



**Full Governing Body Meeting  
14 March 2019  
Minutes**

**Present:** Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mr G Huntley, Mr J Mackley, Miss T Webster (Head), Mrs Z Durrani, Mr M Turner

**Apologies:** Mrs L Gawen, Mr D Redington

**Absent:**

**In Attendance:** Mrs S Tiramani (Clerk)

No.	Item	Action
1.	<b>Welcome and sign in and Apologies for Absence.</b> Apologies were received and approved from Mrs L Gawen and Mr D Redington.	<b>Apologies accepted</b>
2.	<b>Conflict of Interest</b> No conflicts arose during the course of the meeting.	
3.	<b>Notification of Any Other Business</b> None.	
4.	<b>Approval of the Minutes of the previous meetings on 6 December 2018.</b>  The Minutes of 6 December 2018 were agreed as a true and accurate record.	<b>Minutes approved</b>
5.	<b>Matters Arising not on tonight's agenda</b>	
5.1	<b>Minute 6.2 – Governor Details Check</b> DB confirmed her postcode is now correct.	<b>Actioned</b>
5.2	<b>Minute 6.4– Shared use of Defibrillator</b> TW reported that LG has investigated this with the Rotary Club to see if they would fund it but this is not something they would do. LG has also contacted the football club and is awaiting a reply. TW added that if a defibrillator was installed, we would be responsible for maintaining it/ensuring it is fit for purpose etc. If located outside, the time it took to access may mean that it may be more beneficial to ring 999.	<b>Ongoing</b>
5.3	<b>Minute 6.10 – Pupil welfare and wellbeing session</b> AP had been invited but was unable to attend.	<b>Actioned</b>
5.4	<b>Minute 10 – SEND Report – Impact Follow Up</b> TW advised that she met with the EdPsych this term. It is too early to see an impact. This will be picked up in due course.	<b>Ongoing</b>
5.5	<b>Minute 12 – Cleaning Contract</b> TW reported that the new cleaners are now in place. There were a few teething problems but it is now working well.	<b>Actioned</b>

5.6	<p><b>Minute 13 – Exclusion’s Clerking</b></p> <p>The Clerk advised that clerking exclusions demands expert knowledge and regular experience of clerking these sort of hearings. Therefore, she would not feel confident clerking exclusions and suggested that HfL be asked to supply a Clerk if needed. Governors agreed this way forward.</p>	<b>Actioned</b>									
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p>	<p><b>Headteacher’s Report to Governors (including JARV feedback)</b></p> <p><b>Q Can the HT provide a trend showing the numbers in Wake Up &amp; Shake Up. Do the other pre-morning activities have a significant effect on numbers?</b></p> <table border="1" data-bbox="320 748 1193 965"> <tr> <td>Sum Term 2016 35 children</td> <td>Sum 2017 30 children</td> <td>Sum Term 2018 27 children</td> </tr> <tr> <td>Aut Term 2016 31 children</td> <td>Aut Term 2017 32 children</td> <td>Aut Term 2018 24 children</td> </tr> <tr> <td>Spring Term 2017 30 children</td> <td>Spr Term 2018 27 children</td> <td>Spr Term 2019 31 children</td> </tr> </table> <p>Badminton may have an impact on Thursdays and Fridays, but this is the only club</p> <p><b>Q What is the Flight Challenge</b></p> <p>The flight challenge was a challenge set to Y5/6 pupils as part of their topic on Flight. The challenge was set by STEM (Science, Technology, Engineering and Maths). The children had to create a glider using a template which they could then modify to try and ensure their glider went the furthest. The best Y5 and Y6 team in school then went to the regional finals in Cambridge. Our Y6 team went on to win and went through to the final in April.</p> <p><b>Q What is the Blooms Taxonomy Pyramids</b></p> <p>TW advised she would email Governors an example of a pyramid. It is based on levels of thinking and making children think more deeply and has been introduced across the whole school.</p> <p><b>Q The GB are pleased to see that the curriculum is being reviewed in light of the new Ofsted Framework. Can the HT explain more about the Joint Learning Walks &amp; Scrutinies?</b></p> <p>During the term and through the JARV we have been working on joint learning walks and scrutinies. These are where I am joined by members of SLT to observe in lessons and look at children’s books. It is a good way to ensure that we are all looking for the same standards, allowing for professional development and constructive next steps (either individual or whole school).</p> <p>The GB noted that ‘no teaching was less than good’ and that the Early Years was very strong. The GB asked the HT to thank staff for their</p>		Sum Term 2016 35 children	Sum 2017 30 children	Sum Term 2018 27 children	Aut Term 2016 31 children	Aut Term 2017 32 children	Aut Term 2018 24 children	Spring Term 2017 30 children	Spr Term 2018 27 children	Spr Term 2019 31 children
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<p>6.6</p> <p>6.7</p> <p>6.8</p>	<p>input and for a great team performance.</p> <p><b><i>Q The JARV contains a list of actions. Can the HT provide an update on these?</i></b></p> <ol style="list-style-type: none"> <li>1. We will be reminding teachers to include personal targets on MSC statements, so assessments are personalised</li> <li>2. Consider staff meeting on questioning to support more able pupils</li> <li>3. Look at using Blooms Taxonomy to grade questions and challenge the more able in EYFS and across the school</li> <li>4. Integrate English and maths across whole EYFS outdoor area</li> </ol> <p><b><i>Q The JARV suggested that persistent absences could be fined?</i></b></p> <p>Attendance below about 80% is classed as persistent. TW stated that she is not a fan of fines as this tends to hit lower financial families who may be struggling with other issues, and it can make the situation worse. It was noted that the AIO is not been helpful with supporting families and Family Support Workers are not easy to get when you need them.</p> <p>Governors agreed they were supportive of TW’s view. TW stated she would bring to Governors on an individual basis if she thought it would make a difference. All agreed that it is better to work with families than go in heavy handed.</p> <p>The Chair advised that LG had spent a whole day in school during the JARV and offered thanks to her for this. DB was also thanked for offering to come in.</p> <p><b><i>Q The school had an external moderator in last year. Will one be invited again this year?</i></b></p> <p>TW informed Governors that she had contacted HfL already to ask for a moderator but that they have stated they don’t consider this until later in the academic year. They have said we could pay for one in the spring term, but TW has stated this is no good. Moderation needs to be in the summer term. TW will continue to push for moderation in the summer term.</p>	<p><b>Action: TW</b></p>
<p>7.</p>	<p><b>Safeguarding Report to Governors and Safeguarding Audit Report</b></p> <p>The Safeguarding Report to Governors had been circulated prior to the meeting.</p> <p>TW advised that she had met with LG, the Safeguarding Link Governor and they had completed the Annual School Safeguarding Practice Checklist. It was noted that some of the forms have changed slightly. TW will update these and put them on GovernorHub when LG has reviewed them.</p> <p>Items of note:</p> <ul style="list-style-type: none"> <li>• Governor E-learning training has been updated on the</li> </ul>	

	<p>Safeguarding Audit Report.</p> <ul style="list-style-type: none"> <li>• Governors' last Safeguarding training was in 2016. This should be refreshed every 3 years. TW asked Governors to book onto a course with HfL. The Clerk advised that unfortunately, HfL do not offer this training as a school's in-house training session.</li> <li>• Volunteers receive safeguarding training as part of their induction and the date has been updated.</li> <li>• Safer recruitment refreshers need to be completed every 5 years. TW thanked those Governors that had completed the online refresher.</li> <li>• LG has completed managing allegations against staff training. It was noted that there does not appear to be one specifically relating to allegations against the Headteacher, but the training LG has attended would probably suffice.</li> </ul>	
<b>8.</b>	<p><b>GDPR Update</b>  GDPR had been included with the HT's report. It was noted that there had been no data breaches or SARs. The school is keeping a log of when nurses etc ask for info and when the CCTV is viewed.</p>	
<b>9.</b>	<p><b>To consider any matters from committees</b></p>	
<b>9.1</b>	<p><b>Resources</b>  <i>Approval of financial competencies</i>  TW advised that the financial competencies document had been updated to include amendments for LG, the inclusion of JM/CB and the removal of BD. The updated version was approved by Governors.</p>	<b>Financial Competencies approved.</b>
<b>9.2</b>	<p><b>School Improvement</b>  No items for consideration.</p>	
<b>10.</b>	<p><b>Update and discussion on Governor Membership</b></p>	
<b>10.1</b>	<p><b>Staff Governor</b>  TW advised that nominations had been sought from staff as DC's term would be ending on 31 March 2019. No nominations had been received. DC has therefore agreed to stand for another term.</p>	<b>DC to start new 4 year term of office from 1 April 2019.</b>
<b>10.2</b>	<p><b>Co-opted Governors</b>  It was noted that the terms of office for 6 Co-opted Governors is due to end on 9 July 2019. The Clerk had sought advice from HfL Governance on the logistics of reappointing co-opted Governors and this had been circulated prior to the meeting. Governors agreed that it would be beneficial to stagger the term ending dates for Co-opted Governors going forward.</p> <p>PC advised he had reviewed the current Governor Skills Audit and there were no areas where the FGB was missing any key experience. Governors were asked if they felt there were any other skills required by the FGB, and it was agreed there wasn't. Governors noted the</p>	

	conflict of interest in respect of the appointment of themselves for a further term and each took no part in the vote in respect of their own reappointment.	
<b>10.3</b>	AC – AC had advised that he was limited in the time he could commit to the GB, but would be prepared to serve another term. Governors agreed that they felt the input that AC gave to the GB and his expertise in his role as Chair of the Resources Committee was invaluable. They agreed for AC to commence a new 4 year term wef 10 July 2019.	<b>New 4 year term agreed</b>
<b>10.4</b>	PC - PC advised that he was prepared to stand for another term. Governors agreed that PC does a good job as Chair of the FGB and they would wish him to commence a new term wef 10 July 2019.	<b>New 4 year term agreed</b>
<b>10.5</b>	LG – LG had informed PC that she was more than happy to stand for another term, but suggested if this was for a 2 year period it would reduce the number of Governors terms ending at the same time from the current 6. Governors felt that LG’s long standing experience of the school and the FGB was really good and agreed a new 2 year term wef 10 July 2019.	<b>New 2 year term agreed</b>
<b>10.6</b>	GH – GH advised he was happy to stand again, but maybe for a shorter term of 3 years. Governors agreed a new 3 year term for GH wef 10 July 2019.	<b>New 3 year term agreed</b>
<b>10.7</b>	DR – Governors agreed that if DR was willing to stand for another 4 year term wef 10 July 2019, they were happy for him to do so.	<b>New 4 year term agreed subject to DR’s agreement</b>
<b>10.8</b>	MT – MT had advised that he was happy to stand for another term. Governors agreed another 4 year term for MT wef 10 July 2019.	<b>New 4 year term agreed</b>
<b>11.</b>	<b>Ratify Policies</b>	
<b>11.1</b>	<b>EYFS (via School Improvement Committee)</b> Policy ratified.	<b>Policy Ratified</b>
<b>11.2</b>	<b>Health &amp; Safety Policy (via Resources Committee)</b> TW advised that this Policy has now been updated to refer to Office Staff, rather than individuals by name. Policy ratified.	<b>Policy Ratified</b>
<b>11.3</b>	<b>Safer Recruitment</b> TW advised that this Policy follows the HCC model but that she has updated it to refer to KCSIE 2018 and has removed the section on child’s disqualification as this is no longer required.  <i>Q Does this Policy need to be reviewed annually?</i> Possible not, but as KCSIE is updated annually, she has kept an	

	annual review date to ensure our Policy is up to date.  Policy Ratified	<b>Policy Ratified</b>
<b>12.</b>	<b>SFVS Ratification</b> AC confirmed that he had reviewed the SFVS in detail and was happy with it. The SFVS had also been discussed at the Resources Committee. Governors approved the SFVS and AC signed it as Chair of the Resources Committee.	<b>SFVS agreed and signed</b>
<b>13.</b>	<b>To receive updates from Link Governors, including visits and training</b>	
<b>13.1</b>	<b>SEND</b> Following DC's stepping down as SEND Link Governor, DB has taken over and has recently met with AP (SENCO). DB will be attending a course with AP next week. Thanks were expressed to DC for her work as SEND Link Governor.	
<b>13.2</b>	<b>Educational Visits</b> DB will meet with HR regarding educational visits shortly.	
<b>13.3</b>	<b>Health and Safety</b> ZD reported that she had completed her termly H&S inspection visit on 6 <sup>th</sup> March and the completed School Site Inspection Safety Checklist had been circulated to Governors in advance of the meeting. TW advised that Fire drill would take place before the end of term.  ZD's comments contained within the checklist were as follows:  <ul style="list-style-type: none"> <li>• School premises appeared tidy and well cared for.</li> <li>• New lights have been installed in all, bar one, classroom.</li> <li>• Recently there has been a proliferation of rats on the school grounds. A pest control company has been brought in to address the issue.</li> <li>• Laptops ' cables were seen trailing outside the trolley (opposite Y5). They should be properly secured to prevent tripping hazard.</li> <li>• No accidents or incidents of bullying have been reported this term.</li> </ul> TW confirmed that fixed wire testing issues have been completed and everything is now satisfactory.	
<b>13.4</b>	TW advised Governors that the Caretaker would be leaving at the end of August, although he will continue to open up the site each morning. TW has arranged for the cleaning company to carry out his cleaning role and then lock up at night.  Governors agreed they were happy for TW to handle this operational situation as she felt appropriate.	
<b>14.</b>	<b>New School Building – Update and Next Steps</b> TW circulated a document detailing the current funding position of the New School Building which is much needed for many reasons	

<p>14.1</p> <p>14.2</p> <p>14.3</p>	<p>including to cater for the increasing demand for the After School Club.</p> <p>TW ran through the document and it was noted that a quotation from one company for the new building had come in at £123,750. PC added that this figure didn't include any contingency and that a figure of up to £150,000 was more realistic. TW advised that funding of £103,500 has already been raised. TW suggested that £30,000 could be ringfenced from the c/f at the end of 2018/19, although the actual c/f is not yet known.</p> <p><i>Q Governors suggested that the school holidays would need to be utilised as much as possible to minimise disruption.</i></p> <p>TW stated that due to the proposed location, there would not be too much impact other than when completing services.</p> <p>PC added that in order to meet desired timescales, the school would need to be proactive now. We would need to go back to planning for the proposed building and this would take several months to get approval. We would need to get a contractor on board to be able to plan and obtain a firm price.</p> <p>PC asked Governors to agree to the principal ringfencing of the funds suggest by TW from the likely c/f subject to the actual outturn budget to effectively keep this project live. PC suggested that work to appoint a preferred Contractor (subject to funding and GB approval) should commence</p> <p>Governors discussed whether a definite answer could be delayed until May when the budget would be available and it was agreed that the appointment of a contractor could not be done until this funding has been confirmed.</p> <p>PC advised Governors that the current planning states that the building cannot be used for anything other than education. An application to have this planning condition discharged can be made.</p> <p>TW informed Governors that she had been in correspondence with Canada Life regarding funding for the building and they had responded with some suggestions of recognition they would require. One suggestion is naming the building after them and the GB were open to such suggestions.</p> <p>Governors agreed that they were fully supportive of the new building. They acknowledged the risks involved, the funding already secured, the fundraising trend from FOLS, and the fact that it had taken 3 years to get to the current position but that significant funding was still required.</p> <ul style="list-style-type: none"> <li>• Governors agreed to approve expenditure to get the project to a stage where more definite costs are known.</li> </ul>	<p><b>Expenditure approved</b></p>
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	<ul style="list-style-type: none"> <li>Governors suggested that if sufficient funding is obtained from Canada Life, the building could be named the Maple House Building.</li> </ul>	
<b>15.</b>	<p><b>Part II – HT Performance Review – Pay Decision</b></p> <p>TW/DC/HR left the meeting and a Part II discussion was had regarding the Headteacher.</p>	
<b>16.</b>	<p><b>Dates of future meetings 2019</b></p> <p><b>16.1</b> TW asked Governors to agree to the Resources Committee meeting being held on 27 June 2019 due to the trip to Knapp House the previous week. This was agreed.</p> <p>School Improvement – 25 April 2019  Budget Discussion and Ratification -16 May 2019  Resources – 27 June 2019.  Full Governing Body Meeting – 11 July 2019</p> <p><b>16.2</b> <i>Q Is there a Governor school visit on Monday?</i>  TW advised there was and it would cover writing. MT/ZD/DB and possibly JM agreed to visit at 2.30 pm.</p>	
<b>17.</b>	<p><b>Any Other Business</b></p> <p>None.</p> <p>The meeting ended at 8.25 pm.</p>	