

# APPROVED MINUTES



## ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 13 DECEMBER 2018 AT 5.30pm

### OPENING PRAYER

### PRESENT

Mrs L McDonald (Head Teacher), Miss J Young (Chair), Mrs K Buckhurst, Mr R Cozens, Rev P Down, Mrs S Gunn, Mr T Pople, Mrs M Touch, Mrs J Wallace and Mr A Bradshaw (Clerk).

### 1. INTRODUCTION

**Apologies for Absence** – Mr G Carnie and Mrs P King

**Pecuniary Interests** – None

**Notice of AOB** – 4 items were declared.

### 2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meeting held on 8 November 2018, were a true and accurate record and were signed by the Chair. The matters arising were discussed as follows;

- 3 Governor to sign Governor Code of Conduct Policy– **Action remains outstanding**
- 3 H & S Action Plan to be discussed at this meeting – Later Agenda Item
- 4 Finance Officer to report back on credit balance on M6 report – Action Complete
- 6 SFVS Self-evaluation – not received – Action deferred to next meeting
- 7 Headteacher to complete and return Admission arrangements – Action Complete
- 10 Reminder that all visitors must hand in mobile phones – Action Complete
- 11 SEF deferred to this meeting – Later Agenda Item
- 16 Governor to book next year's fireworks evening – Actioned but not confirmed by company.

### 3. FSU UPDATE (Mrs Sally Maynard- FSU Manager – in attendance for this item)

Sally Maynard, FSU Manager, gave an update to Governors:

- **Pupil numbers** – FSU will be running at full capacity from January 2019. Staff undertaking training and once qualified, it is hoped that from September 2019, more pupil places can be offered
- **Performance Management** – all FSU staff have undergone a performance management review
- **Targets** – targets for 2018/19 are
  - age-related achievements for all children
  - tracking SEN children
  - new progress forms
- **ICT** – 10 new i-pads have been purchased. 3 i-pads for use in FSU and 7 in Reception. These are being used for phonics and will be purchasing some apps for early listening and hearing as there is a national decline of young children being capable of listening

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- **Grant** – awarded a WRAP grant for work in getting children to speak and ask questions
- **Woodwork Project** – introduced woodwork in FSU. This term it has been making axles, Spring term – hammer skills, Summer term – using hand drill. All risk assessments and H & S procedures were in place
- **Nativity Play** – 2 performances next week at which Governors were welcome to attend.

A Foundation Governor, on behalf of the Governing Body, expressed their appreciation to Mrs Maynard and her team for the hard work that has gone into FSU to make it such a success.

## 4. HEADTEACHER RECRUITMENT UPDATE

The Chair reported:

- Chilthorne Domer had agreed in principle to explore the possibility of forming a soft federation with the school
- A joint Headteacher recruitment panel meeting had been held. Next meeting scheduled for 10 January
- Consultation letters have been sent to staff and parents. A consultation meeting for staff was held on the 5 December and for the parents on the 11 December. A drop-in session for those parents who could not attend has been arranged for 9th January.
- Ballot forms to staff and parents at both schools go out on 7 January with a closing date of 12 noon on 28 January
- Two job advertisements and person specifications have been prepared. One for a joint Headteacher of both schools and one for a Headteacher of St Margaret's School should the soft federation be rejected. Advertisement to go out during first week of February with a closing date of 25 February. Interviews to be held on the 2<sup>nd</sup> week of March
- A panel member is currently working on a profile of St Margaret's school to go out with the application information

A member of the recruitment panel reported that parent turn-out for both school meetings was not large but a number of searching questions were asked and parents went away with additional information to think about the formation of a soft federation. The big anxiety was if there was a low-turnout for the ballot papers and the results were tight. But that said, the final decision as to whether the schools became a soft federation rests on the decision of both Governing Bodies.

## 5. SEF UPDATE (previously circulated)

The Headteacher reported that she had recently met with the SIP, Ian Durrant, and they had been through the self-evaluation form. She gave a summary of the current position of the school and the next steps development priorities in relation to:

- **Effectiveness of leadership and management** – High expectations, outcomes for all children, understanding of school's effectiveness, leading improvements in teaching and learning, curriculum development including spiritual, moral, social and cultural development, equality of opportunity and diversity, safeguarding and partnership with parents
- **Quality of teaching, learning and assessment** – teacher expectations, use of assessment for learning, use of questioning to promote understanding, matching teaching to learners' needs, feedback to improve knowledge, understanding and skills, engagement of pupils,
- **Personal development, behaviour and welfare** – pupil attitudes, respect for others, standards for behaviour and attitudes, attendance, prevention of bullying, safe and caring environment including on-line, citizenship

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- **Outcomes for pupils-** standards reached, progress of all pupils (including disabled, SEN, EAL, disadvantaged), ability of pupils to discuss their learning, fluency and comprehension of pupils' reading, including phonics

The Headteacher commented that moving forward both Chilthorne Domer and the School used Ian Durrant as the SIP and therefore he has detailed knowledge of both schools. He will also support Pat King for the next two terms.

***A Foundation Governor stated that the SEF was rated as "good" and asked the Headteacher if we have the evidence to support this grading? The Headteacher confirmed that this was in place.***

## **6. PUPIL PREMIUM ANALYSIS (previously circulated)**

The Headteacher confirmed that the Pupil Premium plan and analysis of 2017/18 Pupil Premium expenditure had been completed and had been posted on the school website. She commented that from April 2019 there would be no automatic funding for traveller children and the school has applied for two sets of assistance for traveller children who have special educational needs. These were received for the Autumn Term and the school are awaiting the decision for Spring Term. The PE Grant information was not ready for this meeting and has been deferred to January 2019 meeting **(Action)**

## **7. SAFEGUARDING UPDATE**

The Headteacher confirmed that there had been a safeguarding breach in relation to ICT where a child had managed to get on to Google Images and viewed inappropriate pictures. The Headteacher contacted the broadband provider and it transpired that of the two search engine programmes, Bing removed both inappropriate words and pictures, but Google only removed inappropriate words, thereby allowing inappropriate pictures. The provider acted swiftly to amend the settings and blocked this from happening again, but by doing so, we have lost certain programmes we use eg, i-player, You Tube. The provider is looking into rectifying this. The Headteacher confirmed that she had spoken to the parents of the child concerned.

## **8. HEALTH AND SAFETY UPDATE**

A Health and Safety Governor confirmed that there had been no issues since the last meeting. He also confirmed that the report from the Local Authority H & S audit did not contain anything major. The report contained a number of information links which unfortunately did not work. The action plan is still outstanding because the person who completed the report has since left the Local Authority and there is no contact replacement. The Governor was now waiting for the Local Authority to come back to him with the name and contact details of the person who has been assigned to the School. The Chair confirmed that she would contact the Local Authority to obtain the name and contact details of the person assigned to the school. **(Action)**

## **9. POLICY REVIEWS**

The following Policies were reviewed:

- Appraising Teacher Performance - revised
- Assessments – minor amendments and revised section on 'P' steps

Minor amendments were agreed for:

- Community Cohesion
- Early Years Foundation Unit
- FOI
- Teaching Assistant Policy

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## **10. GOVERNOR OF THE MONTH FEEDBACK**

The LA Governor reported that she had visited the FSU last month to observe woodwork with 3 year olds. All children entered into the spirit of the lesson. Safety procedures and risk assessments were in place.

A Foundation Governor reported that she had been into School this month and observed PHSE in all classes. She had spoken to children across the age-range with regard to bullying. She was pleased to report that children confirmed there was very little bullying in the school and they all knew where to go for help and what to do if they felt bullied.

Governor visits for the next two months were confirmed:

January – Mrs K Buckhurst – Literacy

February – Mrs J Wallace – SEND

## **11. AREA CHAIRS BRIEFING UPDATE**

The Chair highlighted the following points from the recent Chairs' meeting:

- Safeguarding Policy has to be bespoke for the School. The LA template cannot just be downloaded and adopted per say
- When Governors visit school on official Governance matters, they must wear their "Governor" lanyard. If they are in School for any reason other than Governance, they must wear a "Visitor" lanyard. They must also have separate 'volunteer' DBS clearance
- A reminder that Governors must always use their governor e-mail address for all correspondence relating to governance
- Governors should attend a designated safeguarding update annually
- SEN section of the school website has to be updated regularly
- Ofsted has changed their main headings and these need to be updated on the Ofsted section of the school website

## **12. AOB**

- (i) Headteacher's Performance Management Review had been completed – details confidential
- (ii) Headteacher confirmed that a member of staff will be having a hip replacement in mid- January and will be off work for 6-8 weeks. Two current part-time members of staff will be covering her class
- (iii) The Chair reported that a long-serving Foundation Governor, Mr Ray Cozens, had decided that he would not be renewing his application when his term of office ended next month, and this was therefore his final meeting. The Chair and all Governors present thanked Ray for his outstanding service to the school over the past 12 years. He will be sorely missed.
- (iv) As this was also Mrs McDonald's last meeting before her retirement, the Chair and all Governors present thanked Mrs McDonald for her nine years as Headteacher and wished her a happy retirement. In response, Mrs McDonald replied that her time at the school had been a real journey and that she could not have achieved everything without the support and encouragement of the Governing Body.

## **13. DATE OF NEXT MEETING**

Date of Next Meeting – Thursday 31 January 2019 at 5.30 pm

***The meeting closed at 7.30***

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Signed.....

Dated.....