

Guilden Morden C of E Primary School

Minutes of Committee Meeting

On 5th February 2018

Present: Mark Robinson, (Chair) (MR), Jeremy Fisher (Headteacher) (JF), Judith Davis-Roach (JDR), Ninette Taylor (NT) (taking the minutes for this committee meeting)

1. Welcome/Apology for Absence:

Apologies received and accepted from Sarah Fryer (SF), Dorothy Dunnell (DD), Kristy Carter (KC),

2. Pecuniary Interest.

No pecuniary interests were declared

3. There were no agenda items considered confidential.

4. Minutes from previous meeting to be agreed and signed.

Minutes from the meeting on the 5th December 2017 were agreed and signed.

5. Matters arising from the Minutes not on the Agenda for this meeting.

NT questioned whether JF had worked out an attendance percentage when discounting a pupil with a long term sickness. JF reported he had and found that the attendance percentage was still disappointing and informed the LGB how he hoped it would be addressed.

The members present elected items from the Agenda to be discussed as the meeting had to be shortened due to unforeseen work commitments for MR.

7. Safeguarding and H & S.

MR reported having undertaken safeguarding training

NT reported having completed the online PREVENT training

Action: NT to secure certificate to validate completion of PREVENT elearning.

On completion of the H & S review undertaken by the Headteacher and SF (LGB lead for Safeguarding and H & S), the Plan was updated and the following actions put in place

a new fridge for storing medicines has been ordered;

the slabs in the access path are being re-laid and then painted;

fire safety signage is all up and displayed;

one of the cupboards has been sorted.

JF reported that Peter Smith Associates are working with DEMAT concerning fencing round the school and the school access. Discussion took place concerning an email from DEMAT regarding the fencing money.

Action: NT to ring the Legal and Property Manager at DEMAT for clarification surrounding use of the fencing money.

SF (by email), MR, JDR, and NT confirmed that they had read and understood the following:

Keeping Children Safe;

Safer Working Practices;

Children Missing Education.

8. Pupil Premium Strategy

A lot of work has been done towards the Pupil Premium Strategy and the Plan is nearly complete. There has been much discussion with school staff, parents and pupils towards removing the barriers to education and these ideas are being finalised. Discussion took place regarding the contract the School has with 'Alliance', a counselling service. It was agreed that the contract will be reviewed at the appropriate time.

Action: Pupil Premium Strategy and Plan to be brought to next LGB Meeting.

9. Sports Premium

The 2017-2018 Sports Premium Strategy is now published on the school website.

10. Leadership Team update

After the Easter break, the new Leadership Team will be in place which will include the Headteacher and 2 members of the Teaching Staff. Mrs Morris will become the Special Educational Needs and Disability Co-ordinator, Miss Fryer will become the Lead Teacher for English, which will include being the named Lead for Talk for Writing. Both teachers will be undertaking training for their new roles. The Headteacher will remain as Lead Teacher for Maths. The Leadership Team will agree the frequency and type of meetings with the Headteacher.

Action: JF to let the LGB know when the meeting dates have been agreed as, if possible, a member of the LGB will attend one of them.

Action: JDR to contact JF regarding the possibility of some free Maths Training.

11. Policies for Adoption.

The following updated Policies were adopted by the LGB.

E-safety Policy

Staff Induction Policy

Lone Working Policy

13. Budget update

No figures were available and it was agreed that MR would write to Nick Hills, Finance Director, DEMAT to address this situation.

Action: MR to write to Finance Director, DEMAT.

14. Pupil Progress Data

Action: JF to email the anonymised pupil progress data to LGB members to give time for the LGB to study it..

Action: LGB members to email questions or comments to JF, copying all members into questions, comments and answers.

Action: NT to prepare short report on pupil progress data questions and answers for discussion at next meeting.

It was also agreed that consideration would be given to LGB being invited in for feedback to Teaching Staff of Data.

Action: JF to organise.

15. SEND

JDR (link LGB member for SEND) is to visit school on 23.02.18

18. LGB Action and Monitoring Plan

It was agreed that the LGB Action Plan should be altered to be more user friendly and then emailed to JF and all LGB Members for discussion at next meeting

Action: NT to alter and email out for discussion at next LGB Meeting.

21. Any Other Business

Link LGB Members (known as link Governors)

Two link governors had visited school to spend time in their designated classrooms. They both reported enjoying the experience, and had witnessed differentiation of teaching and pupils listening and responding to Teacher's questions. JF suggested that the link Governors could also monitor Leadership Team as well. Discussion re this at next meeting

Clerking

It was reported that, sadly, Katie will no longer be able to Clerk our full governing body meetings due to new working arrangements. The LGB were sorry to hear this and would like to thank her for all the work she has done for us. Thanks also go to her for agreeing to stay on till July.

Action: MR to enquire about a Clerking Service.

GDPR

JDR asked JF about the new GDPR Legislation concerning data protection which is coming in during May 2018.

Action: MR to speak to DEMAT concerning this legislation and who at DEMAT will be auditing it. Next Agenda item.

Pupil Voice Meeting

JDR reported on attending the Pupil Voice Meeting and asking Yr 6 children how they felt about the forthcoming SATS testing. It was reported that the pupils were very able to speak about their thoughts and were a good group to talk with.

Action: JDR agreed that she would attend Pupil Voice Meetings in the future.

School Council Questionnaire

A questionnaire had been produced by the pupils on the School Council concerning 'Talk for Writing' and Behaviour. It was a good exercise for the pupils and it displayed democracy and British values.

Action: JF to report findings at the next meeting.

Parents' Forum

A parent's forum date was arranged for Monday 26th March 2018 at 2.30pm and 6.30pm.

Action: next Agenda to discuss focus and LGB attendance

The meeting closed at 2.45pm.

Items for next Agenda

Pupil progress data report
Data feedback to Teachers, LGB Representation.
SEND
LGB Action Plan
Link Governors and Leadership Team.
GDPR legislation
Parent,s forum focus

Pupil Premium Strategy and Plan


20/3/18