

Minutes of Meeting held on Tuesday 24th September 2019 at 6:30pm



Governors present:

Miss E Heanes – Headteacher Mr J Hayes - Chairman
Mr R Taylor Mr P Hazell
Mrs B Vaghela Mr S Cullen
Mrs N Beeston Mr P Buxton
Mrs R Orpwood-Price Mrs M Pidoux

Clerk: Mrs J Galloway

1. Mr Hayes opened the meeting with a prayer.

2. Inclusion Leader (Mental Health focus)

Mrs Wyatt provided Governors with an overview of the Mental Health Policy.

- Part of the remit of the Inclusion leader is Mental Health and as part of this, to produce a Mental Health policy

Key points of the policy:

- To provide a common understanding of what Mental Health is
- It is the responsibility of all staff
- Alongside the Inclusion leader there is a trained teaching assistant – known in the policy as the mental health champion
- Staff, parents and external bodies were consulted during the process
- Provide a framework of common understanding when talking about mental health
- Also incorporate staff well being and mental health
- Identify which groups are vulnerable to mental health and the signs to look for
- Clear guidance for all staff and activities which will be expected to be implemented throughout the school
- Use of recommended profiles to establish a baseline in areas where pupils are struggling with social and emotional difficulties
- Access to information which children can relate to
- Area on school website for parents to access information

It is in the early stages of implementation. It will be important to ensure consistency across the school.

There were no questions on the policy. The Headteacher thanked Mrs Wyatt for her work on the policy.

ACTION: Policy to be uploaded to school website after approval.

3. Apologies for Absence

Apologies were received and accepted from Mrs Cameron and Reverend Dawson-Jones.

4. Proposal of Foundation Governors

The Chair proposed that Mr Cullen and Mr Hazell be recorded as Foundation Governors instead of Co-Opted Governors as they are long standing Governors and this will then give them a term of office of four years. Mr Taylor seconded the proposal. All Governors were happy to agree to this.

ACTION: Clerk to update Governor hub with changes to membership.

5. Election of Vice Chair

Mr Hazell nominated himself for the position of Vice Chair. There were no other nominations. Mr Hazell was duly elected.

6. Declaration of Interests

There were no declarations of interest.

Minutes Approved : Signed

Dated

3/12/19

7. To Approve Minutes of LGB Meeting of 09-07-2019

The minutes of the meeting of 09-07-2019 were approved as a true record and signed by the Chair.

8. Matters Arising

- ❖ Parent Governor vacancy to be re-advertised this term
- ❖ All of the National figures for Phonics, KS1 & KS2 tests have not yet been released. Further updates should be available for the next meeting
- ❖ A further person has not yet been trained as a Designated person for Safeguarding

As not all Governors were present at the last meeting the allocation of Governors to subjects was re-visited. The following was agreed:

ENGLISH	Mrs Orpwood-Price	Mrs Brandon / Mrs Case
MATHS	Mr Cullen	Mrs Beeston
SEN / INCLUSION / PUPIL PREMIUM	Mr Taylor	Mrs Wyatt
CHILD PROTECTION / LAC / PREVENT	Mr Hazell	Miss Heanes
SCIENCE	Mr Buxton	Mrs Wright
RE / COLLECTIVE WORSHIP	Reverend Dawson-Jones	Mrs Beeston
HISTORY / GEOGRAPHY	Mrs Pidoux	Mr Glozier
MFL (Modern Foreign Languages)	Mr Hayes	Miss Cox
MUSIC	Mr Hayes	Mr Westcott
PE	Mrs Cameron	Mrs Brandon
DT	Mrs Cameron	Mrs Case
ART	Mrs Cameron	Miss Cox
PSHCE	Mrs Vaghela	Mr Westcott
COMPUTING	Mr Buxton	Mr Westcott

ACTION: Parent Governor vacancy to be re-advertised
Update to National figures comparison to be agenda item for next meeting

9. Register of Interests

All Governors had been provided with a blank copy of the Register of Interests for completion. The Chair reminded Governors to complete these and return them to the Clerk.

ACTION: Governors to ensure completed register of interests is handed in to Clerk

10. Headteacher Report

Governors were provided with a copy of the Headteacher report (see attached). Additional points / questions raised were:

- ❖ Attendance – currently at 98% but this is early in the term. A governor enquired if there had been any comments from parents regarding the new attendance policy which was sent out to parents at the end of last term. The headteacher advised that there had been no comments made to her.
- ❖ Staffing – A Midday supervisor is leaving at half term.
- ❖ There has been one incident of bullying. This has been dealt with in line with the school's anti bullying policy. This has been resolved and positive feedback has been received.
- ❖ A number of parent meetings have been held to provide information on: Phonics, KS1 SATs, Year 4 Multiplication test and KS2 SATs. There has been positive feedback from parents after these meetings.

There were no further questions or comments on the Headteacher report.

Minutes Approved : Signed  Dated 3/12/19

11. Annual Child Protection Report

The report has now been submitted to the Local Authority. The Headteacher will go through this with the Governor with responsibility for Safeguarding on his next visit.

12. SEF

The Governors were provided with a copy of the Self Evaluation Form (SEF) at the meeting. This is a draft of the new SEF using the new OFSTED Framework which came into force from September 2019. Governors were asked to take the document to read and then email the Head with any comments.

The SEF has been written on the headings of the new OFSTED framework. The headteacher updated Governors on the framework:

- The areas inspected come under the headings of; Quality of Education, Behaviour and Attitudes, Personal Development, Leadership & Management
- Main data scrutinised will be published data – EYFS, Phonics, KS1 and KS2
- More focus on subject leaders. To be able to show progression of their subject area throughout the school. Governors need to have an understanding of progression and how this is in place and the evidence to back this
- Intent of the curriculum within the school, meeting the needs of the children, all stakeholders understanding what we are as a school and how we want our pupils to leave the school - as well rounded, resilient, independent, confident young people, ready to take on the next stage of their journey and become a positive part of the community.

Key areas to develop further in children:

- Resilience within the children and independence, giving the children challenges, open ended tasks, to encourage self-responsibility from a very early age and how this is developed throughout the school
- Greater awareness of cultural diversity to enable children to be accepting and aware of life outside of the community
- OFSTED will look in depth at how the school teaches Phonics, Reading – and how this is promoted throughout the school, and Writing or Maths and then one or two other subjects.

The school teaches a broad and balanced curriculum using various resources and schemes. Subject Leaders are now concentrating on completing a progression document for their subject which shows the progression of skills, knowledge and expectation for each year group from EYFS to Year 6. This document will enable teachers to monitor their subject across the school. On completion of these, the information will be shared with parents.

The school was recently visited by the new CEO of the DEMAT – Mr Adrian Ball. During his visit he met with the Head, undertook a Learning Walk, and talked to pupils about their learning. He was impressed with the school and pupils.

ACTION: Governors asked to read through the SEF and feedback to the Headteacher, any comments

13. SDP

Governors were provided with a draft copy of the School Development Plan (SDP). This has been written under the sections of the new OFSTED headings.

Leadership & Management

Quality of Education

Behaviour & Attitudes

Personal Development

A section to be inserted on: greater depth maths, cultural diversity, more on subject leaders and progression documents.

Once the document is completed it will be forwarded to the DEMAT and sent out to Governors.

Governors will need to look at Subject Leader action plans when they visit.

The Headteacher will report termly on the evidence of impact of the SDP to Governors.

ACTION: SDP to be emailed out to Governors once completed

Minutes Approved : Signed



Dated 3/12/19

14. DEMAT Policies

Complaint Policy

The Governors were provided with a copy of the DEMAT Complaint Policy. Governors were asked to familiarise themselves with the policy. The policy will be uploaded to the School website.

ACTION: Policy to be uploaded to School website

15. Policies for Review and Approval

Safeguarding & Child Protection – Governors were provided with a copy of the policy prior to the meeting. The policy now reflects the updated Keeping Children Safe in Education – September 2019. There were no further changes to the document. The Governors agreed to approve the policy.

Mental Health Policy – Governors were provided with a copy of the policy. The Policy had been explained by the Inclusion lead. Mr Hazell proposed the approval of the policy, Mrs Pidoux seconded the proposal, all governors agreed to approve the policy.

ACTION: Policies to be uploaded to school server and website as necessary.

16. Estates Report

The Governors were provided with a copy of the report prior to the meeting. Additional points raised were:

- ❖ The water coolers will be converted to run off mains water.
- ❖ Two quotes have been received to complete the fencing and gated area of Reception outdoor area. The Governors approved to accept the quote for £671 – to have the fence and gate to look identical to current fencing which was erected during the Summer.
- ❖ Roof - Nothing has happened with regard to the roof during the Summer break. Scaffolding was erected during the second week of the holidays. When the roofing contractors looked at replacing the roof lights it was discovered that changing these would not solve the problem of the roof leaks. The school was advised that further discussion would need to be undertaken to assess the way forward. No decision has yet been advised to the school. The project manager is due to call at the school this week.

There were no further questions or comments on the report.

17. Health & Safety / Safeguarding

The Governors had been provided with an updated version of Keeping Children Safe in Education which came into effect September 2019. The Governors were asked to read and digest the document and sign to agree this had been done.

18. Budget 18/19

The Year end workbook has been completed and forwarded to the DEMAT.

The Governors were provided with the Management Accounts for August 2019. There are still some payment adjustments to be made these include;

- ❖ Unpaid invoices of £6400
- ❖ Final payment for residential visit
- ❖ PAYE for August salaries
- ❖ There is an ongoing query with the water company regarding sewerage charges. This is under investigation. The DEMAT have been advised
- ❖ Still awaiting refund of 18/19 Rates from DEMAT

All of the above have been advised to the DEMAT via the year end workbook. Any necessary adjustments for the financial year 2018/2019 will be made by the DEMAT.

The Management accounts show a deficit of approx. £15K plus the £28.5K not yet processed through the accounts, giving a deficit of approx. £43.5.

There is an expected carry forward of Reserves of approx. £175K.

There were no further questions.

Minutes Approved : Signed



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19. Governor Newsletter

The Governors were provided with a draft version of the Governor newsletter. The Governors agreed that the newsletter would be sent out during week commencing 30th September.

ACTION: Clerk to complete formatting the Governor Newsletter, then to be sent out w/c 30th September

20. Governor Training / Governor Visits

The Chair asked Governors to speak with the Headteacher at the end of the meeting to arrange dates to visit with their subject leader.

21. AOB

There was no further business.

22. Date of Next Meeting

The date of the next scheduled meeting:
LGB - Tuesday 3rd December 2019.

23. Closing Prayer

The meeting closed with a prayer led by Mr Hayes.

Meeting closed at 8:30pm.

Minutes Approved : Signed  _____ Dated 5/12/19