

St Mary's Church of England Primary School

Minutes of the Governing Board Meeting,

Held on Monday 9th October 2017 (meeting 1)

PRESENT:

Parent Governor (2): Mr James Walker

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 01/11/18), Mrs Louisa Osmond, Mr David White, Revd Jonathan Gordon (Vice Chair 01/11/18)

Associate Members: Ms Lynne Gore

In attendance: Tracey Middleton, Clerk to Governors

Meeting opened at:19.10 ACTION

1 Welcome:

1. The Chair warmly welcomed colleagues to the first meeting of the new school year which had been postponed due to the Ofsted inspection
2. The meeting was opened with a prayer

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 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

Signed: Date:

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
2. None

5 To agree/confirm Term of Office and Elect Chair and Vice Chair:

1. The GB determined that the date on which the term of office of the chair ends is 01.11.18
2. The GB determined that the date on which the term of office of the vice-chair ends is 01.11.18
3. Mr Alan Kemp and was elected as Chair
4. Revd Jonathan Gordon was elected as Vice Chair
5. Governors were encouraged to consider succession planning over the coming months

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

1. The minutes of the meeting dated 23.05.17 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)

7 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

The following updates were provided:

Signed: Date:

2. The SCR was monitored during the Ofsted Inspection
3. The SDP has been superseded with a new plan which considers the Inspection findings

8 Annual Business:

1. Confirmation was given that the Instrument of Government is accurate and meets the needs of the GB (refer to file)
2. Governors present completed the Register of Pecuniary/Business Interests (refer to file)
3. It was noted that completed forms are kept on file for all governors, associate members and staff
4. Governors present agreed and signed the Governors Code of Conduct
5. It was noted that from 1 September 2017, maintained school governing bodies will have the power to remove elected parent and staff governors in the same way as they can remove co-opted governors – that is, by majority decision of the GB. From 1 May 2017, any person who has held office as an elected parent or staff governor and removed from the GB during their term of office, will be disqualified from serving or continuing to serve as a school governor for five years from the date of their removal
6. Governors present signed the ICT Acceptable User Policy
7. Governors were reminded of PREVENT and FGM training which can be accessed on line. Certificates should be forwarded to the school for filing
<https://www.elearning.prevent.homeoffice.gov.uk/screen2> and
<https://www.fgmelearning.co.uk/>
8. Governors noted the Keeping Children Safe in Education guidance. The guidance is organised into four main parts covering: Safeguarding information for all staff; The management of safeguarding; Safer recruitment; Allegations of abuse made against teachers and other staff. Part two of the guidance outlines the duties and responsibilities of governing bodies of schools and colleges (and proprietors of independent schools) in relation to safeguarding

9 To confirm outcome of virtual attendance at meetings:

1. The GB agreed for members to be present at board and committee meetings 'virtually'

10 To agree the Governing Board's annual programme of work and governor visits:

1. The Steering Committee minutes dated 17.07.17 were circulated in advance of the meeting (refer to file)

Signed: Date:

2. The Admissions Committee minutes from July were circulated in advance of the meeting (refer to file)
3. The Premises Committee has met and meeting minutes will be circulated when approved
4. The GB agreed the Rolling programme of Work (refer to file) which was circulated in advance of the meeting
5. The GB agreed the Admissions Programme for Work 17/18 (refer to file)
6. The GB agreed the Meeting dates (Previously circulated)
7. **ACTION: The GB agreed the to review objectives for the GB in line with the current context**
8. The GB reviewed Governor Link Visits including the following requirements and will agree visit dates with the linked staff member
 - ❖ The Asset Management Plan
 - ❖ Bursar/school business manager report
 - ❖ The annual Health & Safety Checklist
<http://www.thegrid.org.uk/info/healthandsafety/>
 - ❖ The annual Safeguarding Children Checklist
http://www.thegrid.org.uk/info/welfare/child_protection/proformas/
 - ❖ Annual Safeguarding Report to GB
http://thegrid.org.uk/info/welfare/child_protection/proformas/index.shtml
 - ❖ Annual Report to GB on Children Looked After
<http://www.thegrid.org.uk/info/welfare/virtualschool/schools/>
 - ❖ Termly Health and Safety Checks
 - ❖ Termly SENd reporting and review of Accessibility Plan
 - ❖ Termly Sports Premium reporting
 - ❖ Termly Pupil Premium reporting
 - ❖ Schools Financial Value Standard (SFVS)
 - ❖ GDPR requires school compliancy by May 2018
 - ❖ The IR35 regulations are in place

AK

11 To Agree Committee Terms of Reference:

1. The GB reviewed and agreed the Terms of Reference previously circulated as recommended by the committees (Refer to file)
2. There are currently 4 vacancies - Parent Governor, 3 Foundation Governors. Interviews are taking place in advance of appointment. 2 parents have expressed an interest in the Parent governor vacancy which will require an election to be undertaken and a member of the Community has expressed an interest in the Foundation governor vacancy
3. **ACTION: Details of governors to be forwarded to the Clerk to add to the HCC database**

AK

12 To review Committee Membership and Link Governors:

1. The GB considered the committee structure, including membership, and updated the list accordingly including: Complaints; Staff disciplinary appeals; Pupil exclusions; Headteacher's Performance Appraisal; Child Protection/Safeguarding, Children Looked After, Special Educational Needs, Governor Development Coordinator (GDC), Pupil Premium
2. It was agreed that committee chairs and committee clerking arrangements will be determined at the first committee meeting
3. **ACTION: Table to be re-circulated**

AK

13 To review Governing Board information:

1. Confirmation was given that clerking at GB meetings will be provided by T Middleton
2. Confirmation was given that the HfL Database is accurate and membership reflects the Instrument of Government (refer to file)
3. Confirmation was given that the single central record, school website, Edubase and any governor subscriptions are up to date. It was noted that the newly issued SCR is in place and has been inspected
4. The Attendance at meeting and training log were circulated (refer to file)
5. Confirmation was given that all governors have fully enhanced DBS checks
6. Governors noted that all new governors and re-elected governors complete a self-declaration form which is held in school <http://www.hertfordshire.gov.uk/services/edlearn/getinvolved/governors/faq/preapptchecks/>
7. Governors noted the imminent ends to terms of office and considered the skills, knowledge and experience of current governors to inform recruitment. Confirmation was given that an interview or detailed discussion will take place with prospective candidates and will include 2 references
8. The proposed training programme was reviewed and agreed (refer to file)

14 Agree Schedule of Financial Delegation (SoFD)

1. The GB agreed the SoFD which was recommended by Resources Committee (refer to file)

15 Admissions:

1. Admissions were discussed including: Key dates for the secondary & primary applications; Hertfordshire parents can express 4 preferences for primary and secondary schools in the 2018 application processes; In Year admissions; Web Site requirements; mandatory requirements of the School Admissions Code (published December 2014)
2. The new nursery admissions is being reviewed in partnership with local schools

16 Update on Academisation Strategy

1. There are no further updates to provide

17 Any Other Business:

1. None

18 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. The next meetings are due to be held on Monday 05/03/18 – 19.00;
Wednesday 23/05/18 – 19.00

The meeting closed at: 20.05