to the LA request, governors agreed in principle to make an exception to their over-admission guidelines because the child has a sibling at this school. A final decision will not be made until the school has received written confirmation from the LA that, if the school were to admit this Priority 1 child, the LA would not then require the school to admit further children from out of catchment.</p> <p>Governors also request information on funding as the October census had passed.</p>	

Signed..... Date.....

	<p>Governors wished the following to be noted:</p> <ul style="list-style-type: none"> <li>Going over PAN to admit this out of catchment child was an exceptional circumstance and was only being considered because of the LA's request to the school</li> </ul> <p><b>Action: contact LA to request written confirmation of the above points</b></p>	<b>SH</b>
<b>5</b>	<p><b>Any Other Business</b></p> <p><b>New Ofsted Framework</b>  DLH and RA had attended the recent Governor's Termly Briefing (5<sup>th</sup> October) and reported that Safeguarding was of the utmost importance. If a school's safeguarding was deemed inadequate during a Section 8 inspection this would automatically trigger a full Section 5 inspection. All persons in school (governors, staff, volunteers, parent helpers, outside providers) should ensure they follow school policy at all times.  Reminder to all governors that name badges to be worn at all times in school (even during out of hours) and mobile phones to be out of sight and on silent.</p>	

Signed..... Date.....