

## FULL GOVERNING BODY MEETING

TUESDAY, 1 MAY 2018 AT 7PM

### Membership

Name	Type	Term expiry date	Attendance
Alison Vaughan	Co-Opted Governor Chair of Governors	15/01/2022	Present
Helen Walsh	Parent Governor Co-Vice-Chair of Governors	19/12/2021	Present
Dianne Bluemink	Co-opted Governor Co-Vice-Chair of Governors	15/01/2022	Present
Paul Beale	Parent Governor	01/09/2020	Present
Katy Jackson	Parent Governor	19/12/2021	Present
Rebecca Goldberg	Parent Governor	20/01/2019	Present
Kay Carter	Parent Governor	25/06/2019	Present
Sophie Papworth	Co-opted Governor	25/03/2022	Apologies
Mike Greenwood	Co-opted Governor	15/01/2022	Apologies
Fiona Doyle	Co-opted Governor	21/11/2021	Present
Samantha Perkins	Co-opted Governor	25/01/2020	Apologies
Ally Tansley	Co-Opted Governor	31/08/2021	Present
Claire Weir	Local Authority Governor	26/11/2019	Present
Sally Eustance	Staff Governor	19/10/2021	Present
Emel Ali	Associate Member	N/A	Apologies
Emily Gazzard	Associate Member	N/A	Present
Maria Panayiotou	Associate Member	N/A	Present
Shane Claridge	Associate Member	N/A	Apologies
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Hannah Cleary – Clerk

### Minutes (For the action log, see Appendix 1 attached to the minutes)

#### 1. Welcome and apologies for absence

- 1.1 The Chair welcomed everyone to the meeting and thanked Governors for the flowers that had been recently sent.
- 1.2.1 Apologies were received and accepted from Shane Claridge, Emel Ali, Mike Greenwood, Sophie Papworth and Samantha Perkins.

#### 2. Declarations of Interest

- 2.1 Annual declaration of interest forms had been completed by all Governors.
- 2.2 There were no new declarations of interest or gifts/hospitality.

### 3. Late items and order of business

3.1 There were no late items nor changes to the order of business.

### 4 Minutes of the last meeting

4.1 The minutes of the last meeting held on 26 March 2018 were **approved** as a true record and signed by the Chair.

4.2 The action log was reviewed and updated accordingly.

### 5 Membership of the Governing Body and Committee Appointments

5.1 The Governing Body were sorry to **note** that Kay Carter was intending to resign as Parent Governor with effect from the end of the 2018/19 academic year. The vacancy would be advertised by the school during the summer 2018 term with an emphasis on financial skills for the prospective candidates.

### 6. Chair's Report

6.1 The Chair advised Governors that she was willing to continue as Chair; as long as there were no other Governors interested in the role, and alongside greater delegation of responsibilities to support succession planning and increased sharing of the overall role. Any Governors interested in becoming Chair should write to the Clerk to Governors in advance of the next FGB meeting on 10 July 2018 to express their interest and provide a short personal statement in support.

6.2 Discussions on the elements of the role that could be delegated would take place at the Governors' Day taking place on 22 June 2018. Other suggested/potential agenda items included:

- Succession Planning/Chair of Governors role delegations
- Committee Membership 2018/19
- Self-Evaluation of the Governing Body
- Individual Governor Roles
- Governor training and development
- Ofsted preparation training for Governors
- Governors contribution to the School Development Plan 2018/19
- Pupil progress and in-depth data review
- Strategic update/horizon scanning including the national educational landscape
- Learning walk, lunch with pupils and lesson observations

6.3 Katy Jackson **agreed** to arrange the annual Governors' Party – this was subsequently arranged for Friday, 29 June 2018.

### 7. Approval of Budget 2018/19

7.1 The Governing Body **reviewed** the 2018/19 budget that had been circulated in advance of the meeting and considered in detail by the Resources Committee at its meeting that took place on 27 April 2018.

7.2 The Governing Body **noted** that the Sports Premium funding had subsequently been guaranteed for 2018/19 by the Department for Education; the amount to be received was yet to be advised.

- 7.3 The Governing Body **unanimously approved** the 2018/19 budget.
- 7.4 Governors **thanked** the Headteacher and School Business Manager for their hard work on the budget preparations and the ongoing identification of efficiencies and significant income generation that had been key to setting a balanced budget and securing the future sustainability of the school.

## 8. Headteacher's Report

- 8.1 The Headteacher's Report had been circulated in advance of the meeting.
- 8.2 The Headteacher presented the report as circulated with the agenda.
- 8.3 The report provided detailed information in respect of the following areas:
- Context (including admissions and attendance);
- Staffing Update;
- Premises Development Update;
- Engagement with parents/carers;
- School Budget 2018/19 summary;
- Engagement with parents/carers;
- Significant school dates; and
- Summer 2018 term priorities.
- 8.4 The Governing Body **noted** that attendance remained good; with whole school at 96.52% from September 2017 to March 2018.
- 8.5 The Governing Body **noted** that two Leaders of Learning and two Lead Practitioners had been appointed internally and were due to commence their new roles from September 2018. Governors passed on their congratulations to the successful candidates. One advert was currently placed in the TES for a 1-year maternity cover contract.
- 8.6 Governors **noted** the premises update as follows:
- Completed works:
- Internal painting – Lockers
  - External ground work – spinney development, planting
  - Site Managers House
  - Planned Summer work – we will be adding two additional outdoor Teaching spaces (funded by RAPSA)
  - External line markings will be added into the AstroTurf
- Proposed works:
- Adding a dropped ceiling into the wedge
  - Organising internal and external storage
  - fencing to the Woodland area

8.7 The Governing Body **noted** that the outcomes from the recent parent questionnaires would be presented to the Communications Committee at its' next meeting on 11 June 2018 and would also be made available on the school website.

8.8 The Summer 2018 term priorities were as follows:

<b>Priorities for the term ahead (SDP)</b>	Identified areas from the Spring term evaluation of SDP.  Attainment of Progress of pupils by the end of each Key Stage and pupils reaching the expected standard in phonics.  Securing school to school (S2S) for the autumn term
<b>External Visits</b>	SPP Review Day 24 <sup>th</sup> April 2018 – Area of focus Inclusion
<b>School 2 School support</b>	From September 2018 S2S would be provided to another local primary school for 0.4 each week.
<b>SEF Update</b>	Updated February 2018

8.9 The Governing Body **thanked** the Headteacher for providing a detailed report and for their continued hard work and efforts across the school.

## 9. SEND

9.1 The Lead Inclusion Governor advised that they would be meeting with the Inclusion Manager after the May half-term once data was available.

9.2 Due to the pending resignation of the current Lead Governor for Inclusion; Fiona Doyle agreed to take over this role from the 2018/19 academic year.

9.3 As per minute 8.8 above, it was noted that the 24 April 2018 review day had been exceptionally positive, confirming the areas of strength in the current Inclusion and SEND offering outlined in the SEF. Governors passed on their thanks and congratulations to Emily Gazzard for her continuing outstanding work in this area.

## 10. Reports from Committees and Lead Governors

10.1 The Governing Body **noted** the minutes of the Resources Committee that had taken place on 27 April 2018. The Chair highlighted the in-depth review of the 2018/19 budget; 2017/18 year-end and 3-year budget forecast plan that had taken place at the meeting.

10.2 The Governing Body **noted** the minutes of the Premises and Health and Safety Committee meeting that had taken place on 27 April 2018 and noted that subsequent to the meeting, the ongoing issues with perimeter fencing were being addressed with the Local Authority.

10.3 The Governing Body **noted** that the Curriculum Committee was due to meet on 21 May 2018 and the Communications Committee on 11 June 2018.

- 10.4 The Governing Body **received** updates from Lead Governors
- 10.5 Safeguarding: visits continued to take place as per the programme that had been arranged at the start of the academic year. Advice for parents had been included in the school newsletter to address some recent specific issues over online games/safety and consideration was being given to arranging a KS2 parents information session. A similar session for year 4 parents had taken place last term to provide support in the same manner. It was confirmed that year 5 and 6 pupils were able to bring mobile phones to school if they walked home along, although the phones were held by the school during the day.
- 10.6 ICT: The Lead Governor for ICT had met with the Headteacher and would be undertaking further work including a presentation on the new classroom TVs.
- 10.7 Inclusion: a report from the Lead Inclusion Governor had been provided as set out in Item 9 above.
- 10.8 Link: see item 13 below.
- 10.9 Assessment: as in-depth reviews of data were being undertaken by the Curriculum Committee it was **agreed** that this role was no longer required.
- 10.10 STEM: Paul Beale would be meeting with the Headteacher to discuss the potential to arrange activities for Robotics Week in early June 2018 for year 6 pupils as well as an open house family day at the Gherkin Building for all year groups. Updates would be provided at future meetings.

## **11. Policies**

- 11.1 There were no policies presented for approval.

## **12. Governor Visits**

- 12.1 Dianne Bluemink had undertaken a finance visit to discuss the 2018/19 budget and Schools Financial Value Statement on 5 April 2018.

## **13. CPD/Skills Audit**

- 13.1 Katy Jackson had collated and analysed the results of the skills audits. Results had been similar to the last analysis in that strategic financial skills were the only minor area identified for improvement. Ofsted training for Governors had also been raised; this would be provided by the Headteacher potentially at the Governors' day on 22 June 2018 (see item 6).

## **14. GDPR**

- 14.1 Fiona Doyle had been appointed as the GDPR Champion for the Governing Body and Data Protection Officer and was due to visit the school in mid-May to review the arrangements being put in place. Given the unclear guidance around the nature of the DPO role, further consideration would be given to the most appropriate person to fulfil this role in the future, once additional guidance had been received.
- 14.2 Actions continued to be progressed against the recent audit in order to endure compliance. The data gathering documents for children due to start at the school in

2018/19 had ben updated to reflect the new requirements and retention schedules were also being reviewed.

**15. Any Other Business**

15.1 There were no items of other business.

**16. Dates of Future meetings 2018**

16.1 The Governing Body **agreed** the following dates:

<b>Meeting</b>	<b>Date</b>
Curriculum Committee	Monday, 21 May 2018 at 7pm
Communications Committee	Monday, 11 June 2018 at 7pm
FGB	Tuesday, 10 July 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 13 July 2018 from 8.30am

*The meeting concluded at 7.55pm.*

Signed..... Date.....

**Appendix 1 – Action Log**

<b>Date added</b>	<b>Item</b>	<b>Owner</b>	<b>Date for next review</b>
<b>01/05/2018</b>	Upcoming Parent Governor to be advertised.	School	Autumn 2018
<b>01/05/2018</b>	Governors to advise Clerk of interest in the Chair of Governors role before the next FGB meeting on 10 July 2018.	FGB	Summer 2018