



# Minutes of Meeting held on Tuesday 2<sup>nd</sup> October 2018 at 6:30pm

Governors present:

- |                             |                       |
|-----------------------------|-----------------------|
| Miss E Heanes – Headteacher | Mr J Hayes - Chairman |
| Mrs F Cameron               | Mr R Taylor           |
| Mrs B Vaghela               | Mrs M Pidoux          |
| Mrs R Orpwood-Price         | Mrs R Poole           |
| Mr P Buxton                 |                       |

Clerk: Mrs J Galloway

1. Mr Hayes opened the meeting with a prayer.

2. **Apologies for Absence**

Apologies were received and accepted from Mr Westcott, Mr Casey, Mr Cullen and Mr Hazell.

3. **Election of Vice Chairman**

Mr Hazell had offered his nomination for vice chairman. No other nominations were received therefore Mr Hazell was duly elected as Vice Chairman of the LGB.

4. **Declaration of Interests**

There were no declarations of interest.

5. **To Approve Minutes of Meeting of 16-07-18**

The minutes of 16-07-18 were approved as a true record and signed by the Chair.

6. **Matters Arising**

*Agenda item 9* - This is listed as a separate agenda item.

*Agenda item 10* – ASP should be released before the next meeting and Governors can look at full results in detail at the next LGB meeting. In the interim the Headteacher updated Governors on the key results confirmed for the KS2 2018 tests.

- Combined English, Maths & Reading for KS2 - 62% Nationally - School 81%

By next meeting the summary of all areas; Foundation, KS1 & KS2 will have been released and Governors will be able to look at this in detail. In summary the school was either in line with National or above National across the board.

*Agenda item 12* – Clerk will chase up any outstanding GDPR forms

*Agenda item 13* – Headteacher and Chair of Governors will attend Safeguarding training

*Agenda item 14* – Governor to resend e-mail to Headteacher if possible

*Agenda item 15 / 16 / 17* – Completed

*Agenda item 18* - Plan is to ask a subject leader to attend an LGB meeting to update Governors on their subject area. This is planned to commence from the next meeting.

There were no further matters arising.

7. **Register of Interests**


The Governors had been provided with a blank copy of the Register of Interests prior to the meeting to be completed and returned to the Clerk.

**ACTION: Register of interests to be completed and returned to the Clerk**

8. **Skills Audit**

The Governors were provided with a Skills Audit sheet prior to the meeting. Time was allocated at the meeting for completion of this task. Absent Governors to complete the audit and return this to the Clerk for submission to the DEMAT.

**ACTION: Governors to complete skills audit and return to the clerk.**

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## 9. Keeping Children Safe in Education

This document is available to Governors on the GovernorHub (Documents / LGB Documents).

The Headteacher advised that all Governors must sign the sheet provided at the meeting to confirm they have read and understood the updated version of this document. Absent Governors will be asked to sign and confirm at the next meeting attended.

Governors were advised that if there was anything in the document they were unclear about they must speak to the Headteacher for clarification.

**ACTION: Clerk to ensure all Governors have read and understood updated document and signed sheet to confirm.**

## 10. Annual Child Protection Report

The Headteacher advised that this online report had now been completed and submitted. The headteacher will go through the submission with the Governor with responsibility for Safeguarding on his next visit.

**ACTION: Safeguarding Governor to look at Child Protection Report submission.**

## 11. Headteacher Report

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

- Miss Cox has settled in well.
- Pupil numbers are now at 194. An additional 3 pupils have joined the school since the commencement of the term.
- Attendance - Authorised percentage rate of 99% but this is very limited data as only one month in to the school year.
- The McMillan coffee afternoon was well attend and raised £273.
- One reported complaint – has now been resolved.
- **A Governor enquired if the school would be running any after school clubs?** *The Headteacher advised that these would commence later in the school year. The school are now supported by Hunts Schools Sports Patnership who provided teachers who specialise in sports. They are currently providing support in the PE curriculum during the school week.*

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

## 12. Priorities from School Development Plan

The Headteacher advised the key priorities for this year.


- Talk4writing (this is the second year of this project) – writing will continue to be a priority
- Pupil attainment – to ensure pupil attainment is either in line or above national with an increased percentage of greater depth across all subjects
- Increase parental involvement across the school. **A Governor enquired how this would be achieved?** *The Headteacher advised that this would include; workshops, the Chair of Governors will attend parent evenings, parent forums for various different topics – further information is provided in the School development Plan (SDP)*
- To increase pupil understanding of world faiths – as identified in the last SIAMS inspection

The Headteacher will forward to Governors the School Development Plan and updated School Self Evaluation before the next meeting.

**ACTION: SDP and SEF to be sent out to Governors prior to next meeting.**

## 13. Policies for Review

**Child Protection & Safeguarding** - Governors were provided with a copy of this policy prior to the meeting. The policy has been updated to reflect the updated Keeping Children Safe in Education document. The Governors agreed to approve the policy. This policy will become a DEMAT policy and once the DEMAT version is received this will supersede the school policy.

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**Feedback** - Governors were provided with a copy of this policy prior to the meeting. This has been changed significantly. The policy has been streamlined to provide ease of use for teachers and for the senior leadership team (SLT) to ensure consistency across the school, targeting what is important, what the children need feedback on and what the teachers need to know from marking. All Governors agreed to approve the policy.

**Complaints** - The current policy has not been changed for some time. An updated version is required. The DEMAT have advised that they have a draft version which is awaiting approval by the Board. It is hoped the policy will be available to schools by the next meeting. DEMAT policies will not need to be approved by the LGB but will be shared for information purposes.

Governors were provided with a list of policies the DEMAT will be issuing on behalf of all DEMAT schools (see attached). Governors will be advised when the policies come through and they will be uploaded to Governorhub.

**ACTION: Clerk to update policies on school server and website.**

#### 14. Estates Report

Governors were provided with a copy of the estates report prior to the meeting (see attached). Additional points raised were:

- Health & Safety audit has been postponed, a new date is yet to be arranged
- Condition Data Collection programme – all schools are being surveyed as part of a government programme
- The Headteacher advised that at the recent Headteacher DEMAT meeting headteachers were advised that schools could submit requests for small works – up to approx. £5000. Information will be sent out to schools shortly

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

#### 15. Health & Safety / Safeguarding

**School Roof** – There is no further action on the problems with the roof leaks. The person who had been dealing with the issue at the DEMAT has now left. The headteacher has emailed several other staff at the DEMAT to update them on the situation – no reply has yet been received.

The school has now had to repair the magnetic entrance doors due to corrosion of the wiring due to roof leaks.

The Governors are becoming increasingly frustrated and concerned that this ongoing problem is no nearer to being solved. This is now affecting staff and pupils and governors discussed whether it was now time for a letter to be sent to the DEMAT raising their concerns and asking for a plan of works and estimated timetable.

The Chair enquired if the Headteacher could request from the DEMAT under the new GDPR regulations, any information they were holding regarding the school's roofing problems.

**ACTION: If no positive response from DEMAT by half term, Chair to write to DEMAT**

#### 16. Budget Update

**2017-2018 Budget** - The 2017-2018 budget has now closed and the year end workbook has been completed and submitted to DEMAT. It is expected that there will be a small carry forward from this year.

**2018-2019 Budget** - The 2018-2019 budget has been uploaded into PSF therefore we assume it has been approved by DEMAT.

There may be an opportunity to resubmit a revised budget by December to incorporate teacher pay increases and any other other amendments.

#### 17. Governor Training / Governor Visits

**Training** - The DEMAT are due to commence some training courses, when dates are advised to the Clerk they will be forwarded on to Governors.

**Visits** – It was suggested that when subject leaders attend any LGB meetings then the Governor with responsibility for that particular subject should then do a follow up visit after this in liaison with the Headteacher.

Year group / cohort visits should be undertaken termly and in liaison with the class teacher.

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**18. AOB**

The Headteacher advised governors that school photographs would be taking place on Tuesday 6<sup>th</sup> November. Governors were invited to attend from 8:00am to update their photograph for the staff/governor board.

**19. Dates of Next Meetings**

The date of the next scheduled meeting:

LGB - Tuesday 27<sup>th</sup> November 2018 commencing at 6:30pm

**20. Closing prayer**

The meeting closed with a prayer led by Mr Hayes.

Meeting closed at 7:45pm.

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