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 Headteacher: Mrs R Chessell

Minutes for the Meeting of the Full Governing Board of Binstead Primary School  
 to be held **at School** on 26.03.2024 at 6pm.

<b>Governor</b>	<b>Role</b>	
Kate Redrup	Co-opted Governor/Chair	Finance & FGB
Gemma Cook	Co-opted Governor/Vice Chair	Finance & FGB
Heidi Bruin	Staff Governor	FGB
Rebecca Chessell	Headteacher	Finance & FGB
Charlotte Bowerman	Parent Governor	FGB
Edward Marsden	Co-opted Governor	FGB
Sarah Rye	Co-opted Governor	Finance & FGB

### FGB

Apologies from AD prior to meeting

#### **Subject lead presentations:**

Science (Mrs Dunford)  
 DT (Mrs Dunford)  
 EYFS (Mrs Mitchell)

1	<b>Chair</b>	Approval of the minutes of the last meeting:
2	<b>Chair</b>	Matters Arising from the minutes of the Previous Meeting / Action log
3	<b>Finance Chair</b>	Finance Update SFVS Competed and returned to Ed Finance
4	<b>RC</b>	Headteachers Report & Updates
5	<b>Chair</b>	Safeguarding Updates
6	<b>Chair</b>	Health & Safety & Wellbeing Updates <b>H&amp;S Audit completed, awaiting report.</b> <b>Need to ensure new Caretaker completes allocated training and update some Risk Assessments to show role and not name (i.e.: Caretaker) Legionella water testing came up but our Risk Assessment via Hampshire Property does not require samples just temperatures.</b>

7	<b>Chair</b>	Governor Matters, Reports & Training a) Visit Report Summaries b) Training & Development
8	<b>Clerk</b>	Clerk ( <b>Updates, if any</b> ) Gov Advert went out to local community, no responses as yet. Do you want to re-advertise Clerk post or wait till Ofsted have been? AD happy to continue
9	<b>Chair</b>	Policies for review – these are on the Governor Hub LA Policies –  School written policies – RSE Policy
10	<b>Clerk/ Chair</b>	Correspondence  Parent emails regarding possibility of providing food at breakfast club – RC
11	<b>Chair</b>	Impact of the meeting (i) What was the impact of the meeting? (ii) How did the meeting contribute to moving key matters forward?
13	<b>Clerk</b>	Dates of the next meetings: 14/05/2024
24	<b>Chair/ Clerk</b>	Any Other Business

### 2023 Action Log

Item	Action:	Assigned to:	Status:
1	Policies to be reviewed – checklist, ensure front cover with date amended.	AD/RC/SH	Ongoing
2	Acronym list for Governor induction	RC	Started
3	Governor Advert to be created to share -	AD	Shared with local community – no interest yet
4	Clerk to contact Iain Dore (Councillor) for a Local Authority Governor	AD	Email sent to Di Hiscock for advice
5	What CPD is available – shared on Head Report every time	RC	Head Report
6	Another Governor to complete Safer Recruitment	SR	The National College
7	Attendance Report asked for	AD	On hub
8	Gov Hub folder	AD	Documents are split into areas