

CHARMOUTH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING Held virtually (via Zoom) on Wednesday 6th May at 3.00pm

Those Present: Laura Cornish (Headteacher), Sylvie Lord (Chair), Andy Bateman, Tamsin Rowe, Jane O'Sullivan, Lynne Wheatley & Colin Williams

Associate Members: None Present

In attendance: None

Clerk: Karen Southcott

Apologies Received From: Naomi Cleal (stood down), Caroline Dare (personal reasons), Dave Barton

Absent:

Minutes Part 1

Actions highlighted and recorded at the end of the minutes. Decisions recorded in brown throughout the minutes. Governors' questions/comments recorded in green. Part 2 in red, actions completed since meeting

Meeting Opened at 3.06 pm

No.	Item	Lead
1.1	Welcome and Apologies – The Chair welcomed everyone to the virtual meeting. She informed the GB that Naomi Cleal had stepped down due to family commitments. She was aware it was Andy Bateman's last meeting before stepping down but she had spoken to him and planned to mark the occasion at a later date. She thanked him for staying on later than his proposed leave date to ensure the budget was completed.	SL
1.2	Declarations of Business Interests – No specific Declarations of Interest other than one parent with children in Years 4 and 5	SL
1.3	Any items brought to the Chair's Attention not on the Agenda – None The Chair explained she had looked at the NGA website to check what was required of a GB's in order to keep FGB meetings going during the current lockdown. It was clear the GB must continue to support the school. The meeting was proof it was possible for governors to meet virtually and continue with critical business like sign-off the budget, be aware of staffing within the school. She said although ultimately she could make decisions she would prefer not to have to. The GB needed to look at key-workers, vulnerable children, how the building was used, along with remote working and well-being of staff. She suggested that governors waved if they wished to speak during the meeting to catch her attention.	SL
2.0	Budget Sign Off – Approval The Chair said she was aware the Finance Link Governor had sent an email prior to the meeting with additional questions for the HT. It was established that this was sent to the HT and Chair only but the HT had prepared answers to those questions. The HT sent out the Budget Summary and created a Budget Notes document to accompany it to help governors understand each line. The Governing Body resolved to formally go into Part 2 to discuss the details of the Budget as a confidential matter. Following the Part 2 business, the GB resolved to return to Part 1 There was then a discussion on whether to agree the budget with these changes or to see the	SL/All

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	<p>final sheet before agreeing. Governors agreed to agree the budget now.</p> <p>The HT asked for agreement to move forward with the EYFS outdoor area. A breakdown of these costs was shared in advance. A governor asked whether these were set prices. The gabion wall is the main cost, with the authority stating that the costs given for the fencing and the surfacing may be lower; if this is the case, the school will be charged the lower cost. This project will be funded through the healthy pupil grant and DFC. Governors unanimously agreed to go ahead.</p> <p>With the Budget approved and the clerk having difficulties logging back into the virtual meeting, the Chair proposed to convene another virtual FGB meeting in a week's time to complete the items on the agenda. The HT to send out the details of the call.</p>	
6.0	<p><i>Date of Next Meeting</i> Virtual Zoom Meeting to be held on Wednesday 13th May at 3pm</p>	SL

Meeting Closed at 4.10pm

Item	Action	Owner	Date Raised	Date Due
2.0	Review costs versus overall deficit in 20/23 and update GB	HT	06.05.20	ASAP