

**St Mary's Church of England Primary School**

**Minutes of the Governing Board Meeting,**

**Held on Monday 05<sup>th</sup> March 2018 at the school**

**PRESENT:**

**Parent Governor (2): Mr James Walker, Mr Andrew Besent**

**LA Governor (1): Mr Owen Lewis**

**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: Ms Lynne Gore**

**In attendance: Tracey Middleton, Clerk to Governors**

**Documents circulated in advance of the meeting:**

Safer recruitment; Health and attendance; Capabilities Procedure; Disciplinary procedures; Staff Grievance; Staffing Restructure; Childcare disqualification guidance; Code of Conduct; Staff Reductions Guidance: Child Protection Policy, Annual Programme of business, Previous draft GB minutes, Ethos minutes, Ethos Questionnaire, SEF, Parent Form Minutes, PE and Sports Premium Action Plan, Resources Minutes, SDP, Standards minutes, HT report, Standards Report, Committee Minutes

**Meeting opened at: 19.03 ACTION**

**1 Welcome:**

1. The Chair warmly welcomed colleagues to the meeting in particular Andy the newly elected parent governor
2. The GB appointed Jonathan Clarke for a further term of office – Governorhub updated
3. The GB appointed David White for a further term of office – Governorhub updated
4. **ACTION: JC and DW to complete a "Governor Self Declaration Form" and return to the office for filing**

**JC, DW**

**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. All present

Signed: ..... Date: .....

**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 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 09.10.17 (1 and 2) 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)

Louisa Osmond arrived at 19.09

**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

**7 To receive and ask questions of the Head’s Report including progress and impact against the SDP and Ofsted Outcomes and recent JARV report:**

1. The Head’s report which was circulated in advance of the meeting was reviewed (refer to file) and the further governor discussion and questions elicited that:  
Context
2. Question - Do you know why two pupils left Y2 in the autumn term to join another school? They were twins (Year 3 – I think the two children that left in November were from Y3 not Y2. - I agree. Thank you. I will ask the office to

Signed: ..... Date: .....

correct their records) whose parents have long had concerns about them being in the same class as one has special needs and was dominating the other. They decided this was the right time to move to a school with more than one form entry, so the children can be in separate classes where they will be able to flourish independently of each other.

#### Quality of Leadership & Management

3. Question -With reference to the SDP and specifically the next step for “middle leaders to fully understand the part they play in raising whole-school standards in the subjects for which they are responsible,” and the objective that “subject coordinators to provide evidence and wide range of examples of how their work has impacted on learning,” – can you explain how this impact is measured and how the results are shared? The impact is measured through pupil progress meetings, book scrutinies, HIP visits (he looked at subject leaders’ impact during the recent JARV – see comment in report on page 2 ‘middle leaders are having an increasingly positive impact on the school’s effectiveness. He refers to maths and Big Writing), the Progress Review in November also referred to this, as did the Ofsted letter. It is also in my appraisal targets and monitored by David and Alan. Link governors will be monitoring their own curriculum areas and their reports will be another way of disseminating impact.
4. Question - What measures are being put in place to address the areas for improvement highlighted in the Ofsted inspection? Are there planned timescales for bringing these areas of concern up to a good level? Areas highlighted i.e. middle leaders raising standards, opportunities to write at length and handwriting- the improvements are triangulated between SDP, my HT appraisal and subject leader appraisal targets. So, there are many measures in place (see answer to question above). The timescale is immediate as measures were put into place in autumn term 2017. HIP, however, has put timescales on the JARV varying from ongoing, spring 2018 and autumn 2018.
5. Question - With the deadline for GDPR looming, what steps do staff and governors need to take over the next few months to ensure we are compliant and are we confident everything will be in place by 25th May? The new HfL GDPR toolkit is now available online and the school has purchased this. ‘This toolkit is designed to help Data Protection Officers (DPOs) in educational settings to carry out their role and contains supporting guidance, advice and materials to help schools achieve GDPR compliance and drive the right data protection culture throughout the organisation. This toolkit will evolve in the light of feedback from users and best practice in educational settings and provide support and guidance for staff...’ This will consist of, among other things, an audit which the school can use to monitor its compliance. We have, however, been told that there is not actually the need to be totally compliant by 24th May. Schools just to show that they are working towards it and are putting measures in place. HfL are arranging training.
6. The GB agreed that Jon who will be the nominated school DPO (Data Protection Officer) is going on 28th March, Alan and I are going on 24th April and Jane and Liz in the office are going on 18th April.
7. Question – Is it common for the DPO to be a governor? In larger schools it seems that an office member is in place and in a smaller school a governor has taken on this role. Networking with other local schools will be pursued by the Chair

Signed: ..... Date: .....

8. Question - Would you consider the Maths Evening for Parents to have been successful and are other similar events planned? There was more support for this than previous similar events, such as the E-safety Awareness Parent evening held in the Autumn Term, but as is always the case, it was still disappointing that more parents did not attend. The teachers went to a great deal of time and trouble planning and preparing for the Maths Evening. 27 families in the school were represented out of a possible 151. Our HIP, on his visit, expressed his disappointment with what he considered to be a lack of support. No future events are planned here for the rest of this term. There is a Drugs and Alcohol Awareness Workshop being held at Westfield to which our parents have been invited. At the time of writing no-one has signed up to it. In the summer term phonics and English sessions are due to be held, as well as transition talks to parents (EYFS to Y1).  
Personal Development, Behaviour and Welfare of Pupils at the School
9. Governors discussed ways of engaging with parents to increase attendance at similar events
10. Question - Can the behaviour log be brought to the FGB meeting for governors to review? Each class has their own behaviour log. These all have children's names on and move with the class as they go up the school. Thus, it would not be possible to maintain confidentiality if they were to be shared. However, I can provide blank samples of what the logs contain and how they are monitored.
11. Governors agreed that transferring this information to the next class is useful
12. Question - Could you provide more details about the two recent exclusions? This involved 2 children with special needs who both, rather than seek adult support, chose to 'stick up' for someone and deal with a situation themselves which involved physical interaction. One was internally excluded but the other was sent home for the afternoon as his behaviour had resulted in a teacher being kicked. These children already have support on the playground to prevent incidents such as this occurring and this has now been increased. We are also working closely with their parents to ensure such behaviour is not repeated.
13. An explanation of internal and external exclusions was provided for newer governors and confirmation given that additional targeted support has been provided
14. Thanks, were extended to the HT for informative and comprehensive report
15. The JARV report which was circulated in advance of the meeting was reviewed (refer to file). Governors were involved in the process and an overview of the process and feedback session was provided
16. The overall experience and judgements were positive affirming the school's self-evaluation
17. The SDP and SEF will be reviewed in depth at the School inset day on 16th April with Governors and Staff contributing to its development

## **8 To discuss Curriculum Development:**

1. Evidence of a broad and balanced curriculum was discussed and governors agreed that this was robustly monitored at the JARV
2. Governors agreed that the vulnerable groups across the school are well catered for and monitored by the Committees

## 9 To Receive Committee minutes and updates:

1. The Resources minutes of meetings dated 20.11.17 and 29.01.18 were circulated in advance (Refer to file) were reviewed and the Committee Chair provided an overview as detailed in the minutes
2. The LCVAP application to refurbish toilet areas has been submitted and a response is expected later in the month
3. The SFVS process is underway and will be circulated to the GB for ratification prior to submission
4. Income from pre/after school clubs has been reviewed in terms of charges
5. Community Cash Back was discussed and a governor's employer has provided a cash back funding to the school
6. Question – How is the parent contribution communicated? This is promoted in the school newsletter and periodically via the governor newsletter
7. The Standards minutes of meeting dated 08.12.17 which was circulated in advance of the meeting was reviewed (Refer to file) and the Committee Chair provided an overview as detailed in the minutes
8. Sports Premium Grant was reviewed in depth and governors were assured that it is sustainable
9. Pupil Premium Grant will be interrogated at the next meeting
10. The focus of the meeting related to standards as detailed in the HIP reports
11. The Ethos minutes of meeting dated 22.11.18 which were circulated in advance of the meeting was reviewed (Refer to file) and the Committee Chair provided an overview as detailed in the minutes
12. The questionnaire has been reviewed and, on this occasion, there was an improvement in the response rate. The comments have been reflected upon and parental communication is an area to focus on at the meeting next week when a response will be made
13. The Premises minutes of meeting dated 01.12.18 and 23.02.19 which was circulated in advance of the meeting was reviewed (Refer to file) and the Committee Chair provided an overview as detailed in the minutes
14. The inclement weather has not affected the fabric of the building
15. The Admissions committee has met and the Committee Chair provided an overview of the data to date. It is anticipated that the class will be full
16. Thanks, were extended to colleagues for their proactive involvement
17. The Parent Forum is meeting on Friday where there will be governor representation
18. The Head's Performance Appraisal has taken place
19. The link visit guide and visits policy were circulated in advance of the meeting (Refer to file) and colleagues were recommended to book their link visit with subject leads via the school office e.g. attend theme days and undertake learning walks. The draft link visit reports should be shared with the Head and member of staff and the agreed link visit report will be added to the shared area and reported to the GB
20. **ACTION: Link Governor Table to be re-circulated**

OL

21. The termly Health and Safety checks have been undertaken
22. The SENd, PPG documents have been circulated
23. The GDC has circulated the training requirements as identified in the training gaps analysis including: FGM, Prevent, Safeguarding, Induction
24. In house training has been arranged on 22.03.18 at 18.30 "Exclusions"
25. **ACTION: the 2 in-house training sessions to be booked for the next academic year** **OL**

**10 Chair's Business including SEF:**

1. There are no urgent actions taken between meetings in line with the requirements of Part 3, Regulation 8 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
2. The Chair continues to visit the school on a regular basis
3. Dates for meetings next year have been reviewed and agreed
4. The School Website continues to be monitored
5. It was noted that organisations with fewer than 250 employees are not required to publish and report gender pay gap information
6. The national funding formula was confirmed by the Department for Education (DfE) in September 2017, and will be introduced from April 2018
7. Next year's Herts Governor conference will be held on Saturday 17th November 2018
8. Governors discussed the premium package of Governorhub. Mobile devices are less flexible. It was agreed that the package is subscribed to for a year however DropBox will be continued
9. **ACTION: It was agreed that governors review their details against their name for accuracy by the end of the week and utilise the free trial this month to familiarise themselves with the system** **ALL**

**11 Safeguarding:**

1. Nothing to report

**12 To review Policies:**

1. The following HCC model policies where were circulated in advance of the meeting were reviewed and recommended to the GB for adoption
2. Safer recruitment; Health and attendance; Capabilities Procedure; Disciplinary procedures; Staff Grievance; Staffing Restructure; Childcare disqualification guidance; Code of Conduct; Child Protection; Health and Safety; Admissions 2019/20
3. The GB adopted the above policies

**13 To Review items on the Annual Programme of Work:**

1. The Annual Programme of Work is a working document which is updated and colour coded accordingly

**14 To receive presentation from Mr Potter:**

1. Mr Potter presented his NPQH Home School project (refer to file) explaining the qualification and the effectiveness on CPD and contribution to school improvement
2. Governors wished Mr Potter success in this valued project

**15 Any Other Business:**

1. None

**16 To agree Date of next meeting:**

1. Colleagues were thanked for their contribution to the meeting
2. The next meetings  
Wednesday 23/05/18 – 19.00  
11.09.18 business meeting  
10.10.18 FGB  
11.03.19 FGB  
21.05.19 FGB

**The meeting closed at: 20.22**