

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 1st February 2018
at 5.00pm.

Present: Martyn Giddens (Headteacher), Teresa Goble, Sidonie Kenward, Adrian Strange, Jo Whitmore, Emily Winslade, Mark Dally (Associate Member), Andy Thomas (Clerk).

1. Opening Remarks

EJW welcomed those present to the meeting. MB was taking a sabbatical for personal reasons and EJW was Acting Chair.

2. Quoracy of meeting

The required quorum was six Governors. Six Governors were 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 Mark Back (Chair), Rachal Daniels, Mo Marsh, Juliet McCaffery, Eugene Arnold, and Katharine Winks.

It was noted that a new sign-out process had been introduced for Health & Safety reasons, and Governors were asked to initial the attendance list and note time of departure following the close of the meeting. **ACTION 1 – Govs.**

4. Consideration of apologies

Apologies were accepted.

5. Declarations of Interest

None were declared.

6. Minutes of previous meeting(s)

a) Minutes of meeting held on Thursday 21st September 2017

The minutes of the 21st September business meeting had been circulated in advance.

b) Approval of minutes

The above minutes were agreed as a true record and duly signed by the Acting Chair.

c) Matters arising from above

I. Security

Reference was made to Item 19b) i concerning school door access codes. **A question was raised** about why Governors could not be given the access codes. MG stated that the codes were changed every 6 months and a confidentiality agreement would need to be signed. In discussion Governors expressed the view that the lack of access codes was an issue and it was agreed that MG would consider a way forward. **ACTION 2 – MG.**

II. Action Points

The Action Points from the previous meeting were reviewed as follows:

- *AP1 Governor vacancies:* Covered by the agenda
- *AP2 Interests Register:* This had been completed.
- *AP3 Unity Partnership Agreement:* The Clerk reported that no response to communications had been received. This would be followed up. **ACTION 3 – AT**
- *AP4 Interim Business Manager gift:* This had been completed and it was reported that the recipient was pleased with the gift.
- *AP5 Fines for unauthorised absence:* Data had been circulated. Approximately 70 children (some from families with more than one child) were involved. Consistent processes were now in place. **In response to questions** it was stated that the number of fines paid by parents was not known. This was a matter for the Local Authority, which would however notify the school of any problems. It was understood that around half were not paid on the first attempt. The fine was £60 per child per legal parent.
- *AP6 GB Code of Practice:* A typographical error had been corrected and this would be signed by the Acting Chair. **ACTION 4 – AT/ EJW**
- *AP7 Committees:* Following discussion it was agreed that ES would be approached about joining the Curriculum Committee, otherwise AS would be appointed. AS' preference for the FPP was however noted. A general review of Committee membership would be undertaken. **ACTION 5 – AT/ EJW**
- *AP8 Safeguarding training:* To be followed up. **ACTION 6 – AT**
- *AP9 Website profile template:* This had been circulated. It was noted that there was a need to raise the profile of Governors. Following discussion it was agreed that an alternative, more general, format template would be circulated for completion. Governors who had not yet provided and profile would do so. **ACTION 7 – AT/ Govs.**
- *AP10 Governor DBS checks and security passes:* To be addressed with the Business Manager. **ACTION 8 – AT.** AS also agreed to contact MG about e-mail access problems. **ACTION 9 – AS.**
- *AP11 Christmas shows:* This had been completed.

7. Minutes of Sub-Committees

a) Curriculum, Standards and Welfare – 13th July 2017, 2nd November 2017 and 11 January 2018

The above minutes had been circulated in advance of the meeting. No issues or questions were raised and the minutes were noted.

b) Finance, Personnel and Premises Committee – 11th May 2017 and 23rd November 2017

The above minutes had been circulated in advance of the meeting. No issues or questions were raised and the minutes were noted.

8. Headteacher's Report

The Headteacher's written report had been circulated in advance. It was noted that this covered both the Autumn and Spring periods following the cancellation of the December FGB meeting. The following aspects were highlighted:

- *Special Needs Provision:* The Local Authority was conducting a review of six provisions across the City. The school's Launch Pad had been reviewed and the draft report was positive/ pleasing.
- *Parent Surveys:* This had been undertaken in December. The return rate was up from the previous year and the results positive. Where outcomes were lower this tended to be 'don't knows' rather than 'disagrees'. There was an issue around the level of bullying whereby parents had tended to classify non-bullying incidents as such. A dialogue was needed in this area. The question could also be fine-tuned in future.
- *Maths CPD:* A member of staff was undertaking a Maths CPD run by Brighton University. Additional funding had been secured and feedback was being given to the school.
- *Attendance Letter:* There had been no further contact from the Local Authority regarding practical support to improve attendance levels. However a grant of £3,500 had been awarded. The letter had been circulated with the HT report. MG had written in response, accepting the grant but stating that 'immediate improvements' could not be guaranteed. The LA's role was discussed. Its data did not include nursery and reception figures. This was very good at Bevendean Primary and its omission was therefore detrimental.
- *Smart TVs:* These had now been installed. They represented a very good facility and it was considered money well spent. Both pupils and staff enjoyed working with them and they had had a huge impact.
- *Flooding:* A further episode of severe flooding had occurred at the start of the Spring term. This had been the worst experienced and had followed the installation of new drainage systems. Remedial action was being taken and work to widen drains would be undertaken at Easter.
- *Staffing:* A number of changes had occurred. Advertising would take place after half-term (for a September start). Teaching Assistant Carol Cooke was retiring after 23 years service at the school. She would be sorely missed and a celebration was being organised. The vacancy had been advertised.

The following questions were asked:

- ***Had other schools received a Local Authority grant in relation to attendance levels?*** This was believed to be the case.
- ***Were the above letters generic?*** This was believed to be the case.
- ***Was there a cost to the school in relation to new drainage works?*** No, this was being met by the Local Authority.

MG was thanked for the report.

9. Link Governor Reports

a) Attendance/ Launch Pad

Two respective reports from TG had been circulated in advance of the meeting. A question therein concerning the progress of groups was noted and this would be addressed. **ACTION 10 – MG.**

b) Other Reports

There were no other reports [however see Item 10]. It was agreed that Governor Links would be reviewed and contacts with school leaders made. **ACTION 11 – MG/ EJW/ AT.**

10. Governors' Visit – 23rd November 2017

SK Report

SK's report of her participation in the Governor's Visit on 23rd November had been circulated. She stated that interventions were working well and that pupils were engaged. It had been good to meet staff and understand their roles. It was noted that it might be difficult to protect some positive work in a climate of budget cuts. Reference was made to preparation for Year 6 SATs and the application on interventions. These were working well.

It was confirmed that in terms of interventions, Year 6 pupils were attending school from 8.30am. This was not compulsory but they enjoyed it. Parents were also involved. Interventions were having a phenomenal impact. Pupils were fresh in the mornings and much more focussed when classes began.

MG Report/presentation

MG's PowerPoint report/ presentation in respect of the Governors' Visit on 23rd November had been circulated in advance. The following aspects were highlighted:

- Governors had attended early in the day and looked at data.
- This had included school accountability/ floor standards and predications for the end of Year 6.
- The school was on track for good outcomes.
- Feedback on specific interventions had been given.
- The Visit had finished with a Learning Walk.
- It had been a very useful/ good morning.

Those Governors present who had taken part commented that the Visit had been very good; interventions had been seen to be effective; and teaching and learning was a credit to the school.

MG made reference to 'gaps'. It had been recognised by the presenter of the 'ASP' data system at a recent Heads' meeting that the attainment gap could never be completely closed. All involved wanted gaps to be closed to 0% but this was not realistic in practice. It was not yet known what the end-of-year data might look like in this regard. The 'non-data' impact of education was in any case also important e.g. building confidence. It was notable that pupils at the school who had previously lacked confidence were now more engaged in lessons.

11. Safeguarding

A meeting of key school staff took place during every half-term. A Safeguarding audit covering the last academic year had been completed and would be submitted to the Local Authority. There had been a slight change in caseload – the number of TAFs had risen. The Local Authority had commented positively to the school's Safeguarding lead, stating that Bevendean Primary had a reputation for dealing very effectively with Child Protection issues and cases. It was impressed with the school's work in this area.

The Safer Recruitment policy had been updated in October. MG and Jo Whitmore were trained and acted as panel members. More staff would be trained via online mechanisms. It was agreed that any Governors interested in this role would inform MG/ AT. **ACTION 12 – Govs.**

SK and TG agreed to undergo Safer Recruitment training. **ACTION 13 – SK/ TG.** MG undertook to confirm funding arrangements. **ACTION 14 – MG.**

12. Current Membership of Governing Body

a) Parent Governor

One nomination had been received for the Parent Governor vacancy (the deadline had been noon on the day of the meeting). This was in the name of Hasan Kara. It was agreed that he would be appointed to the role, noting that a DBS check would follow. **ACTION 15 – AT.**

b) Local Authority Governor

Contact had been made with the Local Authority, which was taking steps to fill the vacancy. This would however be followed up. **ACTION 16 – AT.**

13. Policy Reviews

a) Freedom Of Information

The document had been circulated in advance. It was noted that this was a non-statutory policy. It had been reviewed and no changes were proposed.

14. Chair's Correspondence

Incoming communications for the Chair were being monitored during his temporary absence. There was nothing to report.

15. Clerk's Matters

There was nothing additional to report.

16. AOB

a) Items notified in advance (5 days required)

There were no items.

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

i. Governor Visit 1st March 2018

Governors agreed to notify MG by 22nd February of their availability for the scheduled Governor Visit on 1st March. **ACTION 17 – Govs.** A further invitation would also be issued. **ACTION 18 – AT.**

It was noted that at least four Governors would be needed to make the event viable. It would be themed around 'views of learners'.

ii. Mark Back

It was agreed that flowers would be sent to the Governing Body chair in recognition of his temporary absence due to personal reasons. **ACTION 19 – MG.**

17. 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 this Item would be a standing item on all meeting agendas and that Action Points would be cross-referenced with Item numbers in the minutes. **ACTION 20 – AT.**

18. Date of Next Meeting – Thursday 7th June 2018 @5pm

The next meeting was scheduled to take place on Thursday 7th June at 5pm.

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 1st February 2018

Action	By	Person responsible
1. Governors to follow new sign-out process at the close of meetings [Item 3].	Ongoing	AT/ Governors
2. Consideration to be given to the matter of giving Governors school door access codes [item 6c) i].	ASAP	MG.
3. Unity Partnership Agreement to be followed up [Item 6c) ii]	By next meeting	AT
4. Amended GB Code of Practice to be signed [Item 6c) ii].	ASAP	AT/ EJW
5. Address Committee membership as outlined and conduct review [Item 6c) ii].	By next meeting	AT/ EJW
6. Training protocols for Safeguarding Link Governors to be checked [Item 6c) ii].	ASAP	AT
7. Governor website profiles to be taken forward as outlined [Item 6c) ii].	By next meeting	AT/ Governors
8. Governor DBS checks and security passes to be addressed with Business Manager [Item 6c) ii].	ASAP	AT
9. AS to raise email access problems with MG [Item 6c) ii].	As required	AS
10. Question on progress of groups arising from TG Visit Report to be addressed [Item 9a)]	As necessary	MG
11. Review Governor Links and facilitate school contacts [Item 9b)].	As required	MG/ EJW/ AT
12. Interested Governors to contact MG/ ST about Safer Recruitment training/ panel membership [Item 11].	As required	Governors
13. SK and TG to undertake Safer Recruitment training [Item 11].	As required	SK/ TG
14. MG to confirm funding for Safer Recruitment training [Item 11].	As required	MG
15. New Parent Governor to be established [Item 12a)].	ASAP	AT
16. Follow-up appointment of LA Governor [Item 12b)].	As required	AT

17. Availability for Governor Visit on 1 st March to be notified to MG [Item 16b) i].	By 22 nd February	Governors
18. Invitation for Governor Visit on 1 st March to be issued [Item 16b) i].	ASAP	AT
19. Flowers to be sent to the GB Chair [Item 16b) ii].	ASAP	MG
20. Invoke agenda item and minutes format as outlined [Item 17].	ASAP	AT