

Horizons Learning Federation (Holywell, Somersham & St Helen's)



EGM Minutes of the Full Board of Governors – Spring 2016 Meeting held at Holywell Primary School Thursday 9th March 2017 – 1830hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]
Barry Smethurst (Chair) [BS]
Lucy Beadles [LB]
Deborah Ellmer [DE]

Eric Fidler [EF]
Deborah Moss [DM]
Sarah Reeson [SR]
Matthew Sampson [MS]

In Attendance:

Alison Jackson [AJ] Clerk

The meeting was quorate, 8 governors were present out of 13 in post.

1. Apologies for absence

Dan Aldridge [DA], Sheila Anthony [SA], Nicola Bodnar [NB], Barbara English [BE], Val Ford [VF], Claire Macdonald [CM] and Emma Smith [ES]

The apologies were accepted by the Board of Governors.

2. Declaration of interest

No declarations of interest were declared.

3. Minutes of last meeting: FGB 8th February 2017

The FGB Minutes 8th February 2017 were agreed and signed as a true record of the meeting with no amendments.

4. Matters arising from the minutes

The EHT gave governors an update on the staffing reduction at St Helen's.

The EHT and St Helen's HOS met to consider the voluntary solutions. They were:

- 1 resignation (will leave at the end of this term)
- 1 voluntary solution
- 1 voluntary solution that was rejected (but the member of staff may choose to resign by the end of May)

Therefore we do not need to proceed to the compulsory selection matrix to move to a 6 class structure. If there are further resignations we may not accept the voluntary solution and there will not be any redundancy packages available.

The EHT has received confirmation from the LA that they would meet the cost of any necessary redundancies.

Parents will be notified of the class structure after May.

Action Points	BY WHOM	ACTION
Governor information to be uploaded onto Edubase	AJ	Somersham governor information is up to date on Edubase. HW check password ACTION BF
Liaise with EHT & HOS for dates for Standards meetings	VF	ACTION VF
Review car park lease for St H's and advise any actions necessary	DM	DM confirmed: <ul style="list-style-type: none"> • Insurance is in place • Maintenance is the schools responsibility • There were two different amounts for cost of lease. We are paying the lower amount • Bluntisham Parish Council and Colne Parish

Minutes of FGB meeting held on 8th February 2017

Signed and agreed as a true record by the Chair

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		<p>Council had offered contributions – these have not been claimed. The PC's would like to know what the contributions will be used on. Colne PC will consider another one off contribution when school provide details of cost.</p> <ul style="list-style-type: none"> • Sharon Budd has contacted the LA who will provide planings FOC and she will contact a local contractor to compact & level them. • Sharon Budd will get a quote for trimming the hedges
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5. SLA Property Maintenance

Governors discussed the three SLA Property Maintenance quotes. With the following differences highlighted:

- PCM keep all the information on a database and the school would have access to select any information they require.
- Cath Conlan (CC) complete very comprehensive documents and provide a 5 year maintenance program to assist in budget building
- Strictly Ed does not provide the same service
- PCM & CC arrange contractors for any maintenance and then invoice the school for any work
- Strictly Ed give the school contractor details and the school would deal directly with the contractor
- CC offered a discount for the Federation therefore becoming cheaper than PCM

The EHT has checked reviews of these three companies which were all mixed. Some schools are moving to in house maintenance and using the LGSS who will carry out a compliance service for £800. This is an area for the Federation to explore in the future.

Challenge: A governor asked what the contract covers.

The EHT replied that the company would take responsibility for checks on contractors, maintain required records of testing eg fire extinguishers, legionella, organise scheduled works and emergency cover.

The EHT recommends Cath Conlan as the preferred SLA Property Maintenance. **ALL AGREED**

6. Correspondence

None

7. Any Other Business

None

8. Date and time of next meeting

Finance/Premises – Thursday 9th March 2017, 6.45pm at Holywell

FGB – Tuesday 21st March 2017, 7pm at St Helen's

There being no further business the meeting closed at 7pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Check password for Edubase HW	BF
Liaise with EHT & HOS for dates for Standards meetings	VF