

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the meeting on Thursday 6th June 2019
at 5.00pm.

Present: Rachal Daniels, Martyn Giddens (Headteacher), Juliet McCaffery, Adrian Strange (Chair), Katharine Winks, Emily Winslade (Vice Chair), Mark Dally (Associate Member), Helen Emerson (prospective LA Governor), Andy Thomas (Clerk).

Apologies: Eugene Arnold, Teresa Goble, Hasan Kara.

1. Opening Remarks

AS opened the meeting and welcomed those present, including HE whose application for Local Authority Governor was being considered at this meeting.

It was remarked that RD's and TG's terms of office as Governors had technically lapsed earlier that week, therefore Item 14 (Governing Body membership) would be taken towards the start of the meeting.

2. Quoracy of meeting

The meeting was quorate.

3. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Eugene Arnold, Teresa Goble and Hasan Kara.

4. Consideration of apologies

Apologies were duly accepted.

5. Declarations of Interest

None were declared.

***Item 14 (brought forward): Current membership of Governing Body/ vacancy filling**

a) Local Authority Governor application

HE was asked to leave the meeting, following which her appointment was agreed. She was then asked to return to the meeting. **ACTION - AT**

b) Co-Opted Governor re-appointments

RD was asked to leave the meeting, following which both her and TG's re-appointment was agreed. RD was then asked to return to the meeting. **ACTION - AT**

c) Remaining vacancies

It was noted that Mo Marsh's term of office as Co-Opted Governor had expired and that she did not wish to apply for re-appointment.

Four expressions of interest had been received in respect of the consequent outstanding four Co-Opted Governor vacancies. Arrangements were being made for them to meet with AS and MG and be given a tour of the school. They had also been asked to submit completed application forms. These would be considered at the next FGB meeting. **ACTION - AT**

6. Minutes of previous meeting(s)

a) Minutes of FGB meeting held on Thursday 13th December 2018

The draft minutes of the previous meeting had been circulated.

b) Approval of minutes

The minutes of the previous meeting were agreed as a true record. **ACTION - AT**

c) Matters arising from above

I. Action Points

The Action Points were reviewed and the following noted/ new actions agreed:

AP7 Governor Visit reports: Outstanding reports to be chased up. **ACTION - AT**

AP13 Support for disabled children: To be followed up. **ACTION – MD/ MG**

AP14 Acronyms use: To be followed up. **ACTION – EA/ MG**

AP19 Staff survey: This had been suspended for the time being.

AP21 "Operation Encompass": To be followed up. **ACTION - RD**

AP22 Safeguarding/ Child Protection and Complaints Policy: To be followed up. **ACTION - RD**

AP23 Physical intervention policy: To be followed up. **ACTION – MG/ RD**

II. Any other matters

There were no other matters arising.

7. Minutes of sub-committees

a) Curriculum, Standards and Welfare – Thursday 10th January 2019

The minutes of the 10th January meeting had been circulated in advance. These were noted and there were no questions.

b) Finance, Personnel and Premises Committee – Thursday 22nd November 2018, Thursday 21st March and Thursday 16th May

The minutes of the meetings held on 22nd November and 21st March had been circulated. These were noted and there were no questions.

The minutes of the meeting on 16th May would be circulated in due course.

8. Headteacher's Report

MG had produced a written report which had been circulated in advance of the meeting. MG presented the report and reference was made to a number of aspects including:

- *Interventions*: Pupils at or above ARE+ had been targeted. Pupils enjoyed the interventions, which were linked to the Ofsted framework.
- *SSIF*: There had been a sharing session at Brighton University. Maths was being developed. A bursary of £1500 had been received.
- *Ofsted*: There had been changes to the inspection framework. Changes to Sections 6 and 8 had been confirmed [these were outlined]. Changes would be reflected in future Headteacher reports. Key items were 'Quality of Education' judgement introduced (replacing 'Outcomes for Pupils'); Separate judgements for 'Behaviour and Attitudes' and 'Personal Development'; increasing the length of Section 8 (short) inspections for Good schools; onsite preparation dropped in favour of a 90 minute telephone conversation; and the withdrawal of the examination of internal school data (in favour of consideration of actions/ impact and review of published national data).
- *Safe and Well survey*: There had been positive outcomes on which the school would build. Consideration was being given to introducing a school-specific survey in future instead of participating in the Local Authority exercise. Governors welcomed the positive outcomes reported.
- *Attainment and Progress data*: Corrections to the Headteacher's report dated 7th February 2019 were noted.
- *Statutory testing*: This was taking place across May and June, in all years, and was a stressful process for both pupils and staff. The Local Authority had undertaken a 'Quality Assurance Monitoring' visit on behalf of the Standards and Testing Agency (STA). This was positive and no concerns were identified.
- *Child Protection/ Safeguarding*: The Designated Safeguarding Leads (DSLs) had met. Caseloads were reported to the Committee. It was agreed that a check would be undertaken as to whether HK had undertaken training (if not there were spaces available). **ACTION – AT** There had been ongoing monitoring of the action points arising from the Safeguarding Audit undertaken in July 2018. The policy review would take place in the 2019 Autumn term in order to take account of changes by the Local Authority. DSL details had been added to the policy. There was a staff quiz which could be extended to Governors. Wellbeing sessions were being held for staff – these were positive. Extra time had been allowed for report writing. Training on completing welfare checks had been undertaken. Compliance training had been done and noted would be issued to staff.
- *Recruitment*: There were three new teachers. There had been a significant number of applicants, which was considered to be a reflection of the school's good reputation.

The following questions were asked:

- ***Which Year groups were included in the Safe and Well survey?*** This was for Year 4, 5 & 6 pupils.

- ***Would the results of the Safe and Well survey be shared with parents?*** These had been published in the school newsletter and uploaded to the school website.
- ***Would introducing the school's own Safe and Well survey, and not taking part in the Local Authority one, risk 'skewing' the data?*** A school one would be undertaken in the following year followed by the Local Authority one in the subsequent year. **ACTION – MG**
- ***Were Operation Encompass numbers included in school data?*** Not at present but this could be included on a confidential basis. There had been one case so far. **ACTION – MG**
- ***Would data/ feedback form the Safeguarding staff quiz be circulated to Governors?*** This was not considered necessary. All staff had done well and had not been informed that results would be reported to the Governing Body.
- ***Were the new teachers all local?*** No, not necessarily. At least one was relocating.

There were no further questions and MG was thanked for his report.

9. Final budget 2019/20: endorsement of FPP recommendation

The final budget had been agreed by the FPP and submitted to the Local Authority. It was reported that:

- The projected carry forward for 2019/20 had risen.
- The projected carry forward for 2020/21 had risen.
- The projected deficit had fallen.

It was noted that this item represented a report to the FGB, not an endorsement of an FPP recommendation. The FPP had agreed the budget on behalf of the Governing Body.

10. Communications Strategy/ website

The title of this item would be changed going forward [to be advised post-meeting]. **ACTION – As** This would represent an ongoing update/ 'watching brief'.

It was noted that the Local Authority communications team was excellent, and that this was reassuring.

The following question was asked:

- ***Had there been any press/ media issues?*** There had not.

11. Link Governors

a) Updated allocations

It was agreed that:

- HW would take on the role of Pupil Premium Link Governor. **ACTION – AT**
- The Link Governor list would be updated and circulated. **ACTION – AT**
- JM would arrange a programme of Link Governor visits. **ACTION – JM**
- The template Governor Visit report form would be sent to HE. **ACTION – AT**

b) Reports

The following reports had been received and circulated:

- Launch pad 7th January: Noted that TG was not present.
- GDPR 11th January: Positive visit noted.
- H&S 24th January: There had been some minor issues to address. A further visit had been arranged. A report was pending. **ACTION – AS**
- EYFS 30th January: High standards were noted. The visit had been impressive.
- Other: Nothing to report.

c) Record of Visits

The Clerk was maintaining a record of Link Governor visits. It was noted that this could prove important for Ofsted purposes. Governors agreed to both report the dates of visits and submit reports. **ACTION – Govs.**

12. Governors' Visits

a) Thursday 7th March: Report

Positive reports of the event were given. AS would submit a written report.
ACTION – AS

b) Thursday 13th June: Attainment and progress/ school improvement priorities

It was reported that a moderation visit was taking place on the same day. The focus would be on attainment and progress, in particular for SEN pupils. The school Safeguarding lead would conduct matters on the day to allow MG to deal with moderation. Various activities had been arranged. It was confirmed that AS, EA, EJW and JM had agreed to attend. Either KW or RD would also attend.

13. Safeguarding

Covered under Item 8.

14. *Current membership of Governing Body/ vacancy filling

Taken after Item 5 [see above].

15. Skills Audit

Hard copies would be issued to Governors at the end of the meeting for completion.
ACTION – Govs.

16. Document Management/ OneDrive

a) Update

The Governing Body was moving to the use of OneDrive for document management. Papers would no longer be routinely issued via email.

b) Training/ familiarisation session

This was on offer/ available. JM and HE would liaise with MG. **ACTION – JM/ HE**

17. Policy Reviews

No policy reviews were due.

18. Chair's correspondence

a) Apprenticeship Levy contributions

This had been re-circulated but was now out of date.

19. Clerk's matters

There were no items.

20. AOB

a) Items notified in advance (5 days required)

MG reported that the SFVS process had been updated and that more frequent Outturn reports needed to be made the Governing Body – at least 6 per year. There was therefore a need to change the Governing Body meeting schedule. The following options were proposed:

- i. Abolish Committees and build in items to FGB meetings. There would need to be at least 6 per year and they would likely be relatively long in duration. There was a work/ life balance issue to consider.
- ii. Dissolve the Curriculum Committee and merge items with the FGB. FPP to meet 6 times per year (each half term). This would result in a total of 10 meetings per year (including 4 FGBs).
- iii. Retain the current arrangements but add additional FPP meetings, resulting in at least 15 meetings in total. There were clear negative issues around this.

Following discussion it was agreed that:

- MG would liaise with Governor support and other Heads.
- AT would research/ check with other schools.
- Governors would consider all options.
- MG and AS would meet on 13th June.
- Options would be emailed to the Governing Body.
- Chairs/ Headteacher would meet to agree a way forward (date TBC).

ACTION – MG/ AT/ AS/ Govs.

b) Emergency items (requiring advance discussion with the Chair)

There were no items.

21. Review of Action Points

The Action Points established during the course of the meeting were reviewed by the Clerk and agreed [Action List refers].

22. Date of Next Meeting – Thursday 18th July 2019

The next meeting was scheduled to take place on Thursday 18th July 2019 at 5.00pm.

***** Please see Action Points from this meeting on the following page**

Action points from FGB meeting held on 6th June 2019

Action	By	Person responsible
1. Establish HE as Local Authority Governor (Item 14a).	ASAP	AT
2. Establish RD's and TG's re-appointments as Co-Opted Governors (Item 14b).	ASAP	AT
3. Consider additional Co-Opted Governor applications at the July FGB meeting.	July FGB meeting	AT
4. Establish minutes of previous meeting as final (Item 6b).	ASAP	AT
5. Chase up Governor Visit reports (Item 6c(i)).	July FGB meeting	AT
6. Follow up support for disabled children (Item 6c(i)).	In due course	MD/ MG
7. Acronyms use to be followed up (Item 6c(i)).	In due course	EA/ MG
8. Follow up on "Operation Encompass" (Item 6c(i)).	In due course	RD
9. Follow up Safeguarding/ CP and Complaints Policy (Item 6c(i)).	In due course	RD
10. Follow up on physical intervention policy (Item 6c(i)).	In due course	MG/ RD
11. Check HK's attendance on safer recruitment training (Item 8).	ASAP	AT
12. Alternate school/ LA Safe and Well surveys from the following year as outlined (Item 8).	2019-20 school year	MG
13. Include Operation Encompass numbers in school data (Item 8).	Ongoing	MG
14. Change Item 10 title going forward – to be advised (Item 10).	Next FGB	AS
15. Establish HE as PP Link (Item 11a).	ASAP	AT
16. Update and circulate Link Governor list (Item 11a).	Next FGB	AT
17. JM to undertake Link visits (Item 11a).	ASAP	JM

18. Send template Governor Visit report form to HE (Item 11a).	In due course	AT
19. Further H&S visit report to be submitted (Item 11b).	In due course	AS
20. Report the dates of Governor visits to the Clerk and submit reports (Item 11c).	Ongoing	Govs.
21. Submit report of 7 th March Governor Visit (Item 12a).	In due course	AS
22. Complete Skills Audit (Item 15).	Next FGB	Govs.
23. Liaise with MG re: OneDrive training/ familiarisation (Item 16b).	ASAP	JM/ HE
24. Programme of Governing Body meetings to be reviewed as outlined (Item 20a).	ASAP	MG/ AT/ AS/ Govs.