## Kingston St Mary C of E Primary School

Engston St Mary C of E Frimary School	
Minutes of Emergency Meeting using email only	Action by /or
in lieu of planned meeting due on 31st March 2020	decision
School closed due to Covid-19	
1. Emails received from Ali Bachelor, Kim Greenslade, Jo Griffiths,	
Sarah Hancock, Stephen Meredith, Daniel Moncrieff, Chris Pleeth, Barbara Stokes	
Collating replies: Ruth Cook (Clerk)	
Conflict of business interests: None declared.	
CP was not requested to reply regarding his co-option	
The meeting was quorate.	
Replies were requested by 31st March	
2. BUSINESS	
There were no reported amendments to the minutes of the meeting held on 14 <sup>th</sup>	
January 2020 and they were thus approved by the Governors.	
A copy needs to be and signed by the Chair as a true and accurate record in due	Chair
course.	
Matters arising: Actions taken	
Governors notified the Clerk by email of any actions taken.	
BS had written to Governor Services to congratulate them on their recent award.	
RC had updated the Register of Business Interests.	
RC had not contacted the Diocese again about Foundation governors as this was not	
required as the Chairs have met a potential Co-opted or possibly Foundation	
Governor. This person will be invited to the next full Governors meeting. The	
potential governor had contacted the school after reading the article in the Link Up	
magazine.	
The Chairs and KG had met with the potential Parent Governor and they were due	Clerk
to attend the meeting on 31st March as an observer. This person will also be invited	
to the next full Governors meeting.	
<b>3</b>	
RC had looked at governors' pages on the school website and they had been	
updated with the correct information.	
RC had issued the handouts to all governors from Clerk's Briefing for information.	
This was done by email.	
Other actions will be carried forward to future meetings	
Other actions will be carried forward to future meetings.	
Governors were only asked to consider items 5 and 6 from the agenda.	
3. SCHOOL ITEM - Book Scrutiny - Science	
Not done	
4. MONITORING SCHOOL IMPROVEMENT /SE & Strategic Planning	
Reports from governors not done.	
5. STATUTORY DUTIES	
CP's term of office is due to end in May 2020.	
All governors were requested to approve by email that he was co-opted again for a	
further term of office. <b>This was agreed</b> .	
RC to notify Governor services of this appointment	RC
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6. FINANCE						
The Draft but	dget for 2020/21 was issued to all governors by em	nail.				
This was app	proved.					
SJH (School F						
department.						
7. SAFEGUAF	RDING					
Not done						
8. HEALTH A	ND SAFETY					
Not done						
9. POLICIES						
	<b>cy</b> – it was agreed at the Finance Committee meeti	ng on 16 <sup>th</sup> March	1			
	2020 that the current policy would be extended for a term.					
10. TRAINING						
Not done						
11. AOB						
None						
10: Date of n	ext meeting: Tuesday 28 <sup>th</sup> April 2020 via email					
	φ					
ACTION POIN	ITS SUMMARY					
Actions from	Previous Meetings					
10/12/19	CP to follow up the Skills Audit and contact Governor Services about recruiting a co-opted governor	СР	Before next meeting			
10/12/19	The Chairs to write/email Governor Services to congratulate them on their recent award	BS	Before next meeting			
NEW ACTIONS						
14/01/2020	RC to update Register of Business Interests	RC	As soon as possible			
14/01/2020	KG to issue SEN classroom checklist to all governors	KG	Before next meeting			
14/01/2020	RC to contact the Diocese again about Foundation governors	RC	Before next meeting			
14/01/2020	KG to report on strategies for improving the progress in reading standards	KG	At March meeting c/f to a future meeting			
14/01/2020	RC to look at governors' pages on the school website to check that correct information is being held	RC	Before next meeting			
14/01/2020	AB to look for possible funding for school decoration including Viridor	AB	For March meeting c/f to a future meeting			
14/01/2020	RC to issue handouts to all governors from Clerk's Briefing for information	RC	Befo	re next meeting		

14/01/2020	KG to contact the Diocese to check if they need notification of this possible change of use of the Pre-school building	KG	For March meeting			
14/01/2020	KG to follow up on different hirers and options for the Pre-School building	KG	As soon as possible			
New actions						
31/03/20	Copy of minutes from 14 <sup>th</sup> January 2020 to be signed and filed	Chairs/RC	When next full meeting is held			
31/03/20	Clerk to invite potential new governors to next full meeting – I Parent Governor & I Foundation Governor	RC	When next full meeting agenda is prepared			
31/03/20	RC to notify Governor Services of CP's co-option	RC	As soon as possible			