

MINUTES OF THE GOVERNING BODY MEETING

DATE: 28th June 2018 TIME: 5.00 pm

PRESENT: Mary Delger (Chair), Mohan Pandian (Vice Chair) Paul Adair (Headteacher), Sarah Wilson, Aisha Chowdhry, Alan Murray, Muhammad Anam, Paola Nono

Also in attendance:

- S Fida (Clerk/SBM), Melanie Hogan (Deputy), Tracy Strathdee (Interpreter), Linda Fawkes (observer).
- Prospective Governors: Susan Lorimer, Jonathan Warner and Michelle Baker attended

Training – GDPR

The meeting commenced with a training presentation on GDPR; what the school has done to ensure compliance and the Governors role in ensuring compliance. Governors were provided with the DFE's a quick read on GDPR.

The school has recently undergone an audit assessment with Judicium, who provide the DPO service. The school is compliant in all areas for GDPR. A report will follow which will be shared with Governors at a future date.

Business

- 1. Apologies – None**
- 2. Authorised/Unauthorised Absence – N/A**
- 3. Governing Board Membership**
 - 1 x Parent Governor Vacancy. This was advertised in the school newsletter. 1 response received - Aisha Chowdhry agreed to re-stand and was warmly re-appointed to the governing body
 - 2 co-opted Governor vacancies. Suzanne Lorimer and Jonathan Warner both confirmed their interest in the positions. They introduced themselves and talked about their backgrounds and motivations in becoming a governor. Governors unanimously agreed to their appointment.
 - 1 x Staff Governor, to cover maternity leave. Michelle Baker's appointment was ratified by Governors.
 - S Wilson term of office end. Sarah agreed to re-nominated herself and her re-appointment was discussed and agreed at the meeting.
 - There remains 1 x LA/Citizen governor vacancy.
- 4. Terms of reference –** These will now be updated to reflect recent changes including the new committee structure. Action/Chair/Clerk
- 5. Membership of committees –** The Chair invited the new Governors to attend the committee meetings in the autumn term before deciding which committee they wish to join.
- 6. Register of Business Interests and Declarations of Pecuniary Interest:** Governors were reminded of the importance of updating their declaration form. Forms had been emailed / available at the meeting.
- 7. Minutes of last full meeting –** The minutes were discussed, actions confirmed as complete or in hand. The Chair signed the minutes and returned these to the clerk.
- 8. Matters' arising from the last full meeting –**
 - The school have notified staff that they can grab pupils coats when evacuating as long as this does not slow down the evacuation. Further fire drill practices will be held in the autumn term. [A Governor asked about the approach used to evacuate the pool area.](#) A detailed explanation was given.
 - The school carried out a practice of their lockdown procedure. This went very well' however the method of alerting staff is not effective and alternatives are being investigated.
 - Cooking meal plans will be discussed at the next P/P/C committee.
- 9. Minutes of last committee meetings –** The Committee minutes were uploaded and available ahead of the meeting. The Committee chairs gave a brief update on the matters discussed and the actions agreed at their respective committee meetings.
- 10. Feedback from Governor Visits –** Governors gave feedback on their termly class visits,
 - MO – has yet to visit his class this term.
 - MP Site security visit carried out (see item 20)
 - AM – attended for a Makaton session and also to visit with Red2.
 - AC – has recently visited Y3 and will submit her feedback form ASAP

- PN – has recently visited G3 and will submit her feedback form ASAP. [Concern raised over poor contrast on IWB – Action SF](#)
- MD – has recently visited B2 and has provided her feedback
- SW – has recently visited B3 class. In addition she carried out a safeguarding visit to attend the SG group meeting, to review of SCR and to carry out a safeguarding walk about.

School Improvement

11. Head Teacher's Termly Report to Governors – Provided to Governors Prior to meeting.

The HT went through the main areas of the report.

- The school is full for Sept – with 162 on role. There is now a waiting list.
- The LA are opening other units to cope with the demand for SEN placements.
- The pupil referrals process is long and very time consuming for the school.
- Teachers appraisals have been completed
- Staffing – Dawn Murphy to cover part of HE role as Joint DSL with the Head and Family Support Lead
A teacher has been recruited to replace Anna K who is leaving to return to Poland and a teacher has just been recruited to cover the rest of Leah H maternity vacancy
- SG update – 1 child on CP, 1 LAC and 11 on CiN
- There is a new update to **Keeping Children Safe** – school to review training in regards to this
- Supporting children with medical conditions in school – further changes likely following LA survey.
- School nurse visits weekly to ensure all HC plans are up-to-date.
- Family day out at the zoo was a great success.
- Summer holiday club arrangements are in place to provide 50 places.

12. Ofsted Feedback – inc Parent View

- The school underwent a section 8 inspection on 20th June 2018. The report is awaited; however the initial feedback from the Ofsted inspectors was extremely positive. SW attended this feedback and stated that it was the best she has ever heard.
- The Head talked at length on the areas that the inspection focussed on and what the report is likely to contain as areas to focus on.
- The feedback from pupils, staff and parents was very pleasing.
- The Governing Board asked that their appreciation be passed onto the staff
- Head thanked Governors for all their support

13. School Improvement Plan – (SIP) – Briefly discussed. Succession planning & CPD to be focus following Ofsted

14. SEF – As above

Quality Assurance – Teaching & Learning – Teachers appraisals have been completed. Where possible all teachers have been recommended for paid progression.

15. TS Update –MH gave a brief update at the meeting. The TS newsletter was provided as part of the Heads report.

Reports/Decisions/Policies:

- Budget** – It is early in the year but the school is financially secure and is regularly monitoring the budget. A more detail update will be provided at the next meeting.
- CFR** – The school have completed the annual CFR report and this has been submitted to the LA/DFE. The data contained within this report will be available for benchmarking purposes.
- Staffing Update & Pay Awards** – Pay committee met today and the all of the Head's recommendations for pay have been upheld.
- Audit Assistance Survey & H&S Report from Vice Chair**
 - MP carried out a learning walk, focusing on CCTV and site security, including access control systems. He provided a written report and an update at the meeting. He was pleased with security and has no concerns.
 - The school has recently undergone the LA annual H&S audit assistant survey and found to be 100% compliant in all areas reviewed. [Governors thanked and gave appreciation to Eddie Gilroy, Site Manager](#)
- Projects Update** (Including Blue Area). There are a number of projects planned. The blue area refurbishments are scheduled for the summer break and are being funded from the outturn.
- Updated Class-links** – to be reviewed and circulated for the new term.
- Website Update – GIAS, Profiles & Attendance.** The new Governors were asked to consider their own line profile so that the website can be updated. Governors were provided with a copy of the privacy notice applicable and it was confirmed that this is available on the GDPR section of the school website.

Training and Development

23. Training for Governors –

- Training will be offered as part of the planned Governor Development Day in September.
- MA is to work with the clerk/SBM to complete a governor's skills audit to identify Governor training needs.
- [Governors expressed a need for further finance training and GB awareness on finance and budgeting.](#)

- A governor also asked about support in understanding the numerous educational acronyms.

24. Training Attended –

- MD online safer recruitment training.
- All governors were present for the GDPR training awareness session today

25. Governor Induction and Appraisal – To be arranged in Sept. Action, Chair

26. Governor Development Day – This is to be held on 14th Sept 2018 from 9.30am to 2pm

Other Business

27. Directors Report – No applicable this term

28. Correspondence to the Chair of Governors – None

29. Dates for the Diary: - discussed and agreed

Autumn Term Committee Meetings:

- Curriculum, Pupil & Parents 9.15am to 11.15am, Friday 12th October 2018
- Staffing & Finance Resource 9.15am to 11.15am, Thursday 18th October 2018

Full Governing Body – Autumn Term Meeting: – Thursday 29th November 2018, 5.00pm to 7.00pm

30. Any other business –

Governors are invited to attend the summer concert on: **Tuesday 17th July 2018 from 6.00 – 7.00pm**

Governors are invited to attend the Leavers assembly on: **Wednesday 18th July 2018 at 1.30pm to 2.30pm**

The meeting finished at 7pm

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Actions Agreed - Details	Assigned To
Clerk to notify the LA regarding the appointment of new governors	SF
Clerk to provide further information and support to new governors, including setting up email accounts, USO access and guidance. Also to begin vetting procedures.	SF/PQ/CL
School website to be updated with new Governor information	HT/SF
GIAS to be updated with new Governor Information	SF
Update terms of reference	MD/PA/SF
Update class links	MH/PA
G3 IWB issue to be investigated and resolved	SF
Governor skills audit/training needs to be assessed	MA/SF