

## Flushing Church of England Primary School Governing Body Zoom Meeting

Thursday 23 September 2021, at 6pm

### **MINUTES**

#### **In attendance:**

Robert Hurrell, Mark French, Leslie Hygate, Helen Dodd, Sue Treneer, Polly Tregaskes, Stacey Mullins & Lisa Beverley-Jones; Hayley Tucker (clerking)

Meeting started at 18:00

#### **1) Prayer**

LH started the meeting with a prayer

#### **2) Apologies**

Andrew Stevenson

Alison Eva

#### **3) Pecuniary interest registration (verbal declaration)**

No changes – signed copies to be sent to school

#### **4) Election of Chair and Vice Chair**

LH proposed that Robert Hurrell remain as Chair which was seconded by HD. RH was happy to continue for the time being and all were in favour.

LH proposed that AS remain as Vice Chair HD seconded, all agreed and AS had indicated before the meeting that he was happy to continue (and it was noted that he does not have time to be Chair in the future).

#### **5) Governing Body Decision Maker**

All happy to go ahead as it stands.

#### **6) Committee Structure, membership and terms of reference**

All Governors content to remain in their current committees and no changes were made.

Concerns were raised by several Governors re the non-attendance of one governor at meetings. HT will contact them again to see if they still want to continue as a governor.

#### **7) Items declared for any other business**

None

#### **8) Minutes from the previous meeting**

All agreed that they were a true and accurate record and will be signed by RH and brought to school to file.

## **9) Matters Arising from the previous minutes**

Mark Lees - He will be visiting on 8 October with Heads from Mylor and Mawnan,

London Residential – Went very well. In the end Covid made it better as London was so quiet. The move to the new YHA was great, the children loved it and the whole trip went smoothly. LBJ asked to thank all involved in the planning and execution and confirmed that the children had had a great time.

Covid Cases – None currently, just normal September viruses and colds.

New Seals Teacher – Mary Arthur has started and settled in well.

Apprentices – Helen Murrells attended a job fayre this week which resulted in us having two interviews/school tours. Pending DBS checks etc and them receiving no other job offers in the meantime, they should be able to start next week.

## **10) Finance – monthly report**

The in-year budget is in credit so we are on track to retain the carry forward figures; this should increase once grant money has been allocated.

Access points for Wi-Fi have been installed and the lap top management system is currently being installed (MacBook), so spending for ICT is more than normal.

All areas looking healthy.

DFC money is earmarked for the building work – LS queried if this has been completed and MF advised there are few areas that need sorting, mostly cosmetic and most disruptive work is completed.

## **11) Heads update**

MF Reported that the Village Club and the Pavilion both wanted to increase the rent we are charged substantially. After lengthy discussion with both committees:

The Village Club agreed to a 10% increase.

MF had a meeting with the Bowling Green Committee who suggested that it was reasonable to request we pay more as we now use it more frequently since our provision has increased. The BGC also queried our use of the play equipment in the park, as they felt that the more we used it, the quicker it would become worn out; MF argued that the public can use it for free, and therefore so should we. RH agreed that as it is a charity and the equipment has been supplied for the community to use, as part of that community we should not be subject to repair or maintenance costs.

They have requested that we make the Pavilion available if one off bookings come up which provide additional income for the BGC, which we have agreed to as long as we are given notice.

There was a lot of correspondence reviewing the contract which went back and forth via lawyers, to ensure both parties were in agreement. It is now ironed out and the final draft has been sent to the Governors for their approval. HD queried what costs are included i.e. water and electric. MF confirmed that the services are include but that we pay for cleaning, cleaning supplies and hygiene items (toilet roll and hand towels), as well as the grounds maintenance (grass cutting etc), at the Bowling Green.

LS queried the public use of the toilet whilst it is being used by the school which MF confirmed he had said was acceptable as only used by staff. He argued that the unannounced checks on the Pavilion itself were not reasonable as we are unable to safeguard pupils as there will be no checks available on the individuals undertaking them.

MF highlighted the missing gate at the entrance to the Bowling Green adjacent to the Pavilion, which the BGC had agreed needed to be replaced. LBJ also queried the fence removal around the play area as it is now accessible to dogs and makes the park less contained for children. MF has discussed this at length with the BGC who think it looks better and have advised that a few people had said the fence was not needed. MF thinks that ROSPA might query the area the lack of a gate or fence by the play area. LBJ said that it is used so frequently because people feel their children are safe there, but this is not the case without the barrier, and that there was a loose dog in the play area last week.

The BGC have advised that it will cost £4947 + Vat to replace the fence. HD queried if we are responsible for paying these costs which MF confirmed we are not however, they have suggested we might contribute, as the school wants it there and they do not. As it is not school property we cannot use the school budget to pay for it (it would not get past the finance team as acceptable use of school funds). MF suggested that we ask parents on the newsletter to contact the BGC to galvanise our feelings as universal through the local community, and that we could discuss a possible fundraiser to assist with the funding of a new fence. Several governors said we should insist that the 'Dogs on leads' sign is replaced as a matter of urgency

It was agreed that we sign the new Bowling Green contract, and pay the increase on both rents (Proposed by LH & seconded by SM), and that we raise support for the reinstatement of the fence on the newsletter.

## **12) Neighbourhood Development Plan**

It was highlighted that the Mylor Parish Neighbourhood Development Plan included the addition of a new joint school for Mylor and Flushing which has once again raised concern throughout the school and local community. It was noted that this has been an issue in the past and that pre-covid, we had given our formal views on losing the village school in Flushing. Whilst it was agreed that a new school building would be wonderful, the proposed plan does not fit either social or environmental ethos of our school; it is not acceptable to expect village children to travel out of the village to attend school. MF has drafted a response to the proposals but suggested that it would also impact if individuals respond too. The Governors were unanimous in agreeing that the plans would be detrimental to the village and the community as a whole (Flushing Bowling Green and Village Club would also be impacted hugely with their loss in revenue if we no longer used them). The governors confirmed that they had already planned to object and were in agreement that it is acceptable to highlight the issue to the parents on the newsletter, and request they raise their own objections, as most families would not be aware that this proposal exists; as it would potentially affect all the families in one way or another, it is important that they know about it, to ensure they have their say too.

## **13) Draft School Development plan**

This is just a draft as the Teachers Performance Management reviews are imminent and therefore some objectives may still need to be added to it. All were happy with it thus far.

## **14) Succession update**

An advertisement has been drafted (by RH, LH & LBJ), along with a school profile, for the Governors to read and feedback. It was decided that January would be a sensible time to advertise the position with the hope to interview in February. MF made some suggestions to include / change in the information, and highlighted the importance of making the teaching commitment clear. He also suggested that a meeting is arranged with Mark Lees on the 8<sup>th</sup> to discuss with him which all agreed would be beneficial and MF will organise.

**15) Policies to approve:**

Whistle Blowing

Complaints

Behaviour

Keeping Children Safe in Education

Health & Safety

All governors agreed that they were happy to approve the above policies for 2021-22

**16) Standing Items; Safeguarding (KCSIE) - Health and Safety (Inspection)**

It was suggested that we implement a Staff Code of Conduct policy to outline procedures – this has been created and the Governors all approved – it will be handed out to staff and volunteers immediately.

A Health and Safety meeting was arranged for ST & MF on 28 Sept

**17) Governor Inclusion/Training**

Any available training to be emailed by HT.

**18) Friends of Flushing School**

FoFS are having a meeting on 27 Sept in the Seven Stars to hopefully elect a new committee.HT to send reminder to parents on Monday.

They are hoping to run some Christmas events TBC.

**19) Any other business**

Residential Trip 2022 – Nine Ashes does not appear to be an option so we have looked at Porthpean for the last 3 days of term (which worked well when we went to London).

Porthpean and coach both booked and all governors happy to go ahead. A letter will be sent to parents next week.

**20) Confidential**

None

**16) Date of next meeting**

Thursday 25<sup>th</sup> Nov @ 6pm (amended to Thursday 2 Dec @ 6pm on Zoom)

***A.O.B. needs to be agreed by Bob 24 hours before the meeting***