

## GULDEN MORDEN PRIMARY GOVERNORS

### Minutes of Full Governing Body meeting

On 20<sup>th</sup> March 2018

Held at Guilden Morden Primary School

#### Present

Jeremy Fisher (Head Teacher) Sarah Fryer, Ninette Taylor (Chair), Judith Davis Roach, Kristy Carter, Katie Roberts (Clerk of the meeting), Mark Robinson (arrived at 8.15pm)

#### Apologies

Dorothy Dunnell

#### 1. Welcome, apologies for absence

Apologies had been received from Dorothy Dunnell

#### 2. Pecuniary Interests

No Pecuniary Interests were declared.

**Action: KR**

#### 3. Confidential Minutes

There were no confidential minutes

#### 4. Minutes from previous meeting on 5<sup>th</sup> February

The minutes were agreed as a true record and signed by the Chair.

#### 5. Matters Arising from Minutes for items not on Agenda

In response to a query from NT regarding the School Council questionnaire, JF commented on a discrepancy between the perception of the School Council representatives about their behaviour and the behaviour of the other pupils in the school. He added that a poster competition would take place shortly.

#### 6. Head Teacher's report

NT suggested that the Governors who had not been able to read the Head Teacher's report in advance of the meeting send their comments to him. JF commented that, with regard to safeguarding, the 2017 Annual Monitoring Report still has to be submitted. SF added that, during a recent visit to the school, she checked the Single Central Record and the Health and Safety action plan, and she plans to conduct a Child Protection audit and make safeguarding the focus of Pupil Voice. KC mentioned that she had completed safer recruitment training.

Referring to his report, JF asked the Governors to produce a document during the summer term describing the features that make Guilden Morden distinctive as a Church School and set it apart from non-Church schools. He advised them to consider the school environment and other evidence, such as policies and procedures. JDR volunteered to help in this regard.

**Action: JDR**

In response to a comment from JDR querying what proportion of the budget is allocated to SEND and pupil premium pupils, JF mentioned that he is working on a new provision map. In response to a query about the after-school club, JF reported that it has been making a loss since September but that, although there is no legal requirement to provide an after-school club, it provides a service to working parents, especially those who require childcare until 6.00pm. He added that he has consulted external providers, but it would not be a viable option for them unless a minimum of 15 children attended the club every night. JF invited the Governors to send him an email with any suggestions. Meanwhile, he congratulated KC on the performance of the Pre-School, which is making a profit.

**Action: all Governors**

JDR commented that, with regard to the section in the Head Teacher's report on relationships with parents and the local community, it could be added that the Police liaison and Fire Officer has visited the school and also that JF has contributed to the annual Parish report. SF added that she had run a safeguarding and induction session for volunteers.

In terms of the number of pupils on roll, JF reported that 8 pupils will be joining the Reception class in September (10 is the PAN per year group) and he is keen to establish the reason for the parents' applications for places in order to be able to encourage more parents to apply for places throughout the school.

**7. GDPR (General Data Protection Regulation)**

JDR provided an update on GDPR and she, SF and JF highlighted the following themes: transparency of information, accountability of information, right to be forgotten. JDR reported that, as a Governing Body, it is important to be able to demonstrate that internal processes have been put in place and to recognise the level of risk of a data breach and how to respond to this eventuality. JF reported that DEMAT had taken a significant lead with regard to GDPR and had identified operating steps with regard to pupil data and parent data. He also mentioned that Nick Hills, the Finance Director, is currently performing the role of the Data Protection Officer (DPO) and he will be providing statements that should be added to the policies on the website. JF reported that he and the teachers had started to use cloud based central hosting to store any documents containing confidential data, adding that it can only be accessed using a special fob, which requires a pass number, password and user name. He also mentioned that children's names and photographs should never be used together. JDR queried whether it would be necessary to notify contractors that their personal data is saved on the Single Central Record, although SF mentioned that it is a live database and safeguarding outweighs all other concerns. It was concluded that it was important to keep things in perspective and ensure that by May processes had either been completed or were in the process of being completed.

**8. Data Questions and Answers update – based on data at end of Spring 1**

JF circulated a document showing the Data Analysis questions (compiled by NT) that were passed to the teachers, together with their responses. He highlighted the responses and, after some discussion it was agreed that it was the responsibility of the Governors to ask questions in a supportive role. It was agreed that NT would clarify the position.

**Action: NT**

Having commented that the data looks promising, SF referred to the commitment of the DfE to reduce teachers' workload, adding that their work-life balance should be one of the main considerations of the Governors and is now a primary focus for Ofsted. JF reported that in the summer term he would discuss in detail with the Teachers which year groups should be taught together next year and also focus on work-life balance.

**9. Budget update**

JF reported that he had still not received the 3 year budget, despite meeting with Julia Steed (Finance Manager, DEMAT) before Christmas to review the spending and budget plans. He added that he has also since provided DEMAT with the financial information that had been lacking regarding the Pre-School and the After School Club. The Governors once again expressed their concern at the delay and MR offered to contact Alexandra Rutterford-Duffety, the Assistant Director of Finance, to reiterate that the Head Teacher is still awaiting the 3 year budget.

**Action: MR**

**10. SEND**

JDR reported that she had undergone her induction with JF and mentioned that she would contact the SEND Director at DEMAT to ascertain whether she could attend a SEND Governor training course. She added that she would meet with Debbie Morris, who will take over the role of SENDCo, and expressed an interest in visiting another school. KC mentioned that she is the SENDCo at the Pre-School.

**Action: JDR**

**11. Playground equipment update**

JF was delighted to announce that the new playground equipment would be installed on 16 April and it was suggested that the local newspaper, and Tesco, be invited to take photographs. In response to JF's comment about the possible risk of the nearby free standing walls, KC suggested seeking the assistance of the husbands of two members of staff, who have already offered to help her in relation to the Pre-School.

With regard to the Trust fund, NT reported that she had been informed by Annabelle Evans, Legal and Property Manager, DEMAT, that the proceeds (£11,500) could be put back into the value of the school site and she offered to continue pursuing the funds.

**12. Website update**

Referring to his Head Teacher's report, JF commented on the difficulties he is experiencing in endeavouring to improve the look of the website, because the editing facilities are limited and it is only possible to change some of the content. Other changes have to be made by Blue Chilli, for which the school is charged. Although JF mentioned that he had complained to Blue Chilli, MR suggested that he reinforce his complaint that the website is not fit for purpose. JDR also queried the level of Blue Chilli's security in terms of GDPR.

**Action: JF**

**13. LGB Action and Monitoring Plan**

NT was praised for the structure of the LGB Action and Monitoring Plan that she had created, having adopted the headings from the School Development Plan (SDP). NT asked the Governors to keep her informed of their Governor visits, identifying the focus of their visits and the impact.

**Action: all Governors**

**14. Pupil Premium plan**

MR reported that he had spoken to Owen Rhodes (DEMAT School Improvement Director), asking him to benchmark the Pupil Premium pupils by number and by percentage per class, but that this exercise would not be possible because of the small size of the school. Owen Rhodes did, however, promise to send some potentially useful data for review – and subsequent publication – before the end of the financial year.

**15. Update regarding access to school**

JF expressed his desire to have a walkway installed around the school, but mentioned the likelihood that DEMAT would announce a cap on the next round of spending after Easter.

**16. Governor visits**

JF reiterated the request to the Governors to keep NT informed of their Governor visits, suggesting that NT send them the appropriate headings in her Action and Monitoring plan to enable her to easily amalgamate the information.

**Action: all Governors**

**17. Draft Code of Conduct**

The Code of Conduct was approved and adopted for use by the Local Governing Body.

**18. Any Other Business**

NT asked the other Governors to let her know if they would be able to join her in attending the Parents' forum on 26<sup>th</sup> March. It was agreed that the focus should be a general overview, including the performance of the school, the proposals for the next academic year, the collaboration between the School and parents, the PFTA and GDPR.

**Action: all Governors**

KC and her staff were congratulated on their professionalism in dealing with the recent challenges presented by the lack of heating in the Nursery.

There being no further business, the meeting closed at 9.10pm.

WBN  
21/5/18