

Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Monday 4th June 2018 at 4pm.

Present

Lee Jowett – Co-opted Governor (Chair)
Jo Webb – Parent Governor
Neil Thorpe – Staff Governor
Sharmen Rahman – Parent Governor
Rhian Jones – Headteacher

In Attendance

Jenny Bosworth – Associate Member
Penny Cooper – Deputy Headteacher
Dan Cheetham - Deputy Headteacher
Robyn Cooper – Clerk to Governors

1) Apologies for Absence

Apologies were received and accepted from Mrs Hind, Prof John and Mrs Hamid.

2) Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted. For transparency purposes:

- Jo Webb was a governor at Fosse Primary School.
- Lee Jowett occasionally worked with city catering on projects in a work capacity

3) Confirmation of the Minutes of the Last Meeting – 9th May 2018

The minutes of the meeting held on the 9th May 2018 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

4) Matters Arising

Item 5 Safeguarding competencies framework

- All governors were to send details of any additional safeguarding training undertaken to Mrs Cooper.

ACTION: All Governors

- Mr Jowett informed the governing body that safeguarding training was available as a module on Learning Link. He circulated details on how to register to all governors.

Item 6a Data Protection Policy

- Mr Jowett emailed Pete Chilvers at the SDSA regarding the concerns about requests to send sensitive information via email who had stated that they would use AnyComms. Mrs Cooper stated that she had since had emails requesting information was emailed. She would forward the email back from Pete Chilvers.

5) Review of Policies, Procedures and Publications

a) Medicines in school policy

The medicines in school policy had been circulated to all governors. The governing body discussed the processes in school for children with medicine. Mr Jowett queried whether there were many pupils in school with complex medical needs. Mrs Cooper explained that there were a few children with conditions such as epilepsy, asthma or diabetes.

Mrs Rahman joined the meeting

The governing body agreed to the policy.

6) Finance

a) Governors Report/Cost Centre Report

The cost centre report was circulated to the governing body and was noted and agreed.

7) School Catering Contract

Mrs Cooper provided an update on the process of moving the school catering contract to Leicestershire CC. She explained that she had contacted City Catering to inform them of their intention to move to a different provider and requested information on the process and how much notice was required. Mrs Cooper explained that the Leicestershire CC want the school to agree a mobilisation date with City Catering. She stated that they were also in the process of setting up Parent Pay.

Mrs Rahman asked why the school needed to change systems. Mrs Cooper explained that there were no big problems with the current system however there were some issues in the office. Mrs Cooper explained that the new provider used Parent Pay and the pupils ordered online on the day. Mr Cheetham explained that they used a colour system with wrist bands and trays. Mrs Cooper highlighted that the options were more varied and children had more choice.

Q (SR): Was the new provider better in terms of nutrition?

Mrs Cooper explained that the dietician worked part time for both services. Ms Webb explained that Fosse Primary School had recently changed to the county provider and the children were enjoying the food as well as the choice. Mr Thorpe also highlighted higher standards in relation to staff training.

Mrs Cooper stated that she had eventually received a response from LA finance in relation to the queries about the charges after her initial email was deleted without being read. She stated that someone from LA finance had contacted her by phone to explain some of the charges. She informed the governing that schools that cook on site were still charged for transport and the school were subsidising the FDM and Universal FSMs. Mrs Cooper stated that they would increase the cost of meals. Ms Jones reported that when Shenton had increased their meal costs they implemented it gradually and parents were happy to pay.

Mr Jowett informed the governing body that the Leicestershire CC provider had a silver Food for Life award and the City had bronze so the quality of food was better.

Q (JW): Where would the food be cooked?

Mrs Cooper stated that they were considering Shenton.

8) Governor Visits

a) Health and Safety

The visit reports from the health and safety visit had been circulated to the governing body. Ms Webb highlighted the following:

- The main issue was that items in the first aid boxes had just expired. Mrs Cooper stated that they did remind staff and would continue to do so.
- Ms Webb stated that generally everything was in order

[REDACTED]

11) Documents Received by the Chair of Governors

There were no documents received.

12) Any Other Business

Mr Jowett would set up a Doodle poll to ascertain availability for an end of year get together.

ACTION: LJ

13) Date of Next Meetings

- Monday 2nd July 2018

Items for the next agenda(s):

Meetings for 2018/2019

- Monday 17th September 2018
- Monday 15th October 2018
- Monday 19th November 2018
- Monday 17th December 2018
- Monday 11th February 2019
- Monday 18th March 2019
- Monday 13th May 2019
- Monday 24th June 2019

Signed2nd July 2018