



Earley St. Peter's C.E. Primary School

GOVERNORS' MEETING

Thursday 16th November 2017, 7.30pm in the new classroom

Date: 16 November 2017
Location: Earley St Peter's Church of England Primary School
Time: 7.30pm

Governors Present: Jane Peters (JP), Chair Hester Wooller (HW) Andy Barlow (AB)
 Clare Ferris (CF) Rev Hannah Hobday (HH) Ann Leigh-Pollitt (ALP)
 Nicola McGaughey (NM) Rob Pierce (RP) Alex Powley (AP)
 Graham Reddie (GR) Beverley Williams (BW)

In attendance: Martyn Bisset (MB), Jane Jones (JJ), Clerk

| | Topic | Action |
|---|--|---|
| 1 | Opening Prayer The Reverend Hannah Hobday opened the meeting with a prayer. | |
| 2 | Apologies for absence Jo Ince sent her apologies that she was unable to attend the meeting. Apologies accepted. Julie Ann Woods was not present at the meeting. | |
| 3 | Declaration of Business and Personal Interests Graham Reddie advised that his wife continues to be employed as a teaching assistant at Earley St Peter's (ESP). Hester Wooller advised that her daughter has been employed at ESP for the holiday club. | |
| 4 | Minutes of the meeting 28th September 2017 The minutes of the previous meeting were approved as a true record and signed by the Chair. | |
| 5 | Matters arising from the minutes <ul style="list-style-type: none"> • School Council: liaising with school to agree visit date, aiming for the next School Council Meeting. ACTION: confirm date and report back to the Governors following the visit. • Class visits: Governors advised to go direct to teachers to arrange or liaise via the school office. ACTION: JJ to send HW allocation to include in Staff briefing. • ACTION: School website requires updating with the correct Governor roles • ACTION: Governor photos on the notice board and on the website need updating, liaise with Matt Nicholls. • Anti-bullying policy: noted that this has been covered in the CDC Cttee meeting. HW advised it has been discussed in staff meeting and changes have been made by staff. It was agreed to formally adopt the policy. ACTION: add policy to the school website. • IT update: NM has held a meeting with AP and reported there is good on-going progress. A strategy group will be formed and will meet every half term. Terms of Reference have been drafted for the group and will be submitted to the LGB for approval. | <p>RP</p> <p>JJ</p> <p>JJ</p> <p>JJ</p> <p>JJ</p> <p>NM</p> |

| | | |
|---|---|-------------------------------|
| | <ul style="list-style-type: none"> Staff training: HW advised digital safety was considered at a staff meeting and staff have completed online training. Safety has been built into the curriculum. Staff knowledge of coding: ESP staff are being supported in a step by step approach by Matt Nicholls, IT Technician. He supports Year 6 teachers in building Applications as this is a particular area of knowledge. The school have adapted their teaching approach and the subject is now taught in one week rather than spread over six weeks. It was noted that a female coach would be good as currently it's very male orientated. SIAMS walk: completed and discussed at CDC committee <p>Parent elections: Oliver Parr has been duly elected to be a new member of the Local Governing Body, he has been informed and is delighted. ACTION: JJ to contact to start induction process, involving JAW, and organise a photo for the Governor board.</p> | JJ & JAW |
| 6 | <p>Annual review of Terms of Reference All Terms of Reference have been reviewed by their respective committees and have been approved by the Local Governing Body. ACTION: ensure all correctly filed.</p> | JJ |
| 7 | <p>Approval of Clerks to the Committees The LGB approved the following Governors as Clerks to the committees:</p> <ul style="list-style-type: none"> Pay and Personnel: Andy Barlow Child Development Committee: Nicola McGaughey Finance and Premises: Ann Leigh-Pollitt <p>These positions will be held for the academic year. Jane Peters thanked the Governors for volunteering for these roles.</p> | |
| 8 | <p>General Data Protection Regulation (GDPR) Ann Leigh-Pollitt presented a GDPR update which provided the LGB with some background on the forthcoming legislation. It's a UK wide legislation (not just for schools) and comes into effect on 25th May 2018. It will update and harmonise existing law. Key changes include:</p> <ul style="list-style-type: none"> New accountability principle – organisations must be able to demonstrate policy Privacy impact assessments – required where high risk individuals' rights & freedoms e.g. software system. Assessment of processing and protection of rights Privacy notice – details of data being possessed, enhanced individual rights to object to processing and right to request deletion of data, consent has to be explicit & informed and can be withdrawn at any time. Organisations have one month to respond to subject access requests, e.g. could request withdraw of NHS data for pupils or staff ACTION: the school privacy policy will need updating. School does issue privacy notices and though historically they have a low return rate. The school must be able to demonstrate that the process has been explained. HW advised that we need to consider different languages e.g. during Induction evenings show parents and have teachers who can explain in parents first language. We will need to cover Subject Access Requests in a policy. ACTION: need to incorporate into policies asap. Requirement to notify any serious data breaches within 72 hours of breach. ACTION: School to develop a data breach policy ACTION: The Trust is to appoint a Data Protection Officer HW highlighted the various scenarios that this regulation will affect e.g. school trips where staff take emergency contact data and medical information with them (what happens if this is lost?). Or residential trips where the NHS information must be taken with them, it was acknowledged that this would be a challenge to address. Need to consider information taken electronically e.g. .ipad, teachers personal phone is kept | <p>HW</p> <p>HW</p> <p>HW</p> |

| | | |
|----|---|--|
| | <p>securely. Another third-party relationship this will affect is social workers/safeguarding. ACTION: Need to consider how we move forward.</p> <ul style="list-style-type: none"> Office staff will be key members and should be part of the working party. ACTION: invite to join working party. <p>Next steps:</p> <ul style="list-style-type: none"> High level project plan ACTION: Invite staff from other schools within the Trust to join the working group. Could use KAT Leadership meeting dates. ACTION: Request it is discussed at KAT Trustee meeting, Jane Williams is Trust lead and CFO will be required to be involved. Data mapping exercise: recognised as a significant undertaking but forms the foundation of the policy. Working party are commencing an assessment e.g. data flows, data storage, how we use data, admissions data. ALP estimates for ESP alone full week's work for initial review and population e.g. Dropbox, use of USBs, as a starting point alone. Discussion about co-opting a parent with relevant background (could provide experience for CV). Ideally a Business Analyst. Concerns expressed about confidentiality and data protection. Other options to be explored. Acknowledged that we need GAP analysis, policies and action plan in place by May as a minimum. ACTION: ALP to produce spreadsheet model and provide to working group. Matt to start populating ALP & NM agreed to be a project lead ACTION: Privacy notices go in Autumn term, they will need reissued in May ACTION: HW or MB to share information from the Keys website with ALP and working party Training: all staff will require training on the new policy and procedures. HW suggested April inset day for Trust wide staff training. ACTION: schedule training ACTION: Target tracker – contact them to ask when they will encrypt their service ACTION: contact Website hosts to discuss encryption ACTION: need to ensure that any reports include a disclaimer that the report can't be reproduced. ACTION: detailed project plan, confirmation of membership of group and terms of reference submitted to LGB for approval, initial mapping to be completed before Christmas. | <p>HW, MB MB</p> <p>HW</p> <p>JJ</p> <p>HW</p> <p>ALP ALP, NM</p> <p>HW, MB</p> <p>HW, MB AP AP NM, ALP</p> <p>NM, ALP</p> |
| 9 | <p>Headteacher's Annual Report on Appraisal in School</p> <p>HW advised that pay review/performance review has been completed in conjunction with Personnel committee. Performance of all teaching staff sufficient for recommended movement on the scale. GR stressed that there was no longer any automatic incremental drift and movement was performance driven.</p> | |
| 10 | <p>Committee reports:</p> <p>Finance & Premises</p> <ul style="list-style-type: none"> The committee met today and the minutes will follow in due course. The Finance audit will take place w/c 20th November for July & August 2017. Strategic plans to be main priority for January. Risk register – the Trust have drafted a document and each school to complete their own risk registers. ESP have a working group with a member from Resources, P&P and other members. A broad spectrum of experience/skills is required. Training cost for governors – JP advised that the Diocese will provide training - date in March, TBC. | |

| | | |
|----|---|-------------------------------|
| | <p>Child Development Committee</p> <ul style="list-style-type: none"> The committee met on 3 November, Fiona Dunthorne provided an overview of her role in special needs, which brought positive feedback. There is progress with teachers taking more responsibility of SEN. The school was awarded an Arts Mark Silver Award. Esafety policy – CDC have reviewed and updated. The LGB approved the policy. SIAMS learning walk – this covered the whole school e.g. reflective corners which all had bible quotes attached to them and there was evidence of values being displayed across school. ACTION: All to send feedback to NM. ACTION: HW to send feedback form to CDC Cttee Pupil Premium to be included in next CDC meeting. HW advised in response to questions from governors that these children are doing well and showing good progress. | NM HW |
| 11 | <p>Academy Update</p> <p>St Sebastian's CE Primary School is due to convert on 1 December. The Commercial Transfer Agreement (CTA) was signed today and will be couriered to DfE within the deadline date. The Trust's Blessing and Celebration Service was a great success and enjoyed by all that attended. PCC members attended and this helps strengthen even further our relationship and opens dialogue. ACTION: HH confirmed the PCC are going to ensure that ESP always feature on their agendas.</p> | HH |
| 12 | <p>Governance</p> <p>Governor Visit Form – sent out to all Governors. All are reminded of the need to write up their visits and submit the prescribed forms to the Clerk.</p> <p>Beverly Williams reported on her meeting with Jo Ince on 14 November. She was very impressed with her Nursery visit where the children were using the outside space productively and demonstrated independent learning as well as enthusiasm to learn.</p> <p>AB reported that the school had their first Eco meeting today.</p> <p>AB, RP & NM did some training on external safeguarding issues. Governors agreed that this should be part of the Governors' induction programme which JAW was working on. ACTION: JAW to write into the programme, for AB to lead on this aspect of induction.</p> <p>Website and online storage: to be developed as soon as possible.</p> | ALL JAW & AB JJ |
| 13 | <p>Any other business:</p> <ul style="list-style-type: none"> School has two complimentary tickets Loddon Christmas Concert, Sunday 10th December, 7.00pm TBC, and two tickets for 23 November at the Hexagon, please contact office if interested in attending. PAT Testing & Conditions Survey by ESFA will be conducted at the school on 20 November Christmas Fayre: Friday 1st December after school, HW asked Governors to attend or volunteer to help on a stall. Governors/Staff get together and thank you on Monday 18th December 3.30 in hall, JP to help coordinate, NM to help. All governors encouraged to attend. Carol Service – Monday 18th December, 2.15pm Carol Service. Governors welcome. Nativity performances – KS1 Monday 11th December PM and Tuesday 12th December AM at 9.30am in St Peters Church ACTION: Invite new governor Oliver Parr to Christmas functions. | ALL JP, NM JJ |
| 14 | <p>Date of next meeting: Thursday 1st February 2018 at 7.30pm</p> <p>HH closed the meeting with prayer at 9.15pm and grace was said.</p> | |