



Full Governing Body (FGB) meeting

Minutes

Thursday 21 September 2017 at 6pm

Start time: 6.05pm

Papers issued before the meeting:

School Development Plan (SDP) 17/18

Safeguarding Policy 17/18

E-safety policy draft 17/18

Safeguarding audit report 16/17

Safeguarding children in Education - Child Protection Procedures. Guidance for all schools, colleges and other education establishments

'Safeguarding Support Package' update plus Safeguarding Support Package - additional note on the Children and Social Work Act 2017

Attendees:

Governors: Tess Browning (TB), Rachel Clements (RC), Diana Franks (DF) - part, Jon Freaney (JF), Sarah Gillard (SG), Richard Langley (RL) – part, Lee Poultney (LP), Joan Reading (JR) - part, Jude Simms (JS) and Philippa Wakelin (PW) - part

Clerk: Janet Ellis (JE)

1. Apologies and introductions:

No apologies and Dr Clements introduced Mrs Diana Franks to the Governing Board.

2. Declaration of interests / Governor duties

No interests for this meeting declared and Dr Clements reminded Governors of their statutory duties.

3. Election of Chair

Ms Ellis reminded Governors that Dr Reading had nominated Dr Clements at the July 2017 FGB meeting and stated that no other Governors had put themselves forward for this role during the Summer break. Ms Ellis asked if any Governor wished to now put themselves forward; and as no Governor did so, Dr Clements was asked to leave the room while a vote was taken. The Governors voted unanimously to re-elect Dr Clements for another year.

4. Election of Vice Chair

Mr Freaney informed the FGB that although he had previously stated he may not stand again, he was now willing to continue the role of Vice chair if necessary. No other Governors put themselves forward, therefore a vote was held and Governors voted unanimously to Mr Freaney taking this role for another year.

5. Approval of minutes

The normal and confidential minutes from 6th July 2017 were agreed and signed by Dr Clements as Chair.

6. Matters arising / progress update on action points

Parent communication – Dr Clements informed Governors that a communication was written at the end of the Summer term but as this was not issued it would now be used as a welcome note for this term.

Leadership and management review write up – Dr Clements stated that this had been completed.

Science grant – Dr Browning informed the FGB that she needed to check the status of the Science grant from the Parish Council. Mr Freaney raised the idea of ‘crowd-funding’ and it was agreed that this was worth discussing.

Governor monitoring schedule / New strategic direction document – Dr Clements said both these items were complete and would be discussed within this meeting.

Leavers survey - unfortunately there was not sufficient time last term to complete this.

Governors paragraph about themselves – Governors were reminded that the deadline was 30th September 2017.

Actions

RC	Ensure parent communication from Governors is issued	Before ½ term
TB	Check status of Science grant and report back to Governors	End Sept
Govs	Complete paragraph on themselves	End Sept
JF	Discuss ‘crowd funding’ idea with Ms Esrich	End Oct

See confidential minutes also for further matters arising

6.20 Dr Langley joined the meeting and was introduced to the FGB.

7. Code of conduct

All governors signed and handed in the 2017/18 document. Mrs Simms raised whether in a future version of the code the Governors wished to include wording regarding the recent change on removal of elected Governors; Ms Ellis agreed to discuss with Mrs Simms and place on the December FGB agenda as appropriate.

Actions

JE/JS	Decide whether new wording is required on code of conduct.	30/11/17
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8. Register of interests

Ms Ellis collected in the signed documents.

9. Constitution of the Governing Body

Dr Clements informed Governors that there were potential interested parties for the role of parent Governor and as agreed at the previous meeting the process to fill the Parent Governor vacancy would now start. She agreed to take the lead for this process (from the

Governor side) and use the school newsletter to issue the nomination form. It was hoped the process could be completed before this half term.

Action

RC Include the nomination form with 29 September school newsletter 28/9/17

10. Monitoring Schedule

The Governors agreed to move the order of this item within the agenda.

Dr Clements handed out a draft schedule and discussed the new approach; highlighting that using the School Development Plan (SDP) and the Ofsted 'outstanding' criteria were to drive monitoring activities and she reminded Governors to use previous findings from visits to 'complete the circle'.

6.45 Mrs Wakelin and Mrs Franks left the meeting

11. Committee/panel membership

After discussion the following was agreed:

Curriculum Committee

Chair: Mrs Wakelin; Members: Mr Poultney, Dr Clements, Mrs Simms and Dr Langley

Data Committee

Chair: Mrs Gillard, Members: Dr Browning, Dr Clements, Dr Reading and Mr Freaney
(NB – The first data committee was changed to Tuesday 5th December at 6pm)

Finance and Premises Committee

Chair: Mr Freaney, Members: Dr Browning, Dr Clements and Mrs Franks

Pay committee

Mrs Wakelin and Mrs Franks (Appeals from this committee: Dr Clements or Mr Freaney)

Special Disciplinary committees

It was agreed that these would be formed as and when necessary using appropriate and available Governors.

7pm Dr Reading left the meeting

Monitoring roles

Maths: Mrs Gillard (lead) and Mr Freaney

English: Dr Clements (lead) and Dr Langley

Science: Dr Reading (lead) and Dr Clements

Early Years Foundation Stage: Mrs Simms (lead) and Mrs Wakelin

'Topic': Mrs Wakelin (lead) and Mrs Franks

Computing/E-safety: Mr Freaney (lead) and Dr Langley and Mrs Gillard

Website: Mrs Gillard

Special Educational Needs and Disability (SENd) and Teaching Assistant deployment: Dr Reading

Leadership and Management: Dr Clements (lead) and Mr Freaney

Safeguarding and Prevent: Mrs Simms

Health and safety (H+S) / Premises: Mrs Gillard

Pupil premium (PP) / Looked after children / 'More able': Mrs Wakelin

Physical Education: Dr Langley

Religious Education: Mrs Franks
Governor training: Dr Clements
Mentor for Dr Langley: Dr Clements

Governors discussed whether H+S training was necessary given Mrs Gillard qualifications in this area and Ms Ellis said she would check with Governor Services.

During the discussion on PP monitoring Mrs Simms enquired why PP children could not be identified within a group to Governors doing the monitoring, given they would hold this information in the strictest confidence? Dr Browning stated that she would check the guidance on this matter and inform Governors accordingly.

The FGB were informed that Art, DT, geography, history and music would all fall under the heading of 'Topic'.

Actions

JE	Check whether H+S training is compulsory and course availability	22/9/17
TB	Check guidance re identifying PP children	End Oct

12. School Development Plan (SDP) / Strategic Direction

Dr Browning informed Governors that this year the way the SDP was written had changed in that all coordinators had produced their own SDP and that going forward those coordinators will produce a report each term. This would 'up-skill' those individuals and also help towards the Ofsted goal with regards to 'enabling middle managers'.

Dr Clements asked Dr Browning to pass on the Governor thanks for all their hard work on the SDP.

Dr Clements then handed out copies of the redrafted Strategic direction and asked Governors for any immediate feedback.

Actions

Govs	Forward any changes to the strategic direction to RC	29/9/17
RC/JF	Meet to discuss this document	Before 1/2 term

13. Governor training

Dr Clements proposed that training on making monitoring more effective and questioning senior leaders would be useful to the FGB. Ms Ellis suggested that it may also be worth doing a refresher on the Governor competencies if a bespoke training was to be conducted.

Mr Freaney also suggested that Governors needed to be involved more with the staff at the school potentially through joint staff meetings. Plus it was noted that new governor training may also be required for Dr Langley and Mrs Franks within this academic year.

14. Policies

i) E-safety – Mr Poultney took Governors through the proposed changes and Governors agreed (providing he can get the change approved at county level) they would allow staff to use social media at school for the benefit of the children. Additionally, Governors agreed that staff could use their personal mobiles when necessary (on school trips etc). Mrs Simms asked that staff be made aware of the potential hazards of this and Mr Poultney said this was already covered elsewhere within the policy.

The Governors also briefly discussed the issue of Governors using social media appropriately and the use of personal mobiles within school premises.

ii) Safeguarding – This was agreed by the Governors.

Actions

LP	Issue a new draft of the e-safety policy in order to agree the amends	27/9/17
JS/JE	Check code of conduct adequately covers social media and phone use	30/11/17

15. Safeguarding audit

Dr Browning informed the FGB that Mr Poultney was now a safeguarding deputy alongside Mrs Dudfield. Mrs Gillard said her name was missing from the Prevent training log within the audit; Dr Browning asked Mrs Gillard to forward the date of training so it could be included.

Action

SG	Provide TB with date of Prevent training	End Oct
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16. AOB

Exclusions Policy – Dr Browning explained that she would like to amend the current policy so that Mr Poultney could exclude a child in her absence if necessary; Governors agreed this in principle. Mrs Simms offered to send Dr Browning the latest guidance on exclusion which she had been given as part of training on 19 September.

Actions

TB	Issue new policy to Governors for their approval	29/9/17
JS	Forward exclusions guidance to TB	29/9/17

See confidential minutes for second AOB item

17. End of meeting review form

Where 1 was strongly disagree and 4 was strongly agree, average results as follows:

1. Did the meeting achieve its overall objectives?	4
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	3.7
ii) Holding the head teacher to account	3.5
iii) Making sure money was well spent (if applicable)	3.6
iv) Ensuring statutory duties were met (if applicable)	3.7
v) Ensuring the school is focussed on its medium to long term vision	3.6
3. Did reports/papers issued add value to the Board's decision making?	3.9
4. Have you improved your knowledge from participating in the meeting?	3.7

18. Next meeting

Thursday 14 December 2017 at 6pm

Meeting closed at 8.20pm