

St Mary's Church of England Primary School

Minutes of the Governing Board Meeting

Held on Wednesday 23rd May 2018 at the school

PRESENT:

Parent Governor (2): Mr James Walker, vacancy

LA Governor (1):

Co-Opted Governor (1): Mr Jon Clarke

HT and Staff Governor (2): Miss Vanessa Hunt (HT), Mr Tom Potter (DHT)

Foundation Governors (8): Mr Stuart Goss, Mr Alan Kemp (Chair), Mrs Louisa Osmond, Mr David White, Revd Jonathan Gordon (Vice Chair)

Associate Members:

In attendance: Tracey Middleton, Clerk to Governors

Absent:

LA Governor: Mr Owen Lewis

Associate Member: Ms Lynne Gore

Meeting opened at: 19.03 ACTION

1 Welcome:

1. The Chair warmly welcomed colleagues to the meeting and the meeting was opened with a prayer
2. The GB was presented with an excellent overview by the School Council prior to the meeting and thanked the pupils for their enthusiastic presentation

2 To receive apologies for absence and to consider approving any absences:

1. Governors were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting
2. Governors were reminded that whether apologies have been received and approved/not approved, or apologies have not been received and absence approved/not a governor not attending a governing body meeting for six months, without the consent of the governing body, automatically loses his/her governorship
3. Mr Andrew Besent has resigned as a parent governor and an election will commence after half term
4. **ACTION: Office to update websites, databases and subscriptions e.g. NGA**
5. Apologies were received and absence accepted from Owen Lewis and Lynne Gore

VH

3 To receive notification of any conflict of interest from the agenda:

1. Governors were reminded that in accordance with SFVS requirements, if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw

Signed: Date:

from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal

2. None declared

Confidentiality

3. Governors were reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting. Governors have a duty to maintain confidentiality so clarifying this should be considered. Any persons with an interest in what discussions/decisions were had/made at governing body/committee meetings have the right to see the minutes from those meetings when they become public documents (once signed off), excluding 'confidential items' identified as Part II minutes (within the meaning of the Freedom of Information Act). The Chair of Governors has added responsibility to maintain confidentiality as there may be occasions when the Headteacher has to bring a matter (e.g. safeguarding concern) to their attention

4 To consider notification of any items for AOB:

1. Governors were reminded that any items for AOB should be forwarded to the clerk, Chair and Head at least 3 days in advance where they will be considered. Only matters accepted by the Chair should be taken at the end of the meeting under – AOB and a reminder that an AOB item should only be used to consider matters that are deemed either important or urgent

5 To agree minutes of the last meeting: (previously circulated):

1. The minutes of the meeting dated 05.03.18 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)

6 To consider matters arising from the last meeting's minutes:

1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda
2. **ACTION: It was agreed that in house HfL training sessions covering Complaints and Admissions Appeals will be arranged for this year**

OL

7 GB Business:

1. Governors confirmed that the data against their names on Governorhub was accurate and all governors are accessing the Premium version
2. **ACTION: It was noted that Tom's term of office is due to end and a staff election will be held. The Head will inform the clerk of the outcome**
3. Confirmation was given that the school subscribes to HfL governor training and the NGA.
4. **ACTION: Any governor not receiving regular emails from NGA should contact the school office to ensure that the NGA database is updated accordingly**

VH

ALL

8 To receive the Headteacher's Report:

1. The Head's report which was circulated in advance of the meeting was reviewed (refer to file)

Further governor discussion elicited that:

2. School Context – Question - Regarding the placements completed by the B. Ed students from University of Hertfordshire, have these been successful and worthwhile on both parts, is this something we can participate in next year, and is there an option to recruit a student on graduation, should a vacancy arise within the School? These placements have been extremely successful. Both the school and students have received positive feedback from the University. We have participated in this scheme for several years and usually make requests for students in two different key stages. This year, owing to the high demand by schools and the shortage of student teachers, we were only successful in obtaining students for Year 1. We did ask for students for EYFS too. The students who were placed with us were B.Ed 1 students, so at the very beginning of their training. Therefore, if a vacancy were to arise within the school they would not be in a position to apply for this at the moment. However, we have had students towards the end of their training and if the school's needs were to match those of the students at the time, there would certainly be an option to recruit a student on graduation. We have already applied to participate in this next year
3. Question - Following the tree survey, is there any concern with continued use of the Forest School before the work is completed? The tree in the Forest School has now been cut back so that it is no longer a danger. However, the further work needed is being organized now. There is no concern about continued use of the Forest School before this takes place
4. Quality of Leadership & Management - Question - Did the school receive any feedback as to why the LCVAP was unsuccessful? I am afraid we never receive any feedback. The letter we were sent was similar to last year's rejection and just cited other schools having more pressing needs
5. Question - Does the in-progress School Development Plan consider areas for improvement highlighted by the Ofsted inspector? The Ofsted next steps for the school are explicitly referred to in the SDP 2.4, 2.6 and 4.1. These actions are also referred to in the subject leaders' action plans which feed directly into the SDP and on which subject leaders are regularly working. They also form part of the Appraisal process. Our HIP, during his summer Review Visit on 13th June, will also be focusing on these areas and will provide Governors an external view of how the school is working towards meeting these next steps
6. Question - Could the website be reviewed and old/out of date content removed? This is being actioned. The office sometimes has to outsource some of the work to our website administrators but the website is continually under review by the school office who are trying to put aside an allocated amount of time each week to carry out updates
7. Personal Development, Behaviour and Welfare of Pupils at the School - Question - Did the letters sent to families of children with less than 95% attendance generate any feedback and/or any change in attendance levels? It

Signed: Date:

is a little too early to say, because we need to get to the end of another term so that we can compare the figures. However, it has been worth bringing this to the attention of the families concerned, as some parents have contacted the HT to discuss the matter. We are certainly hoping that the letters will have had a positive impact when we review the summer term figures

8. Outcomes for Pupils Question - Please could we have a copy of report on the Sports Premium? This will have been provided by the meeting. Refer to the school website and Sports Premium & PE Action Plan that is posted and discussed in our last standards meeting.
9. It has been a very busy half term with extracurricular visits and SATs
10. The behaviour and work ethic of Year 6 SATs was commendable and thanks were extended to the governors who invigilated the SATs. Thanks extended to the staff for the pupils being so well prepared
11. Thanks were extended to the Head for the informative report

9 To agree the Governing Board's annual programme of work:

1. Confirmation was given that the school website has been audited – the RAG rated audit was circulated in advance of the meeting (Refer to file)
2. The Rolling Programme of Work which was circulated in advance of the meeting (refer to file) was reviewed and updated accordingly in line with Committee business. OL maintains this document
3. The Steering Group is meeting on 10.07.18 and papers will be circulated in due course
4. Governors reviewed the link visits and were reminded to provide link visit reports
5. The Annual Health and Safety Checklist, Annual Safeguarding Children checklist, Annual Safeguarding Report and Annual Children Looked After Report are reported at the first meeting of each academic year
6. Termly Health and Safety Check is booked for June
7. The Termly SENd report which was circulated in advance of the meeting (refer to file) was reviewed
8. The Termly Pupil Premium report which was circulated in advance of the meeting (refer to file) was reviewed
9. The Termly Sport Premium report which was circulated in advance of the meeting (refer to file) was reviewed. There will be funding available to support a sports apprentice next year which is being pursued. £3k is being used to erect a fence and gate allowing safe access from the playground to the field allowing for additional activities for the children in the field
10. The daffodils will be cleared in 3 weeks time and the school has a strimmer to address the overgrown areas

10 To agree the budget for 2018/19:

1. The final budget position which was circulated in advance of the meeting was reviewed (refer to file) was approved for publication on the school website
2. The budget and year end documentation was tabled at the meeting (Refer to file)
3. The GB signed off the year end finances
4. Question – what is the carry forward? It is £134k from last year and £94k this year because £50k has been ring fenced for the toilet refurbishment programme which will address stakeholder feedback received over the last few years. Quotes are being sought at present. LCVAP has not been forthcoming
5. Question – How does this carry forward compare with other schools? It is a little higher however it reflects the cost of the toilet refurbishment which has been set aside
6. The School Association will work with the school on fundraising for a specific legacy project e.g. front security gates. The GB acknowledged the continued efforts of the School Association which is much appreciated. The GB agreed that this project will also address safeguarding and health and safety in the school grounds
7. The parents will be advised of the developments in due course
8. Question – What quotes have been received for the playground resurfacing? £20k
9. Question – Is software for maths being purchased? Yes, the timetable testing in Year 4 will be trialled next year. English resources for older weaker readers are being invested in. SIAMs is expected next year and additional resources are being invested in
10. Question – Are all the SDP priorities being suitably funded to support delivery of the SDP? Yes, funding has been appropriately allocated
11. An overview of the assumptions and risks associated in creating the budget were outlined
12. Question – Are the staff costs sustainable? This is regularly considered and reviewed in every recruitment discussion
13. The GB approved the 2018/19 budget as presented and agreed it can be submitted to HCC

11 To Receive Committee and Link Visit Reports:

1. The minutes of the previous 2 Finance Committee meetings which were circulated in advance of the meeting was reviewed (refer to file)
2. The Governor Account was explained including the income generation from property
3. Parental contributions have increased
4. Colleagues were invited to suggest Year 6 leavers' gifts which historically has been a bible and agreed it should continue to be a Youth Bible. The School Association provides a gift including a pen and leavers book
5. The SFVS was submitted in March and there are no further actions to report
6. The minutes of the Standards Committee meeting which was circulated in advance of the meeting was reviewed (refer to file)
7. The minutes of the Ethos Committee meeting which was circulated in advance of the meeting was reviewed (refer to file)

Signed: Date:

8. The minutes of the Premises Committee meeting is meeting after half term
9. Parent Forum has met and the gates, playground and toilets are repeatedly raised. The traffic management locally has been raised
10. Thanks were extended to the Parish Council for their support which is valued by the school community
11. The English link visit report which was circulated in advance of the meeting was reviewed (refer to file)
12. The MfL link visit report which was circulated in advance of the meeting was reviewed (refer to file)
13. The Governor Development Plan and Update which were circulated in advance of the meeting were reviewed (refer to file)
14. Colleagues were reminded to complete their on-line PREVENT training
15. It was noted that David's Safeguarding Children training expires in June

12 Chair's Business:

1. The longer term succession planning was addressed and it was noted that the Chair will remain with the GB for a further year to allow for handover
2. It was noted that the term of office of the Associate member is due to end
3. The HfL Governor Conference is available to book
4. It was agreed that a GB self evaluation is undertaken by the Steering Group in the new year

13 Policy Review:

1. The Online Safety Policy which was circulated in advance of the meeting was reviewed (refer to file)
2. The GB ratified the Online Safety Policy
3. The following policies were reviewed and recommended to the GB for adoption by the committee: Pay and Appraisal; Whistle blowing; Bullying and Harassment; Alcohol, Drugs and Gambling at Work; Capabilities Procedure; Code of Conduct; Disciplinary Procedure; Guidance for Management of work-related stress (updated in June 2015 version); Leave of Absence (updated September 2016 version); Staff Grievance; Flexible Working; Shared Parental Leave; Childcare disqualification guidance
4. Are these HCC Model Policies? Yes
5. The GB ratified the above policies

14 Stakeholder Voice and Communication:

1. The school council has met with the GB
2. A letter to parents on the refurbishment projects will be circulated after half term

15 Any Other Business:

1. The DPO provided an overview of the tasks undertaken and confirmed that the school is on the road to being compliant for GDPR
2. Governors were reminded that the devices used to access school emails must be password protected
3. **ACTION: Governors should only use the school allocated email account and ensure that this is updated on Governorhub**

ALL

16 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting and their continued support and challenge to the school over this financial year
2. The next meetings: 11.09.18 business meeting; 10.10.18 FGB; 11.03.19 FGB; 21.05.19 FGB

The meeting closed at: 20.27

2.4	Governor resignation: Office to update websites, databases and subscriptions e.g. NGA	Office
6.2	In house HfL training sessions covering Complaints and Admissions Appeals will be arranged for this year	OL
7.2	Staff election will be held. The Head will inform the clerk of the outcome	VH
7.4	Any governor not receiving regular emails from NGA should contact the school office to ensure that the NGA database is updated accordingly	ALL
15.3	Governors should only use the school allocated email account and ensure that this is updated on Governorhub	ALL