

**Minutes of the meeting of the Governors of Woolsery Primary School held on Tuesday 4th
May 2021 at 6.30pm.**

Ref	Item	Action
1.04.05.21	<p>Attendance: Matt Cole, Di Bennett, Ben Trevor, Rebecca Vickerstaff, Sarah Broom, Emma McGuire, Siobhan Brennan, Sue Kersey</p> <p>Also in attendance: Sue Miles attended as clerk</p> <p>Apologies: Kathryn Bass</p> <p>Absence: None</p>	
2.04.05.21	<p>Declarations of Interest None declared.</p>	
3.04.05.21	<p>Meeting with Gina Finch Flying Start Governors had an informal meeting with other ACCT heads about collaboration activities.</p>	
4.04.05.21	<p>Minutes of the meeting held on 25th March and matters arising.</p> <p>Q.Sarah: Due to the power cut, can you confirm whether it was agreed to offer the teaching position to Helen Morrison?</p> <p>Governors agreed that the position would be offered to Helen Morrison, pending successful interview and recruitment process strictly followed. Matt will ask Helen to complete the application form, so that the process can begin.</p> <p>Following Carolyn Butler’s resignation with effect from the 30th April 2021 the Class structure from the Autumn term will be as follows:</p> <p>Sarah Oyarzabal Cranford</p>	<p>Matt to ask Helen to complete and return application form asap to enable recruitment process to be applied in a timely manner.</p>

	<p>Cathy Farmer Burscott Yr 1 & 2</p> <p>Helen Morrison Stroxworthy (pending successful appt) Yr 3 & Yr4</p> <p>Kelly Dobson and Carl Davies Alminstone Yr 4 & 5 Sue Kersey Ashmansworthy Yr 5 & 6</p> <p>Governors approved the changes to deployment.</p> <p>Tracy has resigned from the Governing board with immediate effect due to personal reasons. This means that the position of Chair is vacant.</p> <p>Ben is happy to be acting Chair, but concerned that he hasn't the time to give to it that the position warrants. Discussion took place on how the Chair position could be made more tenable.</p> <p>Q Sarah Broom: What are the requirements that are needed that you haven't got time to do?</p> <p>Ben replied: Understanding the budget and being in close contact with the school day to day, and being able to react in an emergency situations. Due to work commitments Ben feels the school would be vulnerable as he is unable to devote the time that he would want.</p> <p>Q.Sue K – Can you have co-chairs?</p>	
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	<p>Siobhan and Sarah B have expressed an interest in co-chairing. How would the governors feel if this could work?</p> <p>From a HT point of view, Matt said he needs someone that he can call on if things go wrong to get a different perspective, or to talk situations through that can't be shared with another member of staff. Ben happy to be available as support should governors adopt this method. Ben Proposed that Sarah and Siobhan take on co-chair from this meeting – Di second. No dissent expressed (as per virtual meeting guidelines).</p>	
5.04.05.21	<p>School Financial Value Standard</p> <p>Governors approved SFVS and Ben will come into school to sign so that Sue M can send off to Devon Audit.</p>	Ben to sign, Sue M to send off to Devon Audit
6.04.05.21	<p>Finance Policy</p> <p>Tuesday 18th May to look at Finance policy. Sue M to put current policy in folder for governors to compare, and complete new finance policy.</p>	Sue M to put current finance policy in drive so that governors can compare and make informed recommendations
7.04.05.21	<p>End of financial year monitors</p> <p>Sue advised that FIPS had agreed to settle our School Budget Share deficit, we therefore end the year with zero deficit or carryforward. Preschool ended £2970 in credit ACCT £20,000 in credit but includes £3200 MEG.</p>	Sue M to send to DCC as per regulations.

	<p>DFC £3942.19 credit We've asked NPS to project manage the repainting of barge boards and some repointing – estimate came in at £32000, so we've gone back to them as we can't afford it.</p>	
<p>8.04.05.21</p>	<p>Questions relating to Covid 19 Risk Assessment Steve Pennington has asked Siobhan and Sarah to help with Forest School on 24th May. This forms part of announcement expected on 17th May. Staff room has been open to all staff now, Ben: How are staff meetings now? Face to face meetings in the hall, with staff sitting in their bubbles, but each bubble 2m apart.</p>	
<p>9.04.05.21</p>	<p>Correspondence Sue M has sent letter to Tracy thanking her for her time as a governor. DCC and DfE have been informed. Parent Governor vacancy. Ben asked Governors to talk to parents about the role of a governor prior to parent governor recruitment paperwork being sent out.</p>	
	<p>Meeting closed at 20.24pm</p>	

Signed: _____

Date: _____