

Stogursey CoE VA Primary School Board of Governors

School Core Values: Courage Resilience Kindness Friendship Thankfulness Love

Full Board of Governors Meeting

Minutes of the Meeting: Thursday 28th March 2019

Present:

Anna Hammond	(AH)	Co-Chair/Elected Parent Governor
Teresa Miller	(TM)	Co-Chair/Co-opted Governor
Rebecca Barnes	(RB)	Headteacher
Anthony Chetland	(AC)	Foundation Governor
Peter Farmery	(PF)	Foundation Governor
Tim Kaye	(TK)	Foundation Governor
Allen Robins	(AR)	Foundation Governor
Tony Smith	(TS)	Ex Officio
Jackie Stone	(JS)	Foundation Governor
Gary Tucker	(GT)	Staff Governor
Brenda Wall	(BW)	Foundation Governor

In Attendance: Pauline Kaye (PK) Clerk to Governors

TS opened the Meeting at 6.05 pm with a prayer from King Alfred

AGENDA ITEM	ACTION
<p>1. <u>Apologies for Absence and acceptance/non-acceptance</u> None – all present</p>	
<p>2. <u>Declaration of Interest</u> AR – Agenda Item 11 JS - Agenda Item 19</p>	
<p>3. <u>Governor Vacancy Update</u></p> <ul style="list-style-type: none"> • Size of Board of Governors not likely to be reduced in the short-term but Governors won't be replaced as Terms of Office expire, until the agreed number is reached • Next term, GT will be on the Board as Headteacher so need to see if a temporary Staff Governor is needed for the next 2 terms 	PK to contact SGS
<p>4. <u>Matters of Urgency not on the Agenda</u> None</p>	
<p>5. <u>Acceptance of Draft Minutes of 28th February 2019</u> <i>(previously circulated)</i> No questions/issues/amendments raised</p>	

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9.5.19

AGENDA ITEM	ACTION
<p>TM proposed acceptance of the Minutes AR seconded All Agreed It was agreed to adopt and sign the Minutes as a true record – AH signed</p> <p><u>Acceptance of Draft Confidential Minutes 1 of 29th November 2018</u> (Circulated at the Meeting)</p> <p>No questions/issues/amendments raised</p> <p>JS proposed acceptance of the Minutes TK seconded All Agreed It was agreed to adopt and sign the Minutes as a true record – AH signed</p> <p><u>Acceptance of Draft Confidential Minutes 2 of 29th November 2018</u> (Circulated at the Meeting)</p> <p>No questions/issues/amendments raised</p> <p>TK proposed acceptance of the Minutes TM seconded All Agreed It was agreed to adopt and sign the Minutes as a true record – AH signed</p>	<p>PK to add signed Minutes to Sch website and send to SGS</p> <p>PK put Minutes in sealed envelope and gave to RB</p>
<p><u>Acceptance of Draft Confidential Minutes 1 of 28th February 2019</u> (Circulated at the Meeting)</p> <p>No questions/issues/amendments raised</p> <p>AR proposed acceptance of the Minutes TK seconded All Agreed It was agreed to adopt and sign the Minutes as a true record – AH signed</p>	<p>PK put Minutes in sealed envelope and gave to RB</p>
<p>6. <u>Matters Arising Reports</u> (Circulated with the Agenda)</p> <p>a) 29th November 2018</p>	

ACTION	AGENDA ITEM	ACTION
	<ul style="list-style-type: none"> Agenda Item 9 – Family Room Update PK to locate Parish Council letter (emailed 02/12/18 from Gillian Orchard) and attach to Minutes <p>Subject to the one hand-amendment above:</p> <p><i>PF proposed acceptance of the MA Report</i> <i>AR seconded</i> <i>All Agreed</i></p> <p>MA Report signed by AH – to be attached to approved Minutes</p> <p>b) 28th February 2019</p> <ul style="list-style-type: none"> Agenda Item 8 – Sub-Committee and Working Party Reports <ul style="list-style-type: none"> ➤ GDPR WP – RB and BW have met informally to discuss ➤ LA GDPR Officer being paid for annually ➤ GDPR Controllers in School – RB/DC (GT will take over from RB next term) ➤ JS has done some training and will meet with GT early next term ➤ Staff/pupil personal information securely locked away ➤ Safeguarding information held in securely locked cupboard in room locked at end of each day Agenda Item 9 – Family Room Update <ul style="list-style-type: none"> • All in hand, update at next Meeting (to go on Agenda) Agenda Item 15 – Governor Training <ul style="list-style-type: none"> • JS confirmed that this can take place in principle, date to be arranged <p>Subject to the hand-amendments above:</p> <p><i>TM proposed acceptance of the MA Report</i> <i>BW seconded</i> <i>All Agreed</i></p> <p>MA Report signed by AH – to be attached to approved Minutes</p>	<p>PK to action</p> <p>PK to action</p> <p>GT/JS to action</p> <p>PK to action</p> <p>JS to action</p> <p>PK to action</p>
<p>7. <u>Headteacher's Report</u> <i>(Circulated prior to Meeting)</i></p> <p>Questions raised as follows:</p> <p>Q. With requests for holidays, how many of those declined still went?</p> <p>A. All</p>		

ACTION	AGENDA ITEM	ACTION
	<p>Q. Under Effectiveness of Leadership, what is RAG? A. Red Amber Green</p> <p>Q. What is a Knowledge-Rich curriculum? A. With regard to the forthcoming new Ofsted framework, the curriculum is being adjusted towards being more fact-based, ie to enrich knowledge</p> <p>Q. New School Rules, is 'Rules' the best term to use? A. Yes, the children understand them; all the staff now use the same approach and are starting to see improvements in behaviour</p> <p>Q. There are very few children down to exceed expectations, what is the national average? A. Accelerated progress is still not being achieved. Pre-School to Reception -age children are not getting enough language input (at home) although a little signing is taking place between staff and children. A Phonics Audit is planned to take place across Pre-School/School to assess what is required</p> <p>Q. When was the last Fire Practice? A. One will take place before the end of this term</p> <p>Q. SEND: High Needs row – the numbers do not add up A. Amended and now correct</p> <p>Q. Under Personal Development: the second bullet point Re: Y5/6 pupils visiting HPC with Alex Glenister is incomplete A. Amended and now correct</p> <p>Q. Key Data as reported at Haygrove a) Under PP/Non-PP: KS 1 – Y2 combined - % Below and % On are both 100% A. Should be 0% On with Progress and 100% Below. Issue with the Data package used is meant for Secondary use with large cohorts; it's proving difficult to use at Primary with small cohorts. This is how the MAT will require data to be presented and it is still being trialled to see if it can work</p>	
	<p>b) Under PP/Non-PP: KS2, Y6 combined – for attainment 100% pupils on track to be expected by EOY; but for progress, 100% are Below; can you explain? A. Again, this is a problem with this Data package and is distorting the true picture. The Pupil Tracker package will finish at Christmas and</p>	

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	<p>an alternative for Primary use is being looked at and will be discussed with the other primary schools joining the MAT</p> <p>c. Which specific aspects of this data are pleasing, which aspects are of concern?</p> <p>A. On an individual basis, strategies are being put in place to address areas of concern. Strong emphasis will be put on the Y3, Y4 and Y5 curricula to support pupils as they start Y6 and the Star Challenge system is now being used to demonstrate how the pupils are improving</p> <p>AH thanked RB for her final Headteacher's Report</p>	
	<p>8. Sub-Committee & Working Party Reports</p> <p>i. GDPR Working Party See Agenda Item 6b) for update; WP not officially met yet, but work is in progress around the School and JS will meet with GT next term</p> <p>ii. Finance SC Report TK confirmed that the Finance SC had met yesterday to look at the proposed Draft Budget for 19/20. It has been balanced, using some of the under-spend, but this has enabled the existing staffing to remain in place. The SC was therefore happy to propose acceptance and ratification of the Draft Budget to the Board and it will be an Agenda item on the next Board Meeting</p>	<p>JS/GT to action</p> <p>PK to add to Agenda</p>
	<p>9. Family Room Update No update</p>	
	<p>10. Safeguarding Update</p> <ul style="list-style-type: none"> Update already mainly covered in other Agenda items (Matters Arising/Fire Practice etc) Single Central Record – some DBS checks need to be renewed; DC has emailed relevant Governors concerned who need to action Fire Audit and Health & Safety Audit due to take place next term; also annual Walk-Round needs to take place – JS to do in first half of summer term 	<p>Govs to action</p> <p>JS/GT to action</p>
	<p>11. Pre-School/Wraparound</p> <ul style="list-style-type: none"> 16 children on Pre-School list Pre-School operating 3 full days and 2 mornings per week Mrs Debbie Robins is covering as Pre-School Supervisor, on a temporary basis 	

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	<ul style="list-style-type: none"> RB will check that the Pre-School staff are not unnecessarily worried about the move to academisation 	<p>RB to action</p>
	<p>12. Received Correspondence</p> <ul style="list-style-type: none"> None 	
	<p>13. Monitoring of the SDP and Half-Termly Learning Review Week Update <i>(Summary circulated prior to the Meeting)</i></p> <ul style="list-style-type: none"> Important as many Governors as possible come in during Learning Review Weeks (at least try to attend once/twice per year) Try and see a variety of subjects Staff are used to the visits as long as they know they are happening Next LR Week starts Monday 10th June <p>No questions/issues raised</p>	
	<p>14. Parental Forum/Feedback</p> <ul style="list-style-type: none"> No update from last Meeting Next one plus Parent Survey to take place early next term 	<p>AH/TM to action</p>
	<p>15. Governor Training</p> <ul style="list-style-type: none"> AH and TM both attended (separate) Chair's Briefing BW due to attend Data Breach training next Tuesday at Haygrove (clashes with School Organisation WP Meeting so other Governors not able to attend, also AC not able to attend) 	
	<p>16. West Somerset Opportunities Area</p> <ul style="list-style-type: none"> Family Day taking place at Kilve during the Easter Holidays for children aged 8+ and parents/carers During the summer term there will be a day at Kilve for all volunteer groups in the area to streamline what they do and avoid overlaps Pupil Premium Audit may take place Minibus driving training to be offered – cost covered together with possible some supply cover. Worth looking at but still have issue of not being able to get a whole class in a minibus and needing 2 members of staff with them Positive benefits of WSOA already being seen particularly in Maths across the School but GT pointed out that the full benefit of using the Maths Mastery programme won't be seen for several years Homestart is growing in Stogursey (meet in the School weekly) which will have a positive effect as the babies progress to Pre-School and on into main School Discussion regarding possible link up between Homestart and families needing/using food banks took place – RB will see if it's possible for 	

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	Homestart to run a Cookery Club in the School for parents who could then take ingredients home to re-produce the meals	RB to action
	<p>17. Review of Statutory Policies as per Schedule and delegation</p> <ul style="list-style-type: none"> RB had circulated email stating which policies needed reviewing and where they were located <p>At the Meeting, hard copies were distributed as follows for review:</p> <p>PF – Complaints AC – First Aid JS – Data Protection and Online Safety</p> <p>Behaviour will need to wait to be amended to fit in with MAT Sex Education and PSHE are currently being re-written</p>	<ul style="list-style-type: none"> PF to action AC to action JS to action
	<p>18. For Ratification</p> <p>TK signed off: Governor's Allowance Charging Policy</p>	
	<p>19. School Organisation Update</p> <ul style="list-style-type: none"> Issue regarding land – common usage – the field – the lease (between the Diocese and County Council). Appears that the lease drafted back in 2013 was never signed and remains at the County Council office. The County Council won't proceed with it now because of the conversation to a MAT and therefore it is being handed over to the MAT solicitors to deal with £2K in solicitors' fees and rent previously paid by the School to the County Council is being held by the CC which won't give it to the Diocese until the lease is in place School has been strongly advised not to pay any more, if asked, because delay is not it's fault – in the hands of Brown Jacobson to sort Second Due Diligence pro forma has been received from Haygrove, which differs to the first! Hope to get all information in place by the end of this term TM wished to formally thank Donna Carter, Brenda Wall and Sue Hobbs for all the hard work they have put in collating information and getting contracts ready etc for the academisation process Formal consultation with staff to take place at the start of the summer term Parental/Stakeholder consultation to follow – draft letter under consideration Union Rep contact details to be given to WP if possible 	<p>GT to action</p>

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	<ul style="list-style-type: none"> • Scheme of Delegation: the WP had gone through the last section of this in preparation for the recent Meeting but had been unable to address it as the Meeting had over-run. Next Meeting on Tuesday so will address it then • RB & TM had met with the LA to go through the aspects of academisation where the LA will be involved – eg buying-back of Supplies & Services etc • Although parents have been kept informed regarding the process of academisation, a suggestion was brought to the Board to include a “Frequently Asked Questions” page to the School website – Agreed • Second suggestion to set up a temporary specific email address for parents to submit questions not answered by the above – Agreed • The legal process to change the name of the MAT to the Quantock Education Trust is now underway • 2 issues that might possibly hold up academisation for the School are the Land Lease and the formalisation of the relationship with Pre-School <p>JS thanked the WP for it’s hard work AH thanked TM, specifically, for taking the lead/workload for this</p>	<p>WP to action</p> <p>RB/GT to action</p> <p>RB/GT to action</p>
	<p>20. Review of This Meeting</p> <ul style="list-style-type: none"> • GT finding process of questioning Re: Headteacher’s Report very useful <p>AH, on behalf of the Board, thanked RB for all she has done for the School over the last 5 years and stated that she will be much-missed by all</p>	
	<p>21. Date for Next Meeting Thursday 9th May 2019</p>	

Meeting closed 7.55 pm

Agreed and Signed as a true record

Name: Ann Hammond

Print: ANN HAMMOND

Date: 9.5.19

Stogursey CoE VA Primary School

School Core Values: Courage Resilience Kindness Friendship Thankfulness Love

MATTERS ARISING REPORT FROM FBoG MEETING: 28th MARCH 2019

<u>AGENDA ITEM</u>	<u>ACTION</u>
<p>Agenda Item 3 – Governor Vacancies</p> <ul style="list-style-type: none"> PK to check with SGS to see if temporary Staff Governor needed for next 2 terms 	<p>Done. Advice received to open vacancy to all members of staff but make it clear that it is, for now, a temporary appointment for a maximum of 2 terms, depending on academisation</p>
<p>Agenda Item 5 – Acceptance of Draft Minutes of 28th February 2019</p> <ul style="list-style-type: none"> PK to add signed Minutes to Sch website and send to Gov Services 	<p>Done</p>
<p>Agenda Item 6 – Matters Arising Reports</p> <p>a) 29th November 2018</p> <ul style="list-style-type: none"> PK to add Parish Council letter to approved Minutes for 29th November 2018 <p>b) 28th February 2019</p> <ul style="list-style-type: none"> GT/JS to meet early in the term Re GDPR training JS to arrange date for whole MAT Safeguarding training for Governors 	<p>TM to send to PK.</p> <p>To be done after SATS Post- Sept (MAT) training</p>
<p>Agenda Item 8 – Sub-Committee & Working Party Reports</p> <ul style="list-style-type: none"> GT/JS (GDPR WP) to meet 	<p>to be done after SATS</p>
<p>Agenda Item 10 – Safeguarding Update</p> <ul style="list-style-type: none"> Individual Governors to renew DBS checks, if contacted by DC JS/GT to do/arrange date for annual Walk Around in first half of term 	<p>TM's done JS-submitted paperwork</p> <p>To be done in next Half term</p>
<p>Agenda Item 11 – Pre-School/Wraparound</p> <ul style="list-style-type: none"> RB to ensure Pre-School Staff not unnecessarily worried about move to academisation (GT to check this took place?) 	<p>GT contacted RB - not done will be done at Staff Consultation or can see GT</p>
<p>Agenda Item 14 – Parental Forum/Feedback</p> <ul style="list-style-type: none"> AH/TM to arrange Forum and Survey early in half-term 	<p>In hand</p>

<u>AGENDA ITEM</u>	<u>ACTION</u>
<p>Agenda Item 16 – West Somerset Opportunities Area</p> <ul style="list-style-type: none"> • RB to see if Home Start could start up a Cookery Club in School (GT to check it happened?) 	<p>GT contacted Home Start - doing cookery one @ Wilton - parents to be encouraged</p>
<p>Agenda Item 17 – Review of Policies as per Schedule</p> <ul style="list-style-type: none"> • PF to review Complaints • AC to review First Aid • JS to review Data Protection and Online Safety 	<p>To go there for now PF happy to sign off for now First Aid reviewed and signed Happy to sign but will need review up post-MAT</p>
<p>Agenda Item 19 – School Organisation Update</p> <ul style="list-style-type: none"> • GT to give Union Rep details to WP • WP to bring last part of Scheme of Delegation to next Meeting • RB/GT to add 'Frequently Asked Questions regarding Academisation' to Parents' section of School website • RB/GT to set up temporary specific email address for parents to submit questions not addressed by above addition to website 	<p>Done Done & gave back to MAT Done email address set up: academyconversion316@educ.somers.et.gov.uk</p>

Agreed as true record; to be attached to approved Minutes for 9th May 2019

Signed: ANNA HAMMOND

Date: 9.5.19

Print: ANNA HAMMOND.