

## GULDEN MORDEN PRIMARY GOVERNORS

### Minutes of Meeting of Local Governing body of Guilden Morden Church of England Primary School

On 2<sup>nd</sup> November 2016

Held at Guilden Morden Primary School

#### Present

*Local Governors:* Alan Wright (Head Teacher), Sarah Fryer, Anna Fettiplace, Mark Robinson, Ninette Taylor, Judith Davis Roach, Katie Roberts (Clerk of the meeting)

#### *Interim Executive Board (IEB)*

Liz Gibson, John Baker, Linda Williams

#### *DEMAT*

Paul Walker (Principal Officer, Compliance, Safeguarding and Governance)

#### Apologies

Sarah Conant, Chief Operating Officer, DEMAT

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#### 1. Chair (only LGB members present)

After introducing themselves the new members of the Local Governing Body (LGB) responded to a request from the interim Clerk to determine a Chair to recommend to DEMAT for appointment by nominating MR. MR accepted the nomination and NT volunteered to be Vice-Chair. Both appointments were approved by the other members of the LGB.

#### 2. Clerk (permanent)

In response to a request by MR, KR accepted the invitation to be recommended to DEMAT for appointment as Clerk to the LGB.

The members of the Interim Executive Board (IEB) and PW joined the meeting.

#### 3. Absence

Apologies had been received from Sarah Conant, Chief Operating Officer of DEMAT and a member of the IEB.

#### 4. Pecuniary and other interests

JDR declared that she is a member of the Parish Council.

#### 5. Interim Executive Board (IEB)

Gratitude was extended to the members of the IEB for their commitment in ensuring a smooth conversion of the School to Academy status with the Diocese of Ely Multi-Academy Trust, which was achieved on 1 November 2016.

LB explained that, in attempting to resolve the issues facing the School after replacing the Governing Body in March, the IEB had focused on the areas of improvement identified during the Ofsted inspection that took place in September 2015, including safeguarding, teaching and learning and behaviour. Responding to her comment that their reports were currently stored on her Dropbox account, PW suggested that DEMAT could potentially fund a functional Governor hub.

**Action: PW**

Having introduced himself, outlining his experience, JB reiterated that the major concern highlighted by Ofsted was safeguarding, although the School is now fully compliant. On a positive note, AW commented that he is a fully-trained designated Safeguarding Lead and mentioned that 3 members of staff had recently undergone safeguarding training. It was noted that it would be necessary to nominate a Lead Safeguarding Governor. JB mentioned that the Single Central Record is up-to-date, having been scrutinised during 2 monitoring visits and added that it should be checked on a termly basis. He also commented that the Safeguarding and Child Protection policy was updated and approved in July 2016, but added that any references to members of staff may need to be changed.

He suggested that the members of the LGB amend and approve the policy as soon as possible, adding that it should be approved annually.

**Action: all Governors**

JB continued by mentioning that an updated version of the DofE document "Keeping children safe in education" came into effect in September 2016, replacing the version of July 2015, and suggested that, once appointed, the new Lead Governor for Safeguarding should become conversant with it.

LW commented that the procedures to monitor the quality of teaching and learning have become more systematic and routine and that the pupils' progress is now tracked effectively. He advised that pupil data (especially focusing on progress in Maths) should be reviewed termly and that the Governors should query the progress of the vulnerable children, such as the EAL pupils and the pupils to whom the pupil premium is allocated based on their receipt of Free School Meals over the last 6 years. He added that it is a statutory requirement to publicise on the School's website how the annual pupil premium grant is being used to raise the attainment of disadvantaged pupils and also how the annual PE and sport premium is being used to fund additional improvements to the provision of PE and sport for the benefit of the pupils.

LB explained that a balanced budget had been achieved based on a school roll of 79 pupils in 3 classes. However, 30 pupils subsequently left the School, presenting a huge financial concern to the IEB. At the end of September there was financial stability and the deficit was written off when the School converted to Academy status, but LB stressed that it remains a priority to oversee the financial control of the School.

LB commented on the arrival of a new portacabin on the School's site, which was funded by the Local Authority in order to integrate the pre-school fully into the early years department of the School. It is also hoped that it will attract new pupils to the School. LB also remarked on the importance of building the trust of the parents and communicating with them openly and praised the team spirit within the School. Having offered her congratulations to AW, she offered her continued assistance to him and the LGB and she expressed her gratitude to the members of the IEB.

The members of the IEB left the meeting.

## 6. DEMAT

Commenting on some of the issues raised by the members of the IEB, PW mentioned that, because of the critical importance of safeguarding within a School, training is provided by the Local Authority (LA) if there is no recognised expertise within the LGB (SF is trained in safer recruitment). He revealed that it would also be necessary for the School to subscribe to an LA package for a Governor to fulfil the role of Safeguarding Lead, although Sara Rogers, the Education Safeguarding Manager at the Education Child Protection Service, would be prepared to offer bespoke training. MR was invited to thank her and make the appropriate arrangements. In view of the urgency for the members of the new LGB to undergo safeguarding training, PW added that arrangements could be made for DEMAT to undertake to deliver bespoke training at no cost within the timeframe of potentially 2 weeks and suggested that MR liaise with the appropriate personnel. He also mentioned that DEMAT is due to launch an audit on Academies regarding the Single Central Record and safeguarding, including potentially Guilden Morden, and is also on the brink of purchasing the Education Protection Service for Academies.

**Action: MR**

With regard to the budget, PW commented that the LGB would enjoy full budgetary power and it was suggested that it would be beneficial for MR to make contact with Nick Hills, the Financial Director at DEMAT. MR also agreed to enquire whether the funding for the portacabin was secured thanks to the assistance of the South Cambridgeshire MP, Heidi Allen.

**Action: MR**

## 7. Local Governing Body

### 7.1 The Scheme of Delegation

The previously circulated Scheme of Delegation was signed by MR and returned to PW.

### 7.2 Appointments

It was suggested that AW invite parents, including JDR, to put themselves forward to be a parent

Governor. If more than 2 parents express an interest in becoming a parent Governor it was suggested that JDR be appointed in a different guise, such as in the role of a Community Governor.

7.3 It was agreed that, rather than create committees, the Governors would attend LGB meetings for the remainder of the Autumn term.

**8. Head Teacher's report**

AW commented that, during his informal discussions with parents, they have welcomed his positive approach to the direction of the School. He will give a detailed Head Teacher's report at the FGB in March.

**9. Any Other Business**

AF suggested there was scope for positive marketing following the conversion of the School to Academy status and acknowledged her gratitude to Claire Worth, the interim Head Teacher, for her contribution in that regard. JDR volunteered to compile an article for submission to Gamut, Guilden Morden's village newsletter. AW suggesting inviting the local press and Heidi Allen to celebrate the opening of the new portacabin later in the year. The members of the LGB agreed to meet shortly to agree the strategy for communicating with parents and AW and MR arranged to meet to discuss the introduction to the Governors in the Head Teacher's Newsletter on Friday, 4 November. They also agreed that it was necessary to establish as soon as possible whether the School can fund the training courses for local Governors.

**Action:**

**10. Date of next meeting**

It was agreed that the next LGB meetings would take place as follows:

24 November

7 December

There being no further business, the LGB meeting closed at 9.00pm.



8/2/17