



# CATCOTT PRIMARY SCHOOL

Manor Road, Catcott, Bridgwater, Somerset TA7 9HD

## Minutes of the Extra-ordinary Full Board of Governors Meeting held on Tuesday 18<sup>th</sup> October, from 7.30pm, via Zoom

### Present:

Gerry King	(GK)	(Co-opted Governor) (Chair)
Laura Constanza	(LCz)	(Head Teacher)
Julie Norman	(JN)	(Co-opted Governor)
Hannah Lintern	(HL)	(Elected Staff Governor)
John Boulton	(JB)	(LA Governor)
Rebecca Randall	(RR)	(Co-opted Governor)
Lisa Carter	(LC)	(Co-opted Governor)
Luke Thomas	(LT)	(Co-opted Governor)
Martin Stanley	(MS)	(Co-opted Governor)

### Apologies:

Asa Chilcott	(AC)	(Elected Parent Governor)
Paul Moate	(PM)	(Elected Parent Governor)
Anne Harris	(AH)	(Co-opted Governor)
Frances Barr	(FB)	(Co-opted Governor)

Apologies, due to personal & work commitments, were **UNANIMOUSLY APPROVED**.

### In Attendance:

Kate Bown	(KB)	(Clerk to Governors)
-----------	------	----------------------

Item	Minute
1.	<p><b>Declaration of Business Interests on this Agenda</b></p> <p>JN declared her ongoing personal interests, due to her employment as an educational specialist.</p>
2.	<p><b>Approval of DFCG Expenditure</b></p> <p>LCz had uploaded a spreadsheet explaining the IT items that staff wished to purchase, to the Share Point site, prior to the meeting.</p> <p>Each item was discussed separately:</p> <ul style="list-style-type: none"> <li>A new projector &amp; system for the Hall, at a cost of £3,489.56. This would involve re-siting the projector &amp; using a screen. Wiring would connect the projector directly to laptops used. The sound system would also need to be moved. Governors discussed the issue of protecting the projector from being hit by balls used during PE lessons. It was suggested that a metal cage could be purchased, also from DFCG funds. The purchase was <b>UNANIMOUSLY APPROVED</b>.</li> <li>15 iPads, at a cost of £3,885. Governors wished to have 2 more quotes, so it was suggested &amp; agreed that those received in July could be used. It was also agreed that the iPads would need covers, which could be approximately £10-15 each, but it was also suggested that other schools could be asked if they had any unwanted covers that they would be happy to pass on.</li> </ul>

	<ul style="list-style-type: none"> <li>• The installation &amp; configuration of Mosyle management would cost £750, taking the total purchase to £4,635. The purchase was <b>UNANIMOUSLY APPROVED</b>.</li> <li>• 15 Winbooks, for the use of the pupils, at a cost of £4,238.25. This purchase was <b>UNANIMOUSLY APPROVED</b>.</li> <li>• ‘Sign-in’-an electronic sign-in system which would have the facility for linking to printers for visitors’ labels, recording DBS details for contractors, etc. The cost of the system would be £1,549. Governors commented that there would need to be a contingency plan if, for any reason, the technology was not working correctly. The purchase was <b>UNANIMOUSLY APPROVED</b>.</li> </ul> <p>Governors <b>ASKED</b>:</p> <ul style="list-style-type: none"> <li>• Will the staff would be happy with the purchase of the IT items? Yes, especially the sign-in system.</li> <li>• Will these items be bought straightaway? Yes, now that the purchases have been approved.</li> </ul> <p>Governors <b>SUGGESTED</b> that the purchases be publicised to encourage parents/carers to see how money is being spent to improve the pupils’ learning.</p>
3.	<p><b>AOB</b></p> <p>Governors <b>ENQUIRED</b> as to whether there were other items that needed to be bought that were not covered by DFCG funding. Not at present, but we could also investigate loans from the County library services.</p> <p>LCz shared that from summer 2023; only SharePoint would be being used for the storage &amp; sharing of documents.</p> <p>Governors <b>COMMENTED</b> that there would be a need to budget for any costs incurred with the server over the next academic year.</p> <p>On behalf of all governors, the Chair thanked LCz &amp; HL for their work in preparing the information.</p>
4.	<p><b>Date of next FGB meeting</b> 23<sup>rd</sup> November at 6pm</p>