

PART A

in accordance with Regulations 15(2) and 26(8) of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 the governing body must ensure the following paperwork is available for inspection:-

- agenda and signed minutes of governing body termly and committee meetings (enclosed)
- reports considered at governors' meetings

It must be noted that as Regulations 15(3) and 26(9) permits confidential items to be excluded from the inspection copy, the enclosed paperwork refers only to Part A matters.

NORTH LINCOLNSHIRE COUNCIL**GOVERNORS OF THE BERKELEY FEDERATION**
BERKELEY INFANT SCHOOL AND BERKELEY JUNIOR SCHOOL**MINUTES**
OF THE BOARD OF GOVERNORS' MEETING
held at Berkeley Junior School**Monday, 13 June 2016 at 5:00pm****Present:**

Mr J Veall (In the chair) (JV)	
Mrs E Cole (EC)	Mrs A Kipling (AK)
Mrs J Diggle (JD)	Ms M Lally (ML)
Mrs S Hayes (Acting Head Teacher – Infant School (SAH)	Mrs P Norcup (PN)
Mr T Holder (TH)	Mrs S Paton (SP)
Miss W Howlett (Acting Head Teacher – Junior School (WH)	Miss M Radley (MR)
Mr M Kent (MK)	Mrs G Symonds (GS)

In Attendance: Mrs N Dunthorne (Clerk)**Date and Time of Next Meeting:** Monday, 12 September 2016 at 5pm.

Minute Ref	Actions From This Meeting	Action By	Completed
124	Action: the head teachers and chair would speak to Mrs Cvijetic about a new structure and circulate a suggested committee structure to governors for consideration for approval at the meeting on the 12 September 2016.	WH, SH, PN	
125	Action: the skills audit would be reviewed at the autumn term meeting.	head, chair	
132	Action: the personnel committee would consider the two policies and produce draft policies for consideration for approval by the Berkeley Primary School Board of Governors at its first meeting on Monday, 12 September 2016.	chair	
	Action: The head teacher would email a copy of the appraisal policy approved by the board of governors to schoolsHRpolicy@northlincs.gov.uk .	head	
	Action: The head teacher would inform staff members of the new appraisal policy and capability policy as soon as possible following its approval by the board of governors.	head	
	Action: The collective disputes policy would be considered for approval at the first meeting of the Berkeley Primary School Board of Governors on Monday, 12 September 2016.	head	
	Action: The head teacher would email a copy of the collective disputes policy approved by the governing body to schoolsHRpolicy@northlincs.gov.uk .	head	
	Action: The head teacher would inform staff members of the new collective disputes policy as soon as possible after its approval.	head	

Chair's initials 

	Action: The head teacher would inform staff members of the new information governance policies as soon as possible.	head	
134	Action: the head teachers would hold a staff governor election this term.	SH, WH	
	It was agreed that the date for the newly constituted board of governors to meet to appoint co-opted governors, elect a chair and vice chair and agree the committee structure would be Monday, 12 September 2016 at 5.00 pm..	all	
135	Action: the accessibility plan was delegated to the health and safety committee for consideration for approval.	Head, MR	
136	<u>Dates of Future Meetings</u> <u>Full governors</u> Monday, 12 September 2016 at 5:00pm in the KS2 Building. Monday, 7 November 2016 at 5:00pm in the KS2 Building. <u>Committees</u> To be arranged following reconstitution.	all	

Minute No.		Action By	Actioned Before
120	<u>Election of Chair for the Meeting</u> Governors were welcomed to the meeting and informed that Mrs Norcup had sent her apologies saying that she would be late for the meeting. A volunteer was sought to chair the meeting. It was agreed that Mr Veall would chair the meeting.		
121	<u>Election of Vice Chair</u> It was agreed that this election be deferred to the first board of governors' meeting of the new Berkeley Primary School Board of Governors on Monday, 12 September 2016.	clerk	
122	<u>Apologies, Register of Interests and Chair's Comments Action</u> It was reported apologies for absence had been received from Miss Boyd, Cllr Gosling, Mrs Hall, Mrs Hazelden and Mrs Irving. It was reported apologies for absence had not been received from Mr Lenthall. It was noted that apologies for arriving late at the meeting had been received from Mrs Norcup. Governors agreed to consent to the afore-mentioned absences. Governors were requested to give consideration to any pecuniary or non pecuniary interests they may have with regard to the agenda items and to ensure they had signed the pecuniary interest form held in school.		

Chair's initials



Minute No.		Action By	Actioned Before
	Mr Holder declared an interest with regard to agenda item 12 concerning the information governance policies. No other pecuniary or personal interests were declared. It was reported that the 2015/2016 pecuniary interest signature form held in school would be extended to September 2016. A new pecuniary and personal interest form would be circulated at the first meeting of the Berkeley Primary School Board of Governors on Monday, 12 September 2016.		
	Action: the clerk would circulate a pecuniary and personal interest's signature form at the first meeting of the Berkeley Primary School Board of Governors on Monday, 12 September 2016.	clerk	
123	<u>Membership</u> The two vacancies for co-opted governor positions were not discussed as the governing body would be considering reconstitution later in the meeting.		
124	<u>Committee Structure</u> Discussion took place with regard to considering a new, more streamlined committee structure for consideration at the meeting of the Berkeley Primary School Board of Governors on Monday, 12 September 2016.		
	Action: the head teachers and chair would speak to Mrs Cvijetic about a new structure and circulate a suggested committee structure to governors for consideration for approval at the meeting on the 12 September 2016.	WH, SH, PN	
125	<u>Skills Audit</u> Mr Holder said that he had not yet received everyone's completed audit. Discussion ensued.		
	Action: the skills audit would be reviewed at the autumn term meeting.	Head, chair	
126	<u>Reconstitution of the Governing Body</u> It was agreed that this item would be considered later in the meeting.		

Chair's initials



PART A (CONTINUED)

Minute No.		Action By	Actioned Before
129	<u>Head Teacher's Report</u> <u>Infant School</u> Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following:		
	• Pupil analysis • Staffing • EAL • School improvement plan 2015-2016 • Professional development • Subject Leadership • Extra-curricular activities	• Attendance • SEN • Pupil premium • Sports premium • School visits • After school clubs • School council	
	Q	How many attend the breakfast study club?	
	A	Up to 40 so parents now have to book a half term in advance. If a parent needs their child to attend the breakfast club due to special circumstances without having pre-booked, the school would try to accommodate this.	
	A parent governor commented that the breakfast club looked a lot more organised and safer.		
	<u>Junior School</u> Consideration was given to the written report, which had been circulated with the agenda. Reference was made to:		
	• School organisation • Free school meals • School development plan 2015-2016 • Professional development • Networking with other schools • Educational Events and Visits • Health and safety • Fund raising	• SEN • Assessment • Pupil premium • EAL • Staff Appraisal • Sports Funding • Awards	
	The head teacher informed governors that the Year 6 exam results would be published on 5 July 2016.		
	The head teachers were thanked for their reports. Mrs Hayes on behalf of herself and Miss Howlett thanked governors for all their support during this transition period for the two schools.		

Chair's initials 

Minute No.		Action By	Actioned Before
130	<u>Financial Position and Other Resources Matters</u> (i) <u>School Budget 2016/2017</u> Governors were referred to the finance committee minutes of the 27 April 2016 meeting at which the two budgets were approved.		
	(iii) <u>School Fund Account</u> Governors were informed that the infant and junior schools' fund accounts would be extended to the end of August 2016 as the two schools would be amalgamated to form a primary school from 1 September 2016.		
131	<u>Governors' Monitoring</u> <u>Training</u> The governor training record was received with thanks. <u>Visit Reports</u> Consideration was given to the science visit report and the Ofsted report.		
132	<u>Reports from Local Authority for Consideration</u>		
	(i) <u>Appraisal Policy and Capability Procedure</u> A paper had been circulated with the agenda enclosing an appraisal policy and capability procedure, both statutorily required policies for maintained schools and pupil referral units. The minor revisions in the two policies provided updated references to legislation and guidance. Consultation with teacher associations and trade unions had taken place with regard to the revised policies. Governing bodies were asked to approve the two policies. Those governing bodies not wishing to adopt the two policies would need to produce appropriate, alternative policies in consultation with teacher associations and trade unions which were agreed by their respective employer. Community schools would need to satisfy the council, as employer, that their modified or alternative policies met the necessary standard and had been consulted upon properly. Governors stated that they thought the new head teacher should be involved in choosing the options in the appraisal and capability policies. The revised appraisal policy and capability policy were delegated to the personnel committee to consider at its next meeting.		



Minute No.		Action By	Actioned Before
	Action: the personnel committee would consider the two policies and produce draft policies for consideration for approval by the Berkeley Primary School Board of Governors at its first meeting on Monday, 12 September 2016.	chair	
	Action: The head teacher would email a copy of the appraisal policy approved by the board of governors to schoolsHRpolicy@northlincs.gov.uk .	head	
	Action: The head teacher would inform staff members of the new appraisal policy and capability policy as soon as possible following its approval by the board of governors.	head	
	(ii) <u>Collective Disputes Policy</u> A paper had been circulated with the agenda enclosing a collective disputes policy for use where a group of employees wished to make a complaint collectively. The policy provided a clear process to promptly resolve a collective dispute in order to achieve mutually acceptable solutions. Governing bodies were asked to approve the collective disputes policy. Those governing bodies not wishing to adopt the policy would need to produce an appropriate, alternative policy in consultation with teacher associations and trade unions which were agreed by their respective employer. Community schools would need to satisfy the council, as employer, that their modified or alternative policy met the necessary standard and had been consulted upon properly.		
	Action: The collective disputes policy would be considered for approval at the first meeting of the Berkeley Primary School Board of Governors on Monday, 12 September 2016.	head	
	Action: The head teacher would email a copy of the collective disputes policy approved by the governing body to schoolsHRpolicy@northlincs.gov.uk .	head	
	Action: The head teacher would inform staff members of the new collective disputes policy as soon as possible after its approval.	head	
	(iii) <u>Information Governance</u> A paper had been circulated to governors with the agenda enclosing four policies that had been devised to provide a consistent approach to the management, creation, storage, retrieval, retention, disposal and sharing of information. Governors were asked to consider the following policies for approval: • The information security and confidentiality policy • The records management policy • The request for information policy		

Chair's initials



Minute No.		Action By	Actioned Before
	The information complaints policy Those governing bodies not wishing to adopt the above model policies should produce appropriate alternatives following consultation with the various governance organisations. Mr Holder gave an overview of the policies. The information security and confidentiality policy was approved. The records management policy was approved. The request for information policy was approved. The information complaints policy was approved. Action: The head teacher would inform staff members of the new information governance policies as soon as possible. Mr Holder and Miss Radley left the meeting.	head	
133	<u>Previous Minutes and Matters Arising</u> Governors were requested to consider and approve the following minutes which had been previously circulated: board of governors 8 February 2016 premises, health and safety committee - June 2016 Governors approved the minutes. It was noted that the school improvement committee meeting of the 10 February 2016 had not taken place.		
	<u>Matters arising from the minutes:</u> None		
134	<u>Reconstitution of the Governing Body upon Amalgamation</u> Governors were reminded that at the spring term meeting they had agreed that the new primary school would be called Berkeley Primary School and agreed that the constitution of the board of governors for the new primary school would be agreed at this meeting.		
	The clerk informed governors that the following governors would be moved across to equivalent positions on the new governing body to complete their current terms of office:		

Chair's initials 

Minute No.				Action By	Actioned Before
	Mrs S Paton	Parent governor	Eto 1 February 2019		
	Mrs E Cole	Parent governor	Eto 3 November 2019		
	Cllr T Gosling	Local authority governor	Eto 31 January 2018		
	Mrs A Cvijetic	Ex officio head teacher			
	Mrs J Irving	Staff governor	Eto 1 February 2019		
	Discussion ensued in which it was noted that Mrs Irving would no longer be a member of staff at the school after the summer term. Mrs Paton asked whether she was eligible to continue as a parent governor when her daughter left the school at the end of the summer term. The clerk replied that parent governors could see out their term of office if they did not have children attending the school any longer.				
	Action: the head teachers would hold a staff governor election this term.			SH, WH	
	It was agreed the constitution of the Berkeley Primary School Board of Governors would come into effect on 1 September 2016.				
	It was agreed the size and composition of the new governing body would be 17: • 2 parent governors (elected) • 1 authority governor • 1 ex officio head teacher • 1 staff governor (elected) • 12 co-opted governors				
	It was agreed that the date for the newly constituted board of governors to meet to appoint co-opted governors, elect a chair and vice chair and agree the committee structure would be Monday, 12 September 2016 at 5.00 pm.			all	
	It was agreed that all governors of The Berkeley Federation would be invited to the meeting on the 12 September 2016.			clerk	
135	<u>Policies</u> Consideration was given to the approval of the following policies: • Accessibility plan • Child protection • Keeping children safe Governors approved the child protection and the keeping children safe policies for the infant and the junior schools.				
	Action: the accessibility plan was delegated to the health and safety committee for consideration for approval.			Head, MR	

Minute No.		Action By	Actioned Before
136	<u>Dates of Future Meetings</u> <u>Full governors</u> Monday, 12 September 2016 at 5:00pm in the KS2 Building. Monday, 7 November 2016 at 5:00pm in the KS2 Building. <u>Committees</u> To be arranged following reconstitution.		

GOVS/ND

Chair's initials 

NORTH LINCOLNSHIRE COUNCIL**SPECIAL MEETING****Subject:** Special Meeting**School:** The Berkeley Primary School Governing Board**Date and Time:** Monday 12 September 2016 at 5.00pm**Location:** Key Stage 2 Building**Present:**

Mrs E Cole (Chair)	
Mrs A Cvijetic	Mr M J Kent
Mrs J Diggle	Mrs A Kipling
Cllr A Gosling	Mrs P Norcup
Mrs S Hayes	Mrs S Paton
Mrs S Hazelden	Miss M R Radley
Mr T Holder	Mrs G F Symonds
Miss W Howlett	Mr J B Veall

In Attendance:

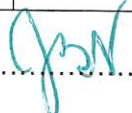
Mrs A Altoft (Clerk)

Minute Ref	Actions From This Meeting	Action By	Completed
139	to note that Miss Boyd, Mr Gosling and Mrs Lally would need to sign the pecuniary interest form.	Head	
142	the headteacher would email the absent governors to request confirmation of their assigned committees.	Head	
142	the headteacher would draft the dates and times of all committees to be held for the year ahead.	Head	
144	the headteacher to set up governor's email accounts through education google.	Head	
144	Mr Holder and the clerk would look into the governors' module.	Head	

Chair's Initials



Min No		Action By	Date Completed
1	<u>Welcome</u> The Headteacher welcomed governors and the new clerk to her first meeting; introductions were made.		
2	<u>Election of Chair for this Meeting only</u> The clerk explained that a chair would need to be elected for this meeting; this could only be someone already on the governing body and not a staff member. Action: Mrs Cole was elected chair for this meeting only.		
3	<u>Apologies and Declaration of Interests</u> It was reported that Mr Gosling had informed the clerk that he may be late arriving to the meeting. It was noted that a resignation had been received from Mrs Hall and no expression of interest to join the primary school governing board from Alan Lenthall. It was reported that apologies had been received from Miss Boyd and Mrs Lally. Action: consent was given to the afore-mentioned absences. Governors were asked to give consideration to any pecuniary or non pecuniary interests they may have with regard to the agenda items and the sign the pecuniary interest form. This was circulated to all governors. Action: to note that Miss Boyd, Mr Gosling and Mrs Lally would need to sign the pecuniary interest form.	head	
4	<u>Instrument of Government</u> Governors noted that the new instrument of government had been circulated for information. Action: governors received the instrument of government.		
5	<u>Membership</u> Governors noted the following positions/governors that had been transferred to the new governing board:- • ex-officio Headteacher – Mrs A Cvijetic • 2 parent governors – Mrs E Cole – end of term of office 3 November 2019, Mrs S Paton – end of term of office 1 February 2019 • 1 LA governor – Cllr A Gosling – end of term of office 31 January 2018 • 1 staff governor – Miss M Radley – acceptance received with effect from 12 September 2016		

Chair's Initials 

Min No		Action By	Date Completed
	Governors were informed of the expressions of interest received for the 12 co-opted governor positions and were asked to consider their approval. Action: approval was given to the appointment of the following to the co-opted governor positions:- • Miss N Boyd – awaiting acceptance • Mrs J Diggle – acceptance received with effect from 12 September 2016 • Mrs S Hayes (staff) – acceptance received with effect from 12 September 2016 • Mrs S Hazelden – acceptance received with effect from 12 September 2016 • Mr T Holder – acceptance received with effect from 12 September 2016 • Miss W Howlett (staff) – acceptance received with effect from 12 September 2016 • Mr M Kent – acceptance received with effect from 12 September 2016 • Mrs A Kipling – acceptance received with effect from 12 September 2016 • Mrs P Norcup – acceptance received with effect from 12 September 2016 • Mrs G Symonds – acceptance received with effect from 12 September 2016 • Mr J Veall – acceptance received with effect from 12 September 2016 • Mrs M Lally – awaiting acceptance		
6	<u>Committee Structure</u> The Headteacher circulated a draft committee structure for governors' consideration; she suggested four committees as follows:- • safeguarding and premises • personnel and finance • appraisal • school improvement The Headteacher explained that she felt these would work well as many of the issues raised in safeguarding work alongside the premises and the same with the personnel and finance. The Headteacher suggested that rather than have an appraisal committee where recommendations were then provided to the personnel committee the appraisal committee would have the delegated power to make decisions on pay. The Headteacher stated she would work with Wendy Shaw to look at timelines and will then set the dates for the upcoming year; meetings of the finance and personnel will follow the safeguarding and premises committee on the same evening.		

Min No		Action By	Date Completed
	The school improvement committee will need to take place within the school day in order to carry out learning walks and invite the relevant staff members. Action: governors approved the delegated power be given to the individual committees to write their required terms of reference. Action: the membership of the committee be agreed as follows: <u>Safeguarding and Premises</u> Headteacher Mrs Diggle Mrs Hayes Mr Kent Mrs Norcup Mrs Paton Mrs Radley Mr Veall <u>Personnel and Finance</u> Headteacher Miss Boyd Mrs Cole Mr Gosling Mrs Hazelden Miss Howlett Mrs Kipling Mrs Symonds <u>Appraisal</u> Mr Holder Mrs Kipling Mrs Norcup <u>School Improvement</u> Headteacher Mrs Hayes Mrs Hazeldon Mr Holder Miss Howlett Mrs Kipling Mrs Norcup Mrs Symonds Mr Veall All governors would be invited to attend these meetings that would always be held at 1.15pm. Action: The Headteacher would email the absent governors to request confirmation of their assigned committees. Action: The Headteacher would draft the dates and times of all committees to be held for the year ahead.	head head	

Chair's Initials 

Min No		Action By	Date Completed
	The clerk informed the Headteacher that previously the governing board had requested the clerking service for the finance committee and asked if this would remain the case. The Headteacher requested the clerking service for both the safeguarding and premises committee and finance and personnel committee. The Headteacher asked governors if there were any specific days to avoid when organising meetings; it was noted that Wednesdays and Thursdays were good for most people. Q How will the appointments committees be set? <i>A Once we have agreed to advertise we will email all governors to give dates of the required panel meetings.</i>		
7	<u>School Vision</u> The Headteacher stated she needed to work with the staff and children on the school vision; this will then be brought back to governors. Action: the school vision be an item on the agenda for the full governing board meeting on 7 November 2016.	clerk	
8	<u>Alternative Arrangements for Participating in or Voting at Governing Board Meetings</u> Governors were asked to consider the option for absent governor's views and votes to be accepted when clearly expressed via email. The Headteacher reported that today something had broken in the boiler system and she felt it would prove more effective to enable governors to agree to emergency work via a response on email. The Headteacher added that a TA had handed in their notice and they would need to be replaced as soon as possible as they were linked to a child; she felt that an advert could be placed quicker if she didn't have to call a committee to agree it. Q Do you need a certain number of votes via email? <i>A Yes the same quorum as the committee meetings (3). The Headteacher added that swift responses would be appreciated.</i> The Headteacher added that the email response would give the paper trail that minutes would. Governors discussed the use of work and private email addresses and how these could be accessed daily if not in use. Mr Holder stated that from a governance point of view and the security of the information work email addresses should not be used.		

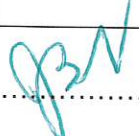
Min No		Action By	Date Completed
	The Headteacher reported that the staff all had education google accounts that enabled higher security; she would look into adding the governors to an account. Mr Holder brought up the governors' module on the corporate site and how governors can view training modules and policies on there. Action: the Headteacher to set up governor's email accounts through education google. Action: Mr Holder and the clerk would look into the governors' module. Action: voting by email was agreed by governors and would include adopting school policies.		
9	<u>Election Process</u> Governors were asked to consider agreeing the process of self-nomination and nomination either at the meeting or at the proceeding meeting for the election of chair and vice chair. Action: the process of self-nomination or nomination at the meeting was agreed.		
10	<u>Election of Chair</u> Nominations and/or self-nominations were sought for the position of chair. The following self-nomination was received and governors were asked if they wished to accept the nomination. Action: it was agreed Mrs Norcup be elected chair until the autumn term 2016 full governors meeting.		
11	<u>Election of Vice Chair</u> Nominations and/or self-nominations were sought for the position of vice chair. The following nomination was received and governors were asked if they wished to accept the nomination). Action: it was agreed Miss Boyd be elected vice chair until the autumn term 2016 full governors meeting.		
12	<u>Review of Policies</u> Governors were asked to consider approving the following policies based on recommendations from the personnel committee:- • appraisal and capability (item 132 (i) refers) • collective disputes (item 132 (ii) refers) Governors noted these had not been approved at the summer term meeting due to the new instrument coming into effect.		

Chair's Initials



Min No		Action By	Date Completed
	Action: governors agreed to defer the approval of the aforementioned policies to the full governing board meeting on 7 November 2016.	clerk	
13	<u>Any Other Business</u> The Headteacher reported that it had been a really good start to the term although busy. The Leadership Office was now set up and governors were welcome to view it. It was a shared office and was working well especially as they are setting new systems up. Charlotte was also now based with this team as an administrator. Governors were informed that all office staff had now come over to the junior site barring Wendy Shaw; she felt this was working well and would continue to monitor this. The Headteacher reported that a lot of work had been carried out on the phone systems and the new number was now active; the new systems also enabled internal calls. The Headteacher stated that the car park was nearly finished; the surface was complete with just the fencing to finish. Q Are we planning to suggest holding back money as they haven't finished within the guaranteed time? <i>A I don't think we can.</i> Mr Holder stated that if there was an email trail evidencing timelines and guaranteed completion dates then we should be able to. The Headteacher agreed to ask Wendy Shaw to look into it. Governors were disappointed that it wasn't completed in time and agreed that the school should be recompensed for the delay in the work. The Headteacher informed governors that another path was required where you go through the gates onto the infant playground and we would need to lower the kerb for disabled access. The Headteacher had been quoted £1,670 for the path; she agreed to request this be done as a good will gesture from property services for the non-completion of the car park. Action: governors agreed to pay £1,670 for the path should no refund or good will gesture be presented. The Headteacher stated that a quote would also be required for the painting of the fencing. Jo Rea would be meeting with the Headteacher the following week to look at the plans to extend the school. Mrs Norcup felt the area outside the front of the building would be a good area for parents to congregate and asked if we could usher them more this way. The Headteacher agreed.		

Min No		Action By	Date Completed
	The Headteacher stated that all management committees in school had met and calendar dates were in the process of being arranged; the website was up but was yet to be populated. Q Have you transferred information from the infant and junior websites? <i>A No, not yet as we need to combine the information before it goes on.</i> Q Will PP (pupil premium) still need to go on? <i>A Yes this will go on as separate reports.</i> Q Have you set diary dates? <i>A The calendar is on the website and we have sent out a welcome letter signposting parents to it. We have not set all the diary dates for the term yet but we will send this out when complete.</i> Q Is the app working? <i>A You can download it but there is not currently anything on there; it currently looks like a test site.</i> Q Is the app replacing parent mail? <i>A No that is still ongoing, parent mail is in the process of being set up.</i> The Headteacher informed governors that today they found there was a problem with the hot water cylinder at the infant school; it was leaking dirty water into the hot water. This supplies the kitchen and staff toilets. The hot water was now shut off and staff can only use the cold water. Pete Davies (Property Services) had presented 3 options; all of which were a lot of money. Option 1 - replace like for like at a cost of £5,770 and will take 3-4 weeks. Option 2 – fit a direct plate heat exchanger which will give 300 litres at a cost of £8,270, which will take 2-3 weeks. Option 3- fit an indirect heat exchanger at a cost of £6,300 which will take 2-3 weeks. Mr Veall stated that the caretaker was contacting two suppliers to look at a quote for a new cylinder to replace ourselves. It was expected the unit would cost approximately £2,500-£3,000. Action: governors agreed for the Headteacher to review the two quotes gained by the caretaker for the installation of a new hot water cylinder. The governors added that the school had had no end of trouble with Property Services who don't like that we had organised our own work in various parts of the school.		

Chair's Initials 

Min No		Action By	Date Completed
	The governors commended the caretaker for his work and commitment to saving the school money by doing work himself. Governors noted the comments he had made regarding time spent going to and from each school and locking up. Governors stated this could be reviewed in the future by giving a cleaner extra hours and responsibility for locking up part of the school. The Headteacher stated that the kitchen staff would manage with the use of cold water until we could replace the required parts. The Headteacher asked governors to approve spends of up to £7,500 for the repair hot water / cylinder. Action: governors agreed the spends of up to £7,500 for the repair hot water / cylinder. Governors discussed the SLA with property services in depth. Mrs Cole stated that through her employment she had been asked if Berkeley Primary School would be a pilot in a project that would look to improve the way they record details about pupils with medical needs and how this would feed in to the capita database to the relevant parties such as Education Welfare and SEN. The Headteacher stated she would be happy to take part in the pilot and this would enable a link with herself as 'Supporting Children with Medical Needs' governor. Mrs Cole was happy to be governor linked to 'Supporting Children with Medical Needs' and would initiate the pilot. Action: Berkeley Primary School agreed to take part in the pilot involving the data transfer with capita of pupils in school that were being supported with medical needs.		
14	<u>Date and Time of the Next Meeting</u> Full Governors – Monday 7 November 2016 at 5.00pm. All future meetings will be held at the junior site.		

GOVS/AA

Chair's Signature 