



	<p>Alex Thompson: Congleton Educational Community Partnership Business Manager Governor at Goostrey Community Primary School</p> <p>GH advised the meeting that he would leave during Part 2 Item on account of a conflict of interest.</p>	
3	<p><b>TO CONFIRM THE MINUTES OF THE 25.3.19 MEETING</b></p> <p>The Spring Term minutes from the meeting held on the 25<sup>th</sup> March 2019 had been circulated to Governors in advance of the meeting.</p> <p>The minutes were <b>agreed</b> as a correct record of the discussion held, were signed by the Chair and retained at the school.</p>	
4	<p><b>TO REVIEW MATTERS ARISING FROM THE MEETING HELD ON THE 25<sup>th</sup> MARCH 2019 AND REVIEW THE ACTION LOG FROM THAT MEETING</b></p> <p>The Action Log from the 25<sup>th</sup> March 2019 meeting had been circulated to Governors in advance of the meeting.</p> <p>The following discussion was held:</p> <ul style="list-style-type: none"> <li>• GH advised the meeting that the Fire Service would provide the school with a defibrillator.</li> </ul> <p><b>Challenge: Would this be an internal or external installation?</b> Response: It would be internal.</p> <p><b>Challenge: Did the defibrillator need to be wired in?</b> Response: No it did not.</p> <p><b>Challenge: Would training be needed to use it?</b> Response: Defibrillators come with instructions; the user is talked through how to use it and any paediatric trained first aider will have received training.</p> <p><b>Action: To check whether official training is required to use a defibrillator</b></p> <p><b>Action: To check if training can be provided by the St John's Ambulance service at a staff meeting</b></p> <ul style="list-style-type: none"> <li>• The CW GDPR package had not been reviewed. It was <b>agreed</b> that further training was required possibly on-line or information disseminated from a Tim Turner presentation to ECAPH (East Cheshire Association of Primary Heads). It was further <b>agreed</b> that new members of staff and new Governors needed training.</li> </ul> <p><b>Action: To agree on a suitable GDPR training provider</b></p>	<p>AT</p> <p>SW</p> <p>AT</p>

- A new system regarding the monitoring and updating of policies had been established. The policies for scrutiny in the Autumn Term needed to be selected. SW explained that she forwards a paper copy of the policy to SH; SH proof reads and recommends any amendments; the amendments are completed electronically and the policies lodged on Governor Hub for approval at the relevant Committee meeting.
- A letter had been sent to parents regarding the uniform changes. A further letter was due to be sent today to clarify expectations. SW advised the meeting that the school had costed and factored in to the budget the provision of a new tie for all pupils.

**Challenge: Has a decision been made about having ties on an elastic band or ties with a clip?**

Response: There was a discussion of the advantages and disadvantages of both methods. It was **agreed** that for health and safety reasons the school would use the clip methods.

**Action: To contact the uniform supplier to change the tie from an elastic band to a clip**

**SW**

The following matters arising were discussed:

The school drains:

JS advised the meeting that some of the school's drains have collapsed and some are blocked as there is no grease trap in the kitchen.

Prices for remedial work are being sought with a view to completing the work in the summer holidays.

It was noted that the drains need to be reviewed on an annual basis.

JS advised that there are two types of drain causing concern:

- Foul drains which are blocked with grease and paper towels
- Storm drains which are fed by the guttering and general water run away. He added that only one downspout is properly connected to the storm drains meaning that water is coming directly off the roof on to the area around the school.

**Challenge: Would this be an easy job to rectify?**

Response: It would.

JS continued that there were additional issues:

- Open drains were partially blocked with leaf and soil debris and
- There is insufficient drainage provided for the current size of the school.

DB added that the school was aware of some crumbling of the foul drain and that the foul drain from the Pre-School is set at an angle causing problems.

It was **agreed** that the remedial works would be done: linking the

	<p>downspouts and possibly constructing some small walls on the site to retain soil to prevent movement.</p> <p><b>Action: To set up a meeting between herself, JS and the Site Team to create an action plan</b></p> <p>If this work does not prove effective a drainage survey may need to be commissioned.</p> <p>It was acknowledged that a filter was required for the kitchen. Moving forward: the kitchen needs to improve its waste disposal systems (CE Catering responsibility) and the school needs to stop using paper towels.</p>	<b>DB</b>
<b>5</b>	<p><b>TO RECEIVE A FINANCE UPDATE</b></p> <p>The following documents had been circulated to Governors in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• The 20<sup>th</sup> June 2019 Three Year Pan</li> <li>• The School Business Manager’s Report for the Committee</li> <li>• The Havannah Benchmark Report Summer 2019</li> <li>• The School Fund Audit certificate dated 31.3.19</li> </ul> <p><u>Budget update:</u> DB apologised that the budget papers were late. She stated that the figures for the Pre-School cannot be reviewed as amended documents have not been received from CE. It was explained that the Pre-School numbers were inaccurate: CE had accounted for more pupils than the school can accommodate.</p> <p>The Three Year Plan was reviewed and the following points made:</p> <ul style="list-style-type: none"> <li>• The outturn budget for 2018/2019 shows a carry forward of £26,766;</li> <li>• In Y1 the projected carry forward shows a projected carry forward surplus of £69,964;</li> <li>• Y2 shows a projected carry forward surplus of £34,748 and it is only in Y3 that the school presents a projected deficit carry forward budget figure. This figure is not usually a concern so far in advance.</li> </ul> <p>DB asked if Governors would sanction an increase in school meal costs from £2.40 to £.2.50 per meal? She had identified that catering made a profit of £1,388 in 2018/2019. The projection for 2019/2020 is to make a profit of £2,300 based on the current meal price of £2.40</p> <p><b>Challenge: Would an increase in price be beneficial to the school?</b> Response: The increase would help the school to break even on catering as current costs do not include any of the admin which is required to manage the provision of school meals.</p> <p><b>Challenge: Has the lunch provision improved?</b> Response: It has. There is a good range of food on offer; portion sizes have</p>	

increased; there is often the opportunity to ask for second helpings.

Governors **approved** the 10p price increase from the 1<sup>st</sup> September 2019.

DB advised the meeting that the Parent Pay income from school meals and the recovery of old debts from 1.4.19 to 18.6.19 was £2,377.28.

**Challenge: Has the school done any costing to show the impact of the possible loss of the universal school meal subsidy in 2021?**

Response: Not currently. Pupils in KS1 are being encouraged to apply for Pupil Premium (PP) funds and FSM (Free School Meal) funding.

Governors were advised that Havannah has received PP funding for 42 pupils in 2018/2019, whereas the current prediction is that the school will have 46 PP pupils on roll in 2019/2020 with the potential to take 50 moving forward. The school receives £1,320 per pupil.

The Devolved Formula Capital balance is currently £9,807. £9k of this money has been earmarked for IT. It was noted that the PTA money has also been earmarked for IT. SW explained that the school would purchase 30 new devices with the DFC money. The PTA money will contribute to the development of an IT suite which will house 15 devices for 30 pupils to use at any given time. New computers were needed for members of staff. The office also needs a technology update.

Quotes had been requested for this cloud based provision.

**Challenge: Would the devices be leased or purchased?**

Response: They would have to be purchased. DFC money cannot be used for lease agreements.

It was noted that the school's Google app for education might be replaced by Microsoft 365. If this occurs existing material will need to be archived and transferred to the new system.

**Challenge: If IT functionality was increased to include a programme like Show My Homework how accessible and inclusive would it be?**

Response: The majority of pupils at Havannah have internet access on a device. It was noted that there might be some funding available through IT or through the Government Gateway for those who struggle with IT provision outside school.

**Challenge: Does the school still use the LA internet connection?**

Response: It does still use the managed broadband.

**Challenge: Does it still work?**

Response: It does although at times it can be rather slow.

A further £6k DFC funding will be accrued to the school in the next round of funding (September 2019).

Sports Premium Funding: the school spent £17,399 in 2018/2019 and aims to spend no more than £15k per annum for 2019/2020 and 2020/2021. The school currently has an over spend of £12k. It was noted that if this deficit is not reduced when the Sports Premium allocation ends (predicted to be April 2021), the money will have to be absorbed into the school's budget.

Benchmarking:

DB advised Governors that she had chosen 9 schools to compare Havannah with. These schools had similar contextual backgrounds. It was noted that the document refers to 2017/2018 data, which will have changed by now.

The following discussion was held:

- Havannah compared favourably with the other schools in premises; grant funding and self generated income.
- Areas for improvement included supplies and services and revenue reserves.
- There was no significant difference between Havannah and the other schools in the exercise.
- It was noticeable across all schools that the number of full time equivalent (FTE) support staff had dropped. Currently Havannah has 7 FTE members of teaching staff and 9 FTE teaching assistants.

Auditor recommendation for the School Fund Account:

The School Fund Account Audit was due at the end of June. This had been completed by Andy Watson. The accounts have been sent to Schools' Finance.

Governors were presented with the current School Fund Account audit certificate.

Havannah Hangout and Pre-School update:

Provisional Pre-School budget papers were tabled during the meeting. DB advised that CE had worked on the premise of the school's capacity being 36 pupils, whereas it is actually 26 pupils.

Governors were advised that the 3 and 4 year old funding for Y1, Y2 and Y3 had been approximated at £93k per year.

**Challenge: Is that figure based on 36 pupils?**

Response: No it is based on 26 pupils.

DB added that this amount includes the Early Years Pupil Premium funding and one disability grant.

The Extended School Report was reviewed.

The bottom line shows 0, which is the CE default position. Governors were advised that it should however show a positive number. It was stated that

<p>schools need to know their exact bottom line for future planning.</p> <p>Discussion of the Pre-School funding was referred to the Part Two minutes. Governors discussed the importance of selling the Nursery provision through a publicity drive.</p> <p><b>Action: To provide publicity material through a Forest School press release</b></p> <p><b>Action: To complete a Pre-School action plan</b></p> <p>The Havannah Hangout figures were presented to Governors It was noted that there will be a significant surplus in March 2022: £3.8k.</p> <p><b>Challenge: Does Havannah intend to increase the cost of wrap around care as discussed in a previous meeting?</b> Response: Currently either £4.50 or £8 is paid. These charges need to be compared to other local schools. It was further added that the cost of Pre-School attendance also needs to be reviewed. These discussions are currently scheduled to take place in the Autumn Term 2019.</p> <p><b>Action: To add an item to the Autumn Term Leadership &amp; Management agenda: To discuss Hangout and Pre-School costs</b></p> <p><b>Challenge: Do prices have to change in September?</b> Response: No. It was agreed to discuss charges in the Autumn Term for implementation after Christmas, in January 2020. DB added that an increase in costs can be justified as currently the school is reviewing its provision moving forward: making it more dynamic and more appealing to boys.</p> <p><b>Challenge: Is the scheme whereby the third child attends free still in operation?</b> Response: No it is not. There is a reduction for more than one child attending though.</p> <p>There was a discussion of the Holiday Hangout. 14 children attended Holiday Hangout between the 10<sup>th</sup> – 12<sup>th</sup> April 2019. This was an improvement on the June 2018 Holiday Club where only 13 children attended.</p> <p><b>Challenge: How many children are needed to cover costs?</b> Response: 10 children are needed to cover the cost of having two members of staff. The discussion to raise costs in January 2020 was held.</p> <p>There was extended discussion regarding the bad debts item in the SBM's report: debts going as far back as 2016 were traced and attempts made to</p>	<p><b>SW</b></p> <p><b>SW/SH</b></p> <p><b>Clerk</b></p>
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recoup the money. Debts of £6,796 from residential visits and £3,931 from day visits had accumulated.

**Challenge: Do all of the debts come from Hangout?**

Response: Not all but most of the larger debts do.

**Challenge: Do the children whose parents accrued the debts still attend the provision?**

Response: They do not.

DB advised the meeting that the money recovered did not show on the budget papers. By the end of the school year the amount could increase further. Debtors from Y7 and Y8 are still being pursued.

**Challenge: What is the approximate percentage recovered?**

Response: Currently between 10% and 20% has been recovered.

**Challenge: What measures are in place to prevent the situation recurring?**

Response: Members of staff have been asked to give the office a greater notice period for trips to alert parents and set up the relevant payment systems. If less than 85% of the voluntary contribution is received by the deadline date the trip is cancelled. SW advised that 2 trips have been cancelled as a result of the lack of voluntary contribution this term.

**Challenge: What is the educational impact of cancelling trips?**

Response: There is an impact but it is difficult to measure.

It is hoped, moving forward, that having an annual plan of trips (to be discussed under Item 7 of the agenda) will enable parents to budget in advance and remove the risk of trips being cancelled

**Challenge: Do pupils have to pay for all trips?**

Response: SW explained that the plan for 2019/2020 includes one residential, one visitor in school and one external trip per year group per term. There will be only exceptional additions to the programme: as explained in Item 7 of the agenda.

**Challenge: Could the school ask the PTA to help with subsidising visits?**

Response: They could be asked.

It was also agreed that this would be discussed at Parent Forum in the Autumn Term.

Manual of Internal Financial Procedure:

The MIFP is reviewed in the Autumn Term.

SFVS (Schools Financial Value Statement) Feedback:

DB advised that there had been no feedback from CE regarding the school's SFVS grading. It was noted that there is a new form to complete

	<p>for 2019/2020.</p> <p><u>ChESS Buyback report:</u></p> <p>ChESS purchases will be made by the end of June 2019.</p> <p>For the second year the school will not buy back the school's Library Service. Instead the school is creating its own library resources. This will make a considerable financial saving.</p> <p><b>Challenge: Is there anything which CE can do to improve its ChESS provision?</b> Response: Currently the school has a positive relation with CE in many areas.</p> <p><b>Challenge: Does the school buy back the CE Training package?</b> Response: It was purchased mid-year in 2018/2019 on account of the need for new Governors to access the relevant induction and other training. When completing a cost comparison it was noted that CE provided best value for money.</p> <p>It was noted that SW and DB would review the ChESS buy back to ensure that best value for money was being received.</p>	
6	<p><b>TO RECEIVE AN ATTENDANCE UPDATE</b></p> <p>A RAG (red amber green) Attendance Review – June 2019 was tabled during the meeting.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> <li>• Attendance in all year groups has improved with the exception of Y2 and Y5.</li> <li>• PP attendance 2016/2017 was 95.6%</li> <li>• PP attendance 2017/2018 was 94.6%</li> <li>• PP attendance 2018/2019 to date was 94.8%</li> <li>• 95.5% is the benchmark figure for good attendance.</li> <li>• It was noted that a couple of pupils who are absent for a specific reason can distort the data.</li> </ul> <p>The end of year data is required. The impact of various strategies will be reviewed in the Autumn Term.</p> <p><b>Action: To find out when registers are closed for calculating attendance data</b></p> <p><b>Action: To add an item to the Autumn Term L&amp;M agenda: To review 2018/2019 attendance data</b></p> <p>SW advised Governors that the main incentives for PP pupils at Havannah were free attendance at Breakfast Club and a free after school club if attendance reached a certain level. Other strategies were discussed.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

	<p>SW further advised the meeting that it was only certain PP pupils who depressed the school's data not all PP pupils. Having pupils on an Education Health Care Plan (EHP) had proved beneficial towards improving attendance.</p> <p>SW provided case studies to demonstrate how progress was being made by many PP pupils.</p> <p>SW advised the meeting that PP had been successfully reviewed by Ofsted.</p> <p><b>Challenge: Did Ofsted look at individual pupils or complete a deep dive?</b></p> <p>Response: They used both approaches.</p>	
7	<p><b>TO RECEIVE THE ANNUAL COSTED RESIDENTIAL/TRIP SCHEDULE</b></p> <p>SW advised Governors that the idea for producing this document had come from a Parent Forum meeting.</p> <p>The following process had taken place:</p> <ul style="list-style-type: none"> <li>• Members of staff had been asked to review their termly topics and to identify potential visits or visitors who could attend school.</li> <li>• Venues and experiences had been costed</li> <li>• The information had been collated into a chart to be shared with parents at the end of the Summer Term.</li> </ul> <p>The rationale had been:</p> <ul style="list-style-type: none"> <li>• To provide a trip out of school for each year group in one term.</li> <li>• To invite a visitor in to school for each year group in one term. Securing visitors to come in to school had sometimes proved difficult to achieve.</li> <li>• To complete a residential experience for each year group in one term.</li> <li>• Each of the planned activities had to provide an assessment of educational impact.</li> <li>• There are two exceptions to the plan: the one-off whole school trip to Chester Zoo, where free tickets had been secured and the Y6 end of school outing which the pupils determine.</li> <li>• No additional activities can be added to the plan unless they are free of charge.</li> </ul> <p>The aim is to have all of the activities on Parent Pay by September 2019. The Plan and the visibility on Parent Pay will enable parents to budget accordingly. Variable costs can be added to Parent Pay as certain costs may change between time of booking and the date of the activity. It was acknowledged that Y6 was the most expensive year for parents as they also have to pay for the High School activity if their child attends Eaton Bank Academy.</p>	

	<p><b>Challenge: When will a decision be made regarding attendance at the pantomime?</b> Response: This decision is made later in the year.</p> <p><b>Action: To place payment reminders on the newsletter at strategic times throughout the year</b></p>	<b>SW</b>
<b>8</b>	<p><b>TO RECEIVE THE DRAFT PUPIL PREMIUM STATEMENT (INCLUDING ATTENDANCE)</b></p> <p>No Pupil Premium Statement had been received by Governors.</p> <p>A PP Punctuality and Attendance Report was tabled during the meeting. It showed the impact of Breakfast Club attendance on anonymised pupils from all year groups comparing the 2016/2017 Lates; 2017/2018 Lates; 2016/2017 Attendance % and 2017/2018 Attendance %.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• 2016/2017 attendance was 97.04%; 2017/2018 attendance was 97.52%.</li> <li>• 69% of PP attending Breakfast Club had no late marks.</li> <li>• 85% of the PP pupils identified above maintained no lates or improved lates.</li> <li>• 85% pupils attending Breakfast Club had 95.5%+ attendance.</li> <li>• 46% pupils attending Breakfast Club improved their attendance.</li> </ul> <p><b>Challenge: Is the fact that 54% did not improve their attendance because attendance was already good or is this a negative point?</b> Response: Individuals are making progress with their attendance but they still fall below the benchmark percentage.</p>	
<b>9</b>	<p><b>TO RECEIVE THE DRAFT PE STATEMENT</b></p> <p>The PE and Sports Premium statement for 2018/2019 was tabled during the meeting.</p> <p>Governors were advised that funding extends from April to April.</p> <p>The statement is on the school website.</p> <p>There are few alterations from the 2017/2018 statement: Multi-flex has been more involved with coaching and inter-school sports events. Middy supervisors have been trained to provide sporting activities.</p> <p>Future plans were identified: including an increase in lunchtime clubs. There are two issues with implementing lunchtime clubs: the school hall is</p>	

	<p>not available, especially in inclement weather and the school operates a staggered lunch serving.</p> <p><b>Action: To check the statement, removing reference to swimming; lodge on Governor Hub and on the school website</b></p>	<b>SW</b>
<b>10</b>	<p><b>TO REVIEW SPORTS PREMIUM EXPENDITURE 2019/2020</b></p> <p>SW had received three quotes: from Multi-flex; from Ministry for Sport and from Progressive Sports.</p> <p><b>Challenge: Had Bee-Active been costed?</b> Response: They had been asked for a quote but had not responded to the request. They had been selected because their assessment and tracking programmes are good.</p> <p>SW advised the meeting that the main consideration when selecting the company had to be their provision of CPD training for members of staff to create in-house sustainability in the event of the funding being removed.</p> <p>SW advised that Multi-flex would provide 2 members of staff; the other two companies would provide one – this was a concern when teaching younger pupils regarding supervision. There was a discussion of using one external member of staff and putting a teaching assistant with the class; however the need to use a teaching assistant would prove more expensive than employing an additional external person.</p> <p>Relative costs were as follows: Multi-flex £14,615 for one member of staff and £15,540 for two members of staff; Ministry for Sport £14,820 and Progressive Sports £17,385.</p> <p>Governors agreed that two members of staff was the preferred option. This led to closer scrutiny of Multi-flex. Their figures were not clear for the second year. Various discussions were held regarding the value of using external providers in the morning or the afternoon. It was noted that Multi-flex would charge an additional £20 per lunchtime.</p> <p><b>Challenge: How would any CPD delivered by an external company lead to the sustainability of high quality sport provision in school?</b> Response: Members of staff would attend the PE lesson alongside the coach to observe the teaching of skills and games; to understand assessment and monitoring more closely. Members of staff would be selected on a need basis. It was agreed that the member of staff needs to be able to quantify assessments and monitoring needs to be rigorously linked to school statements.</p> <p><b>Challenge: Who is liable for providing individual sport risk assessments?</b> Response: Mrs Sutton is responsible for curriculum delivery risk</p>	

	<p>assessments. Multi-flex are responsible for all other risk assessments.</p> <p>It was agreed that Multi-flex would be approached to:</p> <ul style="list-style-type: none"> <li>• Provide individual sport risk assessments</li> <li>• Provide a detailed outline of the CPD to be delivered</li> <li>• Specify one named individual to be the constant member of staff attending Havannah</li> <li>• Commit to sports team preparation and delivery</li> <li>• Provide a more rigorous approach to admin</li> <li>• Produce a price for the package no higher than £15k</li> <li>• Adhere to a set of school non-negotiables</li> <li>• Attend every morning</li> </ul> <p>SH left the meeting at 12.12pm.</p> <p><b>Challenge: Is there a break clause in the contract?</b> Response: There is.</p>	
11	<p><b>TO RECEIVE THE PUBLICATION SCHEDULE</b></p> <p>The Publication Schedule had been completed by DB.</p>	
12	<p><b>TO RECEIVE THE RETENTION SCHEDULE</b></p> <p>Governors <b>agreed</b> to carry this item forward to the Autumn Term meeting</p> <p><b>Action: To add an item to the Autumn Term L&amp;M agenda: To receive the Retention Schedule</b></p>	Clerk
13	<p><b>POLICY REVIEW</b></p> <p>To receive the following policies:</p> <ul style="list-style-type: none"> <li>• Charging/Remission</li> <li>• Safer Recruitment</li> <li>• GDPR/Data Protection/FOI</li> <li>• E-Safety</li> <li>• Bad Debt</li> <li>• Fire/Evacuation/Health &amp; Safety</li> </ul> <p>It was <b>agreed</b> to carry approval of these policies forward to the Summer FGB meeting.</p> <p><b>Action: To add policies listed to the FGB agenda for approval</b></p> <p>One Governor proposed that the school write a Uniform Policy as the school uniform had recently changed. This was <b>agreed</b>.</p>	Clerk

	<ul style="list-style-type: none"> <li>• <b>Action: To write a Uniform Policy by the 9<sup>th</sup> July 2019, to be emailed out for Governor approval before circulating to parents for September 2019</b></li> </ul>	<b>SW</b>
14	<p><b>SUMMER TERM DIRECTOR'S REPORT</b></p> <p>The Director's Report had been circulated to Governors in advance of the meeting.</p> <p>Reference was made to:</p> <ul style="list-style-type: none"> <li>• Proposed changes to High Needs funding: under consultation</li> <li>• There will be a new CE SEN Service structure</li> <li>• The campaign to raise awareness for PP and FSM eligibility was heralded as a success</li> <li>• Good practice guidance has been provided for pupils on part-time timetables</li> <li>• CE has updated its policy for children who are electively home educated and for children missing education</li> <li>• The new Governance Handbook where amendments are itemised on pages 6 to 8</li> <li>• The new Ofsted Framework</li> <li>• The message from the Secretary of State for Education that the Government acknowledges the need to put more money in to education</li> <li>• The new Relationships and Health Education Policy to be implemented in September 2020</li> <li>• The launch of the Government EdTech Strategy for schools to review</li> <li>• To pay reference to the new CE Complaints Policy when it is circulated</li> <li>• The idea that the DfE will fully fund the teachers' pension contribution increase in 2019/2020</li> <li>• To review the DfE guidance on a No-deal Brexit</li> <li>• The summary of the Schools' Audit programme 2018/2019</li> <li>• The new free DfE Teaching Vacancies website, which CE is advising all schools to subscribe to as an alternative to the Times Education Supplement option</li> <li>• The need for more schools to access the Apprenticeship Levy</li> <li>• The replacement of the Common Assessment Framework with Early Help Assessments using the Signs of Safety guidelines.</li> </ul>	
15	<p><b>AOB</b></p> <p><u>Purpose Built Meeting Room:</u>  <b>Challenge: Could the school invest in air conditioning for its purpose built meeting room?</b>  It was noted that currently the room is not being used for its primary purpose as conditions are not conducive to hosting a number of people.  Response: When the room was constructed the cost of air conditioning was</p>	

	<p>£5k.</p> <p><b>Action: To secure three quotes to install air conditioning in the meeting room</b></p> <p>GH left the meeting at 12.43pm</p> <p><u>Hand Dryers:</u> A feasibility study regarding hand dryers had been circulated to Governors in advance of the meeting.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> <li>• The school can purchase hand dryers no warranty is needed.</li> <li>• The hand dryers need to be correctly installed.</li> <li>• Various models had been researched, costed and were discussed. Various companies will visit the school to demonstrate their wares.</li> <li>• If hand dryers are installed they would pay for themselves within two years.</li> <li>• Most hand dryers have a seven year lifespan.</li> </ul> <p><b>Challenge: Would two hand dryers be provided per toilet room?</b> Response: Different numbers were discussed for different areas of school.</p> <p>It was <b>agreed</b> that, following an accurate costing to be circulated to Governors, the school would install hand dryers. The installation could take place during the summer holiday.</p> <p><b>Action: To cost hand dryers; circulate information to Governors for approval; arrange the purchase and installation of the dryers</b></p>	<p><b>DB</b></p> <p><b>DB</b></p>
<p><b>16</b></p>	<p><b>Impact Statement</b></p> <p>Governors received the current budget figures. They scrutinised various aspects of school income and expenditure discussing value for money and ways in which the school could maximise its income whilst controlling its expenditure. The budget was linked to staffing considerations for 2019/2020 moving forward. Governors agreed to monitor fiscal developments on a termly basis.</p> <p>Governors discussed Health and Safety concerns at the school. Action plans were produced to effect immediate solutions to improve the state of the school premises both internally and externally leading to the creation of a better working environment for both pupils and members of staff.</p> <p>Governors reviewed the effectiveness of the PP and Sports Premium funding and made plans for the future sustainability of strategies currently in place to have the maximum effect to the maximum number of pupils within the school environment.</p>	

<b>17</b>	<b>Date of Next Meeting</b>  The date of the Autumn Term meeting is to be <b>agreed</b> at the Summer Term FGB meeting.	
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The meeting moved to Part 2.

The meeting ended at 1.55pm.

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..... Date