

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the meeting on Thursday 13th December 2018
at 5.00pm.

Present: Eugene Arnold, Rachal Daniels, Teresa Goble, Juliet McCaffery, Adrian Strange (Chair) [from Item 19b], Katharine Winks [from Item 6], Emily Winslade (Vice Chair), Mark Dally (Associate Member), Andy Thomas (Clerk).

Apologies: Martyn Giddens (Headteacher), Hasan Kara, Mo Marsh

Absent: Tim Chittleburgh (Associate Member)

1. Opening Remarks

EJW opened the meeting as AS would be arriving late due to work commitments. She welcomed all those present to 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 Martyn Giddens, Hasan Kara and Mo Marsh. Adrian Strange would be late. Katharine Winks was expected but running late. Tim Chittleburgh was not present.

4. Consideration of apologies

Apologies were duly accepted.

5. Declarations of Interest

None were declared.

6. Minutes of previous meeting(s)

a) Minutes of FGB meeting held on Thursday 20th September 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

1. FGB Action Points

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

AP3 Governor website profiles and pictures: It was agreed that the profile statements and pictures submitted so far should be uploaded to the website and that the template should be reissued to those Governors outstanding. **ACTION - AT**

AP6 Governing Body skills audit: It was agreed that this should be taken forward in January 2019. **ACTION – AS/ AT**

AP11 Safeguarding training material: It was agreed that this should be circulated to the Governing Body. **ACTION – MG**

AP12 Safeguarding training/ declaration: EA to undertake training and sign declaration. **ACTION – EA**

AP16 Link assignments: Governor and staff Links document to be further updated. **ACTION – AT**

AP18&19 Governor visit reports: JM, RD and TG to submit reports. **ACTION – JM/ RD/ TG**

At this point KW arrived at the meeting.

II. Any other matters

There were no other matters arising.

7. Minutes of sub-committees

a) Curriculum, Standards and Welfare – Thursday 12th July 2018 and Thursday 8th November 2018

The final minutes of the 12th July meeting and the draft minutes of the 8th November meeting had been circulated in advance. The following questions were asked:

- ***Had there been a change to SEN funding arrangements?*** This was not the case.
- ***Was it still the case that there was insufficient support for mental health issues?*** This was indeed so. There was no counselling available due to financial constraints. However Learning mentors were in place.

b) Finance, Personnel and Premises Committee – Thursday 22nd November 2018

The draft minutes of the recent meeting had not yet been produced due to the Clerk's recent high workload. This would be produced as soon as possible.

ACTION – AT

Reference was made to the Finance Audit recently undertaken by the Local Authority. AS, RD, MG and Business Manager Andrea Hammond were arranging to meet to review the Report's recommendations, some of which related to Governance matters. The Report would be reviewed and action taken forward accordingly. **ACTION – AS/ RD/ MG**

8. Headteacher's Report

MG had produced a written report which had been circulated (with Annexes) in advance of the meeting. In MG's absence MD formally presented the report in his

capacity as Deputy Headteacher. Reference was made to a number of aspects including:

- Interventions, which were ongoing.
- Observations, which were positive.
- There had been a positive outcome to the SPA visit.
- Pupil attendance was good and staff had been deployed accordingly.
- A commendation to staff and to the Business Manager Andrea Hammond for her work on the Finance Audit.

The following question was asked:

- ***Were attendance figures broken down into pupils' with medical conditions and those without?*** This was not the case. Data was not 'illness specific'. Any associated absences were reflected as de facto absences.

9. Pro-active School Communications Strategy

Deferred until AS' arrival [see below].

10. Staff Survey 2019

Deferred until AS' arrival [see below].

11. Link Governors

a) Updated allocations and visit strategy

Updated allocations had been circulated in advance of the meeting (see also Item 6c(i)). It was reported that more pro-active communication between Link Governors and Subject Leads was being promoted.

b) Reports

There were none (Item 6c(i) also refers).

12. Governor Visit - 7th March 2019 (9am - 12pm)

The date and time was noted and it was agreed that a specific 'save the date' communication should be issued to Governors in advance encouraging attendance.

ACTION – AT

13. Safeguarding

The school had nothing to report and no particular concerns. Discussed further after AS's arrival [see below].

14. Current membership of Governing Body/ vacancy filling

Sally Ireland had been appointed as a new Co-Opted Governor but had since been in touch to notify her resignation due to a change in circumstances. **ACTION – AT**

It was noted that, consequently, there were currently three Co-Opted Governor vacancies.

It was reported that the Local Authority had notified AS of a potential candidate for the vacant Local Authority Governor role. Comments had been invited. **ACTION – AS**

15. Policy Reviews

No policy reviews were due.

16. Chair's correspondence

There were no items of correspondence.

17. Clerk's matters

There were no items.

18. Programme of meetings 2018/19

The current programme had been circulated in advance of the meeting. It was noted that this may change as a result of the Finance Audit (see above).

19. AOB

a) Items notified in advance (5 days required)

There were no items.

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

The following items were taken:

- i. GDPR/ pupils' photographs: It was noted/ agreed that a sensible approach should be taken, based around avoidance of storing/ uploading pictures of children other than one's own as far as possible. However it would be difficult to prevent pictures of events being taken.
- ii. Support for disabled children: It was reported that some parents had expressed the view that they were not receiving the required support. It was agreed that ongoing engagement with parents was important. Any concerns should be reported to the school. Something would be included in the school newsletter accordingly. **ACTION – MD/ MG**

At this point AS arrived at the meeting.

- iii. GDPR meeting with Business Manager: It was reported that EA had met with the business manager in his capacity as Link Governor. It had been noted that 'Parent Pay' involved sharing pupil and finance data with a third party. This had now been checked and there was full compliance with GDPR requirements.
- iv. Use of Acronyms: It was agreed that parents may not understand what acronyms used by the school meant. It was agreed that these should be explained on the school website. EA undertook to review matters as the next step. **ACTION – EA/ MG**
- v. Emergency Pay Committee/ FPP meeting(s): It was reported that an emergency meeting of the Pay Committee was needed in order to determine a pay recommendation for a member of staff. Following

discussion it was agreed that this would be held immediately following the FGB meeting and RD would be asked to endorse the recommendation as FPP Chair. **ACTION – AS/ RD**

Deferred Item (Item 9): Pro-active School Communications Strategy

AS stated that this matter arose from a previous FGB decision aimed at promoting, marketing and raising the profile of the school. The aim was to give ownership to Governors and staff.

It was noted that the community appeared to be generally unaware that the school had a nursery. There was no reference to this on the school website. It was agreed that the website should be revised accordingly. **ACTION – MD/ MG**

It was noted that social media could be an effective tool (noting the potential to disable comments and integration between various formats). Also the school website could be used for promotion and marketing purposes.

It was noted that budgets were tied to pupil numbers and that it was important to attract parents to the school.

It was agreed that:

- The school website should be revamped and staff given website admin training as required. It was noted that HK had website skills. **ACTION – MD/ MG/ AS/ HK**
- This Item should be timetabled for further discussion at the next FGB meeting. **ACTION – AS/ AT**

Deferred Item (Item 10): Staff Survey 2019

AS stated that more activity was required in this area. The following question was asked:

- ***Had the school previously undertaken a staff survey?*** Small, targeted, Curriculum based surveys had been carried out but not a full general staff survey.

It was proposed that an anonymous annual staff survey should be carried out each January. This would generate information to Governors and improve links between the Governing Body and staff (building on existing arrangements such as Link Governor interactions and Governor visits). The survey should cover communications, general feedback/ interaction, the SDP and workloads etc. Part of the Governing Body's role was to support staff. MD pointed out that this should be a discussion for when the Headteacher was present.

It was agreed that AS would develop proposals and liaise with MG accordingly. AT would also have a key role to play as Clerk. **ACTION – AS/ MG/ AT**

The following additional questions were asked:

- ***How would a response to the issues raised in the staff survey(s) be taken forward?*** These would be reviewed at FGB meetings and an Action Plan, tied in with the SDP, agreed.

- ***Was it clear that an Action Plan would be developed, rather than data simply being referred to the Governing Body?*** This would be the case.

It was noted that Governors also needed to commit to undertaking visits. These sometimes included going to the staff room at lunch times but there tended to be limited interaction. Governor/ staff meetings could be considered. It was noted that Governors had been invited to Xmas performances, but there had been a limited response.

It was agreed that RD, MD and KW would engage with staff in their capacity as Governors with a view to further developing Governor/ staff links. **ACTION – RD/ MD/ KW**

Finally it was noted that Governors should feel generally welcome and able to drop-in to the school to promote communications and engagement.

Deferred Item (Item 13): Safeguarding

The following aspects were discussed:

- Operation Encompass: It was noted that this was an information-sharing scheme with the police. The school would be notified of any instances of domestic violence, without the parents being informed. This needed to be publicised on the website to make staff and parents aware. It was agreed that RD would raise this with the school Designated Safeguarding Lead. **ACTION – RD** It was noted that strategies were already in place to deal with any such reports from pupils.
- Safeguarding audit self-evaluation action plan: It was noted that this was an ongoing area of work. The document was 'RAG' coded.
- Complaints policy: It was noted that this should include Safeguarding/ Child Protection aspects. It was agreed that RD would look into this. **ACTION – RD**
- Physical intervention policy: RD to check status. **ACTION – RD**
- DBS: Noted that the school was looking to adopt an 8-year renewal cycle. It was suggested that 5 years would represent good practice. It was agreed that this should be tied in with the staff Code of Conduct. **ACTION – RD**
- After school clubs: It was noted that after school clubs were run by third party suppliers and as such a check was needed to determine that appropriate Safeguarding policies were in place. RD would liaise with the school Business Manager accordingly. **ACTION – RD**
- Local Authority audit: It was noted that the next audit was due to be issued in April 2019, for completion by July 2019.

20. Review of Action Points

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

21. Date of Next Meeting – Thursday 7th February 2019

The next meeting was scheduled to take place on Thursday 7th February 2019 at 5.00pm. AS wished those present a Merry Xmas and a Happy New Year.

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

Action points from FGB meeting held on 13th December 2018

Action	By	Person responsible
1. Establish minutes of previous meeting as final (Item 5b).	ASAP	AT
2. Take forward Governor website info as outlined (Item 6c(i)).	In due course	AT
3. Take forward Governing Body skills audit in January 2019 (Item 6c(i)).	January 2019	AS/ AT
4. Circulate Safeguarding training material to Governing Body (Item 6c(i)).	In due course	MG
5. EA to undertake Safeguarding training (Item 6c(i)).	In due course	EA
6. Links document to be further updated (Item 6c(i)).	In due course	AT
7. Submit Governor visit reports (Item 6c(i)).	ASAP	JD/ RD/ TG
8. Produce draft minutes of 22 nd November FPP meeting (Item 7b).	ASAP	AT
9. Take forward Finance Audit Report recommendations (Item 7b).	In due course	AS/ RD/ MG
10. Issue 'save the date' communication re: 9 th March Governors' Visit (Item 12).	In due course	AT
11. Process Sally Ireland's resignation as Co-Opted Governor (Item 14).	As required	AT
12. Respond to LA re: potential LA Governor candidate (Item 14).	As required	AS
13. Address support for disabled children as outlined (Item 19b(ii)).	In due course	MD/ MG
14. Review/ explain acronyms on the school website (Item 19b(iv)).	In due course	EA/ MG
15. Hold emergency Pay Committee meeting and invite RD to endorse its recommendation (Item 19b(v)).	Immediately following 13 th December FGB meeting	AS/ RD
16. Publicise nursery on school website (Item 9).	In due course	MD/ MG
17. Revamp school website to enhance marketing and promotion activity (Item 9).	In due course	MD/ MG/ AS/ HK

18. Discuss school comms/ marketing strategy at next FGB meeting (Item 9).	FGB meeting 7 th February 2019	AS/ AT
19. Develop staff survey proposals and discuss (Item 10).	In due course	AS/ MG/ AT
20. 'In-house' Governors to further develop engagement between Governors and staff (Item 10).	Ongoing	RD/ MD/ KW
21. Raise 'Operation Encompass' with the school's DSL (Item 13).	In due course	RD
22. Check inclusion of Safeguarding/ CP in Complaints policy (Item 13).	In due course	RD
23. Check status re: Physical Intervention policy (Item 13).	In due course	RD
24. Investigate tying-in 5 year DBS renewal cycle to staff Code of Conduct (Item 13).	In due course	RD
25. Check status of after school clubs re: Safeguarding policies (Item 13).	In due course	RD