

POWERSTOCK CE VA PRIMARY SCHOOL

Minutes of the Full Governing Board Meeting
6.30pm Wednesday 27 June 2018 at Powerstock CE VA Primary School

Present: Louise Greenham (Headteacher) LG, Lauren Goringe LMG (Vice Chair), Julia Stantiford JS from 6.35pm, Anna Seal AS, Michael Crabb MC until 7.25pm, Tim Connor TC, Joanna Moss JM, Revd Chris Grasske CG

In Attendance: Natalie Green NG (Clerk)

Q/C = Question/Challenge

Item 1. Welcome

LMG welcomed all to the meeting. The Clerk confirmed that the meeting was quorate.

Item 2. Apologies

Apologies were received and accepted from Trevor Ware TW (Chair), Felicity Fairbairn FF, Zoe Cary ZC and Tisha Crutchley TCr.

Item 3. Declaration of Governor's Business Interests

There were none that would conflict with the Agenda.

Item 4. Minutes of the last meeting of 18 April 2018

The minutes were agreed as a true record.

Item 5. Matters Arising

Item No	Action	By Whom	Date
10	JM to send SDP training notes to LG - COMPLETED	JM	ASAP
14	Governors to arrange visits with LG for the summer term – COMPLETED	ALL	By next meeting
16	Check with Diocese on MC's term of office as Foundation Governor - COMPLETED	NG	COMPLETE D
16	Use dropbox links rather than attachments when emailing documents to comply with GDPR – superseded by set up of Governor's Sharepoint - CLOSED	ALL	From 25.5.18

Item 6. Chairs Update & Correspondence

No report.

Item 7. Collaboration Update

No report.

Item 8. Headteacher's Report

(At 6.35pm JS joined the meeting).

LG referred to her report, which had previously been circulated. She highlighted the following:

The number or roll had fluctuated due to mobility, and was now at 56.

There was currently an issue with back year-ing for one child, which was ongoing.

The numbers of children subject to SEND would reduce from 43% to 29% in September 2018. This was positive news going forward, and the challenges for staff were noted.

Lisa Crew would be conducting a SEP visit as an EY review. Reception was too small for Ofsted to inspect according to Ofsted Framework Guidelines so a further review was seen as a useful approach.

GDPR – LG confirmed that LMG had agreed to act as Data Protection Officer and she was confident that the school was now compliant.

A behaviour problem during SATS week had been dealt with internally.

Collective Worship – there had been requests from parents to withdraw children from this. **Q/C Governors asked why parents were opting out, and LG said that the evangelist nature of elements of collective worship had been objected to but the parents were happy for children to participate in secular assemblies and other spiritually focused activities.** There was a discussion about the ethos and Christian distinctiveness of Church of England schools and the thread throughout school life.

LMG noted that the school was not appearing on Rightmove and that she had flagged this up to them but had not received a response. She stressed that this was a key issue for parents moving into the area.

Item 9. Governor's Sharepoint

LG confirmed that school email addresses had been set up for all governors. LG gave an overview of accessing email and Sharepoint on screen. For future meetings, the Clerk would set up a meeting pack on Sharepoint and would send the link to governors.

Item 10. Ofsted Report

Q/C Governors asked what the school and governors were focusing on after the Ofsted inspection with the Good grading. LG tabled the improvement points for governor's information. LG said that she was working on the SDP and included suggestions linked to improvement points. Persistent absence was noted for two families who take children out for extended periods due to having families abroad. LG noted that local fining approaches were still not consistent and a definite policy would be sought at next Heads meeting.

LG noted the tracking system to work alongside SPTO. AS was looking at developing a system and presented an example. This needed to be developed further, and moderated before being established as a whole school approach.

Q/C Governors mentioned progress v attainment and seeking evidence of achievement and noted that governors could be tighter on this. LG said that this work needed to be done in governor visits rather than in meeting format (other than the Curriculum Committee).

Item 11. School Development Plan (SDP)

LG noted that she was rewriting this to include the 4 improvement points, and confirmed that there would be a governor focus in the plan. LG requested governor input into the draft.

(At 7.25 MC left the meeting)

Item 12. Committee Minutes

No minutes had been produced since the last FGB but LMG gave a brief overview of the Finance, Environment & Pay Committee meeting which had taken place earlier that day.

Item 13. Attendance

Covered in HT Report.

Item 14. Safeguarding

LG noted that the DfE Guidance on Keeping Children Safe in Education was being re-written and an updated document was expected in September 2018. LG would be completing a webinar on this shortly.

Item 15. Policy Adoption

GDPR Policy – Q/C Governors asked about PSA emails to parents and LG said that she was looking at this further in drafting a new Home School Agreement and LMG suggested that PSA communications included the Data Capture note.

Criminal Records Checking – Q/C Governors asked about Enhanced DBS checks and LG confirmed that weekly helpers in school were covered. It was confirmed that DBS certificates were valid if there was no break in service. This addition to the policy was noted.

Subject to the above amendments, these policies were adopted.

Item 16. Governor's Visits

LG asked NG to send CG the Governor Visits Policy. CG covered his Collective Worship visits. JM had completed a PE visit and a general visit and would submit the report. LMG said that she would wait for the SATS results before conducting a SPAG visit. TC noted that he would like to visit Forest School and AS said that September 2018 would be a good time to do this.

Item 17. Governor Training

The training record had recently been circulated for checking and the Clerk would update it accordingly. LMG would forward the email about finance training at Sticklands to governors.

Item 18. Foundation Governor Vacancies

Prior to leaving the meeting, MC had announced his resignation after 14 years as a Powerstock Foundation Governor. He said that he would strive to find a replacement and would continue until the vacancy was filled. As TW had also announced his resignation, LG mentioned David Jones as a prospective Foundation Governor and the Clerk would send Diocesan forms to LMG to initiate. LMG gave overview of the prospective governor. The Clerk would send LMG induction resources on Nexus.

Item 19. Clerk's Notices

Date Planning for 2018/19 including meeting start times – it was agreed that current meeting start times would stand. Dates for the FGB were agreed with the exception of the April meeting. NG would check with JH in terms of financial deadlines and would then share the meeting planner with governors. NG would finalise the Finance meeting dates with JH.

Chair and Vice Chair Elections, preparation for the September 2018 business meeting – NG noted the election preparation and would send invitations to stand to governors. She also noted that the Standing Orders and committee Terms of Reference would require review.

Item 20. Any Other Business

LMG mentioned a Suggestions Box in school. Issues around anonymity were discussed.

Item 21. Date of Next Meeting

Monday 17 September 2018 6.30pm

There being no further business the meeting closed at 8pm.

Item No	Action	By Whom	Date
9	Clerk to migrate all files to Sharepoint from Dropbox	NG	ASAP
16	Clerk to send Governor Visits Policy to CG	NG	ASAP
17	Clerk to update training record	NG	ASAP
17	Send Finance training email to Governors	LMG	ASAP
18	Send Diocesan Foundation Governor Application Forms to LMG	NG	ASAP
18	Send Nexus Induction resources to LMG	NG	ASAP
19	Check with JH about Finance deadlines and set dates for Finance meetings and April FGB with JH then share dates with Governors	NG	ASAP
19	Send Chair and Vice chair nomination papers to governors	NG	Completed