

# Bevendean Primary School

Heath Hill Avenue

## Full Governing Body

Minutes of the Meeting on Thursday 7<sup>th</sup> June 2018  
at 5.00pm.

**Present:** Eugene Arnold, Rachal Daniels, Martyn Giddens (Headteacher), Teresa Goble (to Item 8), Hasan Kara, Mo Marsh, Juliet McCaffery, Adrian Strange, Katharine Winks (from Item 6), Mark Dally (Associate Member), Andy Thomas (Clerk).

### 1. Opening Remarks

AS welcomed those present to the meeting.

### 2. Quoracy of meeting

The required quorum was five Governors. Eight Governors were [initially] in attendance and the meeting was therefore quorate.

### 3. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Emily Winslade.

### 4. Consideration of apologies

Apologies were accepted.

### 5. Declarations of Interest

None were declared.

### 6. Minutes of previous meeting(s)

#### ***a) Minutes of FGB meeting held on Thursday 1<sup>st</sup> February 2018 and EFGB meeting held on 15<sup>th</sup> March***

The draft minutes of above meetings had been circulated in advance.

#### ***b) Approval of minutes***

The above minutes were agreed as a true record. **ACTION 1 – AT.**

#### ***c) Matters arising from above: Action Points***

Noted.

### 7. Minutes of Sub-Committees

#### ***a) Curriculum, Standards and Welfare***

It was noted that no meetings had been held since the last FGB. It was agreed that EJW would be contacted to confirm whether she would be able to attend/ chair the next meeting scheduled for Thursday 28<sup>th</sup> June. **ACTION 2 – AT.**

#### ***b) Finance, Personnel and Premises Committee – 15<sup>th</sup> March and 17<sup>th</sup> May***

The final minutes of the 15<sup>th</sup> March meeting had been circulated in advance of the meeting. These were noted. It was reported that the draft minutes of the meeting on 17<sup>th</sup> May had not been circulated as it was felt that elements of these relating to the budget and staffing should be established as 'PINK' confidential. This was agreed. **ACTION 3 – AT.**

### **8. Headteacher's Report**

The Headteacher's written report had been circulated in advance. The following aspects were highlighted:

- *Strategic school improvement fund:* Maths Mastery would be looked at in September via the Curriculum Committee. The school had been identified by the DfE as a candidate for funding. £250 per teacher would be allocated for training. The focus would be in continuing to embed Maths Mastery.
- *Interventions:* These were continuing. Up to 80 pupils were attending sessions each morning. Governors had seen this in action. It was a slow process to embed Maths Mastery. Work was positive and there were good staff involved.
- *Spring data:* Progress data was looking good. A full report would be given to the July FGB meeting.
- *Attendance:* Punctuality was a focus. Figures were set out in the written report. The number of 'Late' pupils was reducing. Overall attendance was at 94.4%, below the national average of 96%. 'Diddy Cars' had been bought for pupils as a reward for good attendance. It was agreed that cumulative data would be included in the Headteacher's report to the next meeting. **ACTION 4 – MG.**
- *October Half-Term:* The extended break had not worked for the school and would be discontinued in the following year. Following some discussion this was noted/ endorsed.
- *Outcome for Learners:* Formal moderation had taken place. The Local Authority was checking processes. Year 2 moderation was underway and was looking positive.

The following questions were asked:

- ***For how many years had the school had an Attendance Officer?*** This was the second year.
- ***What improvements in attendance had been seen?*** This was quantified through the attendance data. The Attendance Officer was currently off work due to illness and a member of office staff was covering. The Attendance Officer had embedded processes. No holidays during term time were now being authorised. This was a big job. The school did not receive income from Fixed Penalty Notices (FPNs).
- ***Who was currently leading this work?*** A member of the office staff was currently dealing with this area of work. This represented an overall increase in workload for this member of staff.

- ***Was it the case that unauthorised pupil absence was not always related to family holidays and that there were particular families rendering persistent poor attendance?*** This was indeed the case. The Attendance Officer had been attending Team Around the Family (TAF) meetings. Attendance by traveller children was improving (noting that they were not currently attending the school).
- ***Was there a regular/ core group of traveller children that were having an adverse impact?*** There were a considerable number of traveller children at both Bevendean Primary and Carden Primary. Attendance figures were reported both including and excluding traveller children.
- ***Were travellers situated on the transit site?*** They were on the permanent site.
- ***If traveller parents went away for work could their children legally be excused from the school?*** The school could 'T-code' but sometimes there was no engagement by families. The message to families was that they should inform the school.
- ***Was there feedback from the Local Authority regarding Fixed Penalty Notices?*** This was not always the case. The Local Authority did not routinely report this data to the school.
- ***Was it the case that the school initiated FPN action but was not told the extent to which this was followed through?*** This was indeed the case.
- ***Had there been one case involving a bereavement?*** This qualified for an authorised absence and there had been such a request.

MG was thanked for the report.

## 9. Finance Report

### ***a) Ratification of final budget 2018/19 as per FPP on 17<sup>th</sup> May***

A staff voluntary redundancy/ reduction of hours programme was currently underway. The deadline for staff was the next day, Friday 8<sup>th</sup> June. Following this a Business Plan would be established. An Extraordinary FGB meeting would need to be arranged to ratify a consequent revised budget (the fourth version).

Following discussion it was agreed that an EFGB would be held on Thursday 14<sup>th</sup> June from 8am – 8.30am. **ACTION 5 – AT.** It was agreed that Governors would inform MG of any childcare requirements. **ACTION 6 – Govs/ MG.**

## 10. Link Governor Reports

It was reported that JM, RD and EJW had undertaken visits. It was agreed that:

- Reports should be produced. **ACTION 7 – JM/ RD/ EJW.**
- The template report document should be re-circulated. **ACTION 8 – AT.**

## 11. Governors' Visits

### ***a) Cancelled Visit – Thursday 1<sup>st</sup> March***

It was noted that this was cancelled due to lack of numbers.

### ***b) Scheduled Visit – Thursday 14<sup>th</sup> June: Confirmation of availability***

It was stated that this event was scheduled to take place on the specified date from 9am – 12pm and would be focussed on progress and attainment. MG stated that at least 4 Governors were needed to make the Visit viable.

Following discussion and confirmation of attendance from AS, EA, JM and KW it was agreed that the Visit should go ahead. Governors attending could also attend lunch with staff. **ACTION 9 – MG.** It was also agreed that contact should be made with TG and EJW regarding attendance. **ACTION 10 – AT.**

## **12. Safeguarding**

Carol Ofield, the Safeguarding/ Child Protection Officer, would be presenting the annual report at the next meeting of the Curriculum Committee. This would represent a thorough update on matters. The designated Leads were meeting regularly. The Link Governor had reviewed the Single Central Record (SCR) with the Business Manager and all was well. The SCR had been amended to include an additional data column.

It was reported that the workload in relation to vulnerable families had increased. TAFs were on the rise. Carol Ofield was due to retire at the end of the year and a new Inclusion Manager had been appointed. The new incumbent, who knew and loved the school, had full SENCO accreditation and was due to undertake Safeguarding/ Child Protection training in September 2018.

The following questions were asked:

- ***Was there enough funding for pupils' needs in this area?*** There was no specific funding for Safeguarding/ Child Protection, as opposed to SEN where such funding applied.
- ***Was the school however adequately funded for Safeguarding/ Child Protection requirements?*** The school had a legal responsibility in this area and there was one full-time staff resource deployed accordingly.

## **13. GDPR**

The Regulations had taken effect from 25<sup>th</sup> May 2018. A privacy notice had been placed on the website along with the GDPR policy and an explanatory statement. The school now needed to complete an information audit, which was starting soon.

The school had bought into a collective service with regard to the provision of a Data Protection Officer (DPO). This cost the school £1200 per annum for a DPO with responsibility for 22 schools. The DPO would support the school and review procedures etc. Action had also been taken regarding security around pupils' books. The school had taken all necessary action and would keep matters under review.

Following discussion it was agreed that the GDPR policy (implemented in June 2018) should initially be reviewed after one year, then default to a two-year review cycle. **ACTION 11 – MG/ AT.**

The following questions were asked:

- ***Did the Local Authority provide training and support for staff?*** There was a designated LA officer in place to support schools. There was no free training available but the LA was very supportive. There was a traded service available but the school now had a DPO in place. There would be a cost to any staff training.
- ***Given the lack of training would staff not be held accountable if there was a breach?*** Discussions had taken place with staff. Procedures were in place regarding teachers taking pupils' books home (they needed to notify the Headteacher). Necessary measures were in place.

Following discussion it was agreed that staff should be required to sign a declaration to confirm that they had read the GDPR policy. **ACTION 12 – MG.**

It was noted that the Local Authority had not established formal procedures or requirements in relation to following-up on GDPR. There was limited capacity and it was the responsibility of schools to buy-in services.

Following further discussion it was agreed that:

- A Link Governor for GDPR should be established.
- EA would undertake this role.
- A general review of Link Governors should be undertaken.

#### **ACTION 13 – AT/ EA/ AS.**

### **14. Health & Safety and Audits**

#### Introduction

Reference was made to a recent incident [previously reported to the Governing Body] involving the discovery of a syringe on the school grounds, which had attracted local media coverage.

#### H&S checks

It was stated that the Premises Manager undertook regular H&S checks and audits: a weekly check; a thorough termly check; and a thrice-yearly walkaround with a Governor, following which a report was produced. The Local Authority also conducted an annual audit (RAG rated), which was due soon. The last one had been positive. The school had done everything else possible.

#### H&S Link Governor/ audit report

It was agreed that a Link Governor for H&S should be appointed with effect from the start of the new academic year in September 2018. **ACTION 14 – AT/ AS.**

It was further agreed that the H&S Link Governor should meet with the Premises Manager to review the LA audit report and feed back. **ACTION 15 – MG.**

#### Syringe incident

On the matter of the syringe incident, it was reported that a thorough investigation had taken place and a communications response carried out. The Premises Manager in any case conducted daily 'walkabouts' of the site in order to identify any issues. It

was agreed that the incident relating to the syringe was a 'one-off', that all necessary procedures were in place and that there had been no negligence on the part of the school. The Premises Manager was very good and thorough.

It was noted that one possible explanation was that the syringe had been deposited by birds. It was agreed that advice would be sought from the Local Authority regarding deterrence methods. **ACTION 16 – MG.**

#### Fire alarms/ procedures

AS suggested that advice should be given to visitors/ contractors etc on arrival at the school regarding fire evacuation procedures and fire drills. MG reported that all signage had been updated and was in place. It was remarked that additional procedures did not seem to be in place within schools in general. Following discussion it was agreed that:

- The Premises Manager would review processes.
- MM would seek advice from the Local Authority.

#### **ACTION 17 – MG/ MM.**

### **15. Social Media**

AS suggested that the school should consider using social media as a communications tool. Parents tended to use social media as a source of information. Appropriate protocols could be put in place to avoid such platforms becoming an environment for adverse comment and unproductive debate.

MG reported that the school website was currently maintained by 'e-Schools' and this was the primary engagement mechanism. However resources were limited. E-Schools could provide a text service at an additional cost but could not currently link messaging to common social media platforms. It was agreed that this 'macros' solution should be investigated further. **ACTION 18 – MG/ AS.**

It was reported that rumours persisted regarding the closure of the school, despite assurances to the contrary having been received from the Local Authority. It was agreed that an appropriate communication strategy should be taken forward, both rebutting these rumours and pro-actively promoting the facilities and benefits of the school. **ACTION 19 – MG/ AS.**

### **16. Media Correspondence and Protocol**

AS sought a consensus on the matter of the school's handling of the incident concerning the discovery of a syringe on site (see above).

It was noted there were no guidelines from the Local Authority in relation to the schools' engagement with the media. MG reported that there had however been good co-operation and advice in relation to the particular incident in question, including with regard to the drafting of press releases. In general the LA's role was to deal with the media on schools' behalf or to offer advice.

In this case the local press had accurately reflected the 'no comment' response given by the Headteacher and the content of the press release subsequently agreed with the LA and issued.

It was agreed that a useful discussion had taken place on this matter and that the school should continue with its current practice as follows:

- Work with the Local Authority as required, particularly if the matter was serious.
- If the matter was minor and/ or positive the Headteacher should comment.

#### **ACTION 20 – MG.**

### **17. Mark Back event**

It was noted that the planned Mayoral Reception to mark MB's departure from the Governing Body/ Chair's role had been cancelled due to unforeseen circumstances.

It was agreed that a social event should be arranged, either following the July FGB meeting or another date convenient for MB. **ACTION 21 – AS/ AT.**

### **18. Current Membership of Governing Body/ vacancy filling**

It was noted that there were currently vacancies for the Local Authority Governor and three Co-Opted Governors. This was a matter of concern. It was remarked that filling the LA Governor role was becoming increasingly difficult in schools across the City.

Following discussion the following was agreed:

- Raise Co-Opted vacancies with the Universities (MM).
- Governors to identify candidates (Govs).
- Skills Audit to be undertaken in September 2018 to inform Link Governor assignments (AS/ AT).
- Examine ways of raising the Governing Body's profile e.g. stall at the Summer Fayre (Govs).
- Include regular updates in the school newsletter (AS).
- Engage with parents to assess skills/ interest (Govs).

#### **ACTION 22 – MM/ Govs/ AS/ AT.**

##### ***a) Local Authority Governor (x1)***

See above.

##### ***b) Co-Opted Governors (x3)***

See above.

### **19. Policy Reviews**

##### ***a) Policies (none due)***

It was noted that no relevant policies were due for review.

##### ***b) Policy Review Schedule***

A Policy Review Schedule document had been circulated in advance. This had been revised in line with the DfE guidance on statutory polices etc. The Schedule was noted.

## **20. Chair's Correspondence**

There was nothing to report.

## **21. Clerk's Matters**

There was nothing to report.

## **22. AOB**

### ***a) Items notified in advance (5 days required)***

It was reported that there had been an issue concerning the deletion of EA's school email account but that this had now been resolved and the account re-instated.

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

There were no items.

## **23. Review of Action Points**

The Action Points agreed during the course of the meeting were listed by the Clerk and agreed [see below]. It was noted that there were many Action Points arising from the meeting.

## **24. Date of Next Meeting**

The next meetings were scheduled to take place on:

- Thursday 14<sup>th</sup> June at 8am (Extraordinary meeting as per Item 9a).
- Thursday 12<sup>th</sup> July at 5pm (scheduled FGB meeting).

There being no further business the meeting was closed.

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

## Action points from FGB meeting held on 7<sup>th</sup> June 2018

Action	By	Person responsible
1. Establish previous FGB minutes as final [Item 6b)].	ASAP	AT
2. Contact EJW re: attendance at Curriculum meeting on 28 <sup>th</sup> June [Item 7a)].	28 <sup>th</sup> June Curriculum Committee	AT
3. Make relevant sections of draft minutes of 17 <sup>th</sup> May FPP 'PINK' confidential [Item 7b)].	ASAP	AT
4. Include cumulative Attendance data in HT report to next FGB meeting [Item 8].	12 <sup>th</sup> July FGB	MG
5. Issue notice of EFGB on 14 <sup>th</sup> June [Item 9a)].	Immediate	AT
6. Notify MG of childcare requirements for 14 <sup>th</sup> June EFGB meeting [Item 9a)].	14 <sup>th</sup> June EFGB	Govs
7. Issue Visit reports [Item 10].	By next FGB	JM/ RD/ EJW
8. Re-circulate Visit report template [Item 10].	In due course	AT
9. Proceed with 14 <sup>th</sup> June Governor Visit [Item 11b)].	14 <sup>th</sup> June	MG
10. Contact EJW and TG re: attendance at 14 <sup>th</sup> June Governor Visit.	ASAP	AT
11. Review GDPR policy after one year (June 2019) and then two-yearly thereafter [Item 13].	In due course	MG/ AT
12. Introduce staff declarations in respect of GDPR policy [Item 13].	ASAP	MG
13. Establish EA in new GDPR Link Governor role and review all Link Governors.	ASAP	AT/ EA/ AS
14. Establish new H&S Link Governor role and appoint in September 2018 [Item 14].	In due course	AT/ AS
15. New H&S Link Governor to meet with Premises Manager to review LA audit report and feed back [Item 14].	September 2018	MG
16. Seek advice from the LA re: deterrence methods in respect of birds nesting on school site [Item 14].	In due course	MG

17. Premises Manager to review fire procedure notification requirements and MM to seek LA advice [Item 14].	ASAP	MG/ MM
18. Investigate 'macros' solution re: linking text messaging to social media outlets [Item 15].	In due course	MG/ AS
19. Take forward pro-active communications strategy in respect of the school [Item 15].	ASAP	MG/ AS
20. Continue media strategy as outlined [Item 16].	Ongoing	MG
21. Arrange social event to mark MB's departure as outlined [Item 17].	In due course	AS/ AT
22. Address Governor vacancies via 6 actions outlined [Item 18].	In due course	MM/ Govs/ AS/ AT