

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 February 2019

Present:

Anna Hammond	(AH)	Co-Chair/Elected Parent Governor
Teresa Miller	(TM)	Co-Chair/LA Governor
Anthony Chetland	(AC)	Foundation Governor
Peter Farmery	(PF)	Foundation Governor
Tim Kaye	(TK)	Foundation Governor
Allen Robins	(AR)	Foundation Governor
Jackie Stone	(JS)	Foundation Governor
Brenda Wall	(BW)	Foundation Governor

In Attendance: Pauline Kaye (PK) Clerk to Governors

The Meeting opened at 6.04 pm

AGENDA ITEM	ACTION
<p>1. <u>Apologies for Absence and acceptance/non-acceptance</u> Written from Rebecca Barnes – revised date for Meeting now clashes with her son’s Options Evening at his school</p> <p>Written from Tony Smith – revised date now clashes with an existing engagement</p> <p>Written from RB regarding Gary Tucker – away due to illness</p> <p>AH proposed acceptance of all 3 AC seconded All agreed</p>	
<p>2. <u>Declaration of Interest</u> AR – Agenda Item 11 JS - Agenda Item 21</p>	
<p>3. <u>Governor Vacancy Update</u> Not now going to be addressed until academisation has taken place and it is known how the Board will be re-constituted</p>	

AGENDA ITEM	ACTION
<p>4. <u>Matters of Urgency not on the Agenda</u></p> <ul style="list-style-type: none"> Appointment of Interim Headteacher AH confirmed that GT had been appointed for 2 terms (Summer and Autumn 2019). AH confirmed that County will be offering support and mentorship to GT in addition to support from KC at Haygrove Appointment of Interim Senior Teacher RB/GT are currently looking to offer the Interim Senior Teacher role on an internal secondment and will therefore be advertising for a Class Teacher for 2 terms 	<p>RB/GT to action</p>
<p>5. <u>Revised Standing Orders</u> Postponed until academisation has taken place</p>	
<p>6. <u>Acceptance of Draft Minutes of 29th November 2018</u> <i>(previously circulated)</i></p> <p>No questions/issues/amendments raised</p> <p><i>JS proposed acceptance of the Minutes</i> <i>AR seconded</i> <i>All Agreed</i></p> <p><i>It was agreed to adopt and sign the Minutes as a true record – AH signed</i></p>	<p>PK to add signed Minutes to Sch website and send to SGS</p>
<p>7. <u>Matters Arising Report</u> <i>(Circulated with the Agenda)</i></p> <p>In RB's absence, it was agreed to carry this forward for consideration and approval at the next Meeting</p>	<p>PK to add to next Agenda</p>
<p>8. <u>Sub-Committee & Working Party Reports</u></p> <ul style="list-style-type: none"> i. GDPR JS confirmed she has met with RB to discuss this informally – update by WP at next Meeting ii. Finance SC Report TK read out the report (copy attached), no questions raised 	<p>RB/JS</p> <p>PK to attach Report to Minutes</p>
<p>9. <u>Family Room Update</u></p> <p>JS confirmed that RB has met with John Acland-Hood (Fairfield Trust) and he understands the School's position. In order to apply to the Trust again, he requires all the previously supplied information again, including a full breakdown of costs, from JS. TM said she would re-send the supporting letter that went with the previous application</p> <p>Question raised as to whether it will be easier to find other funding once we are part of the MAT – answer is 'Yes' since other avenues will</p>	<p>RB/JS/TM to action</p>

ACTION	AGENDA ITEM	ACTION
	<p>become available. JS is also going to look at the vast number of companies now involved with the Hinckley C project and see if any are willing to offer even small amounts of funding</p>	<p>JS to action</p>
	<p>10. Safeguarding Update TM confirmed she had met with RB before Half-Term with the intention of looking at the Single Central Record, but there was a glitch in the system. They therefore looked at the returned Safeguarding Audit instead (which RB had already completed to the best of her ability and submitted). 75% of the requirements on the Audit were in place so they concentrated on the areas not completed/addressed:</p> <ul style="list-style-type: none"> • DSL training for GT – now booked for 25/26 March so that he will be able to take over from RB • Support Staff not being updated regularly as they don't attend the weekly Staff Meetings (at present not paid to do so). It was agreed that this needs to be addressed in the 2019/20 Budget with a view to paying them to attend one Meeting per month – AH/TM to meet with RB/GT • Regular fire drills/lock-down drills should take place and staff and governors should discuss lock-down drill AH/TM to follow up with RB/GT 	<p>TM to action</p> <p>AH/TM to action</p> <p>AH/TM to action</p>
	<p>11. Pre-School/Wraparound TK confirmed this had been looked at and at present income exceeds expenditure:</p> <p style="text-align: center;">Income: £38,592 Expenditure: <u>£35,544</u> £ 3,048</p> <p>There is a carry forward figure of £9,274 but this needs to be sufficient to cover a term with no income</p> <p>It was agreed that the link with Pre-School needs to be formalised prior to academisation (eg: Rent/payment of share of utilities etc) and that the Finance SC should discuss this at its next Meeting. (See Agenda Item 21 as well)</p>	<p>PK to add to Finance SC Agenda</p>
	<p>12. Received Correspondence</p> <ul style="list-style-type: none"> • Letter from Schools Forum Re: Equal Pay & Support Staff Grading in Maintained Schools (Circulated with Agenda) It was agreed that the FBoG is sure it has always complied with set pay scales for Support Staff 	

ACTION	AGENDA ITEM	ACTION
	<ul style="list-style-type: none"> Proposed Development of Glebe Land TM stated that the Parish Council had been approached by the Diocese looking to build on the Glebe land again and that there will be a Public Forum at the start of the Parish Council Meeting on the 12th March regarding this <p>TK stated that when he was the Secretary on the PCC back in 2014, this subject had been raised and the PCC had put in strong objections to it, principally because of the existing geological fault plus the potential for flooding</p> <p>Concern was raised that vehicular access by the School to the field would be affected and therefore PF and TK agreed to attend the Public Forum on behalf of the FBoG</p>	<p>PF/TK to action</p>
	<p>13. Monitoring of the SDP and Half-Termly Learning Review Week Update No Learning Review Walk took place during the last half-term and unlikely to happen this one due to RB's heavy workload. AH/TM to see RB/GT about it</p> <p>Governor Visit Report – Maths Learning Walk English Monitoring Report Pupil Premium Monitoring Report SEND Report <i>(all Circulated with the Agenda)</i></p> <p>No questions/issues raised</p>	<p>AH/TM to action</p>
	<p>14. Parental Forum/Feedback</p> <ul style="list-style-type: none"> Last Meeting cancelled Other ways to feedback to be looked at with GT Parent Survey to go out at the beginning of summer term 	<p>AH/TM to action</p>
	<p>15. Governor Training</p> <ul style="list-style-type: none"> JS to look into whole MAT Safeguarding training for Governors at Haygrove AH attending Chairs' Briefing next week Offer of joint Governor training received from KC 	<p>JS to action</p>
	<p>16. Clerk's Briefing Update <i>(Circulated with the Agenda)</i></p> <ul style="list-style-type: none"> Data Breach Protocols – v important to set up Data Breach Training 2nd April at Haygrove – AH/TM/AC and possibly BW to attend Pupil Exclusions Toolkit & Accompanying docs – for information 	<p>AH to confirm</p>

AGENDA ITEM	ACTION
<p>17. <u>West Somerset Opportunities Area</u></p> <ul style="list-style-type: none"> No update available as RB not present TM confirmed that by April Lisa Dunwood will have finished training as an Emotional Literacy Social Advisor (funded by SOA) BW confirmed that she and another TA had been on INSET training courses funded by SOA 	
<p>18. <u>Review of Statutory Policies as per Schedule and delegation</u> None</p>	
<p>19. <u>For Ratification</u> None</p>	
<p>20. <u>Headteacher Appraisal Update</u> See separate Confidential Minutes 1</p>	
<p>21. <u>School Organisation Update</u></p> <ul style="list-style-type: none"> It was agreed that this will no longer need to be routinely confidential, only if necessary The proposed name for the MAT is "The Quantock Education Trust" – each school needs to decide what its own title will be; we will probably stay "Stogursey CoE Primary School" The Working Party (TM/TK/AH/PF) is meeting monthly and has been working on a questionnaire from the solicitors Feedback from the recent Meeting for Staff had addressed the main worry that they would be moved to other schools in the MAT to teach Financial responsibilities will remain with the individual schools but will then require approval by the MAT Need to formalise the relationship with Pre-School – WP to meet with Tracy Lee from Haygrove regarding the accounting aspect The WP has attended joint meetings with Governors from the other schools to go through the MAT Scheme of Delegation Need to use the time in the run up to academisation to look at any "tweaks" to the School logo Need to set Stakeholder Meeting immediately after the Easter Holiday, in line with the other MAT schools 	<p>WP to action</p> <p>AH/TM/RB to action</p>
<p>22. <u>Review of This Meeting</u></p> <ul style="list-style-type: none"> Agenda accomplished in good time; only one item postponed to the next Meeting 	
<p>23. <u>Date for Next Meeting</u> 28th March 2019</p>	

Meeting closed 7.30 pm

Agreed and Signed as a true record

AGREED AND SIGNED

Name: Anna Hammond

Print: ANNA HAMMOND

Date: 28/3/19

	<p>17. <u>West Somerset Opportunities Area</u></p> <ul style="list-style-type: none"> • No update available as it is not current • TM confirmed that by April 2019 it would have finished • An external report (funded by SOA) • BW confirmed that the report on the courses funded by SOA
	<p>18. <u>Review of Statutory Policies as per Schedule and delegation</u></p> <p>None</p>
	<p>19. <u>For Ratification</u></p> <p>None</p>
	<p>20. <u>Headteacher Approval Update</u></p> <p>Separate Update with 2019</p>
<p>WP to action</p> <p>AM/TMR to action</p>	<p>21. <u>School Organisation Update</u></p> <ul style="list-style-type: none"> • It was agreed that this will no longer be routinely confidential only if necessary • The proposed name for the MAT is 'The Quantock Education Trust' - even school needs to decide what its own name will be, we will probably use 'Stogursey CoE Primary School' • The Working Party (M/TMR) is meeting monthly and has been working on a questionnaire from the colleges • Feedback from the recent meeting on Staff had addressed the main worry that they would be moved to other schools in the MAT to teach • Financial implications will remain with the individual schools but will then require approval by the MAT • Need to formalise the relationship with the schools - WP to meet with TMR on 1st April regarding the education aspect • The WP has attended joint meetings with the other schools to go through the MAT system of legislation • Need to use the time in the run up to submission to look at any 'weakness' to the school legislation • Need to get standardised working arrangements after the Easter Holiday in line with the other MAT schools
	<p>22. <u>Review of this Meeting</u></p> <ul style="list-style-type: none"> • Agenda incorporated in good time - only one item postponed to the next meeting
	<p>23. <u>Date for Next Meeting</u></p> <p>28th March 2019</p>

Meeting closed 2.30 pm

Initialled:

Date:

28/3/19

MATTERS ARISING REPORT FROM FBoG MEETING: 29th NOVEMBER 2018

<u>RB</u>	<u>ACTION</u>
<p><u>Agenda Item 2 - Declaration of Interest</u></p> <ul style="list-style-type: none"> • PK to contact Gov Services Re: GT standing for Councillor 	Not needed, not taking place
<p><u>Agenda Item 3 - Governor Vacancies Update</u></p> <ul style="list-style-type: none"> • PK to inform Gov Services TM appointed as Co-Opted Governor 	Done and confirmation received. New Term of Office: 02/12/18 – 01/12/2022
<p><u>Agenda Item 5 – Acceptance of Draft Minutes of 20th Sept 2018</u></p> <ul style="list-style-type: none"> • PK to add signed Minutes to Sch website and send to Gov Services 	Done
<p><u>Agenda Item 6 – Revision of Standing Orders</u></p> <ul style="list-style-type: none"> • AH/TM/JS to go through and bring suggested amendments to FBoG for approval on 31st January 2019 	See Agenda Item 5 31/01/2019
<p><u>Agenda Item 8 - Sub-Committee & Working Party Reports</u></p> <ul style="list-style-type: none"> • RB to arrangements for agreed Virements to be done by DC • RB to inform County of FBoG agreement to Option 2 of the Teacher's Pay Policy 	Done Done
<p><u>Agenda Item 9 – Family Room Update</u></p> <ul style="list-style-type: none"> • PK to attach Parish Council letter to Minutes of 29/11/18 	To do. <i>AR</i> 28/13
<p><u>Agenda Item 10 – Safeguarding Update</u></p> <ul style="list-style-type: none"> • TM to update at next Meeting Re: questions raised with RB 	See Agenda Item 10 31/01/2019
<p><u>Agenda Item 13 – Monitoring of the SDP and Calendar</u></p> <ul style="list-style-type: none"> • PK to amend future Agenda Item Headings to Half-Termly Learning Review Week instead of Calendar • TM & TK to meet with GT at 9.00 am on Thursday 6th to look at Maths • AH & AC to go into School on Friday 7th to look at English • AH to circulate Academisation Action Plan 	Done Done Done Done
<p><u>Agenda Item 15 – General Data Protection Act Update</u></p> <ul style="list-style-type: none"> • WP to meet before next FBoG Meeting 	See Agenda Item 16 31/01/2019
<p><u>Agenda Item 16 – Racial Incidents for 2017/18 Academic Year</u></p> <ul style="list-style-type: none"> • RB to look at the responses to the 2 questions under Schools/Academies section 	In hand

<u>RB</u>	<u>ACTION</u>
Agenda Item 17 – Governor Training <ul style="list-style-type: none"> • RB to arrange Safeguarding Training session for whole Board in the Spring term 	Have to wait, for GT to be trained.
Agenda Item 19 – Review of Statutory Policies <ul style="list-style-type: none"> • RB to send 3 finance-based policies to PK to go on the next Finance SC Agenda for approval/ratification as required 	On website
Agenda Item 20 – Policy Ratification <ul style="list-style-type: none"> • PK to add 'Review of Teacher's Pay Policy' to September 2019 FBoG Meeting 	Done

28th FEBRUARY

Agreed as true record; to be attached to approved Minutes for 31st January 2019

Signed: Anna Hammond

Date: 28/3/19

Print: ANNA HAMMOND