

# APPROVED MINUTES



## **ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL** **MINUTES OF THE FULL GOVERNING BODY MEETING** **HELD ON 5 JUNE 2018 AT 15.30**

### **OPENING PRAYER**

### **PRESENT**

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

### **1. INTRODUCTION**

**Apologies for Absence** – Mr G Carnie and Mr T Pople

**Pecuniary Interests** – None

**Notice of AOB** – One Item

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

It was agreed that the minutes of the meeting held on 19 April 2018 were a true and accurate record and were signed by the Chair. Matters arising were discussed as follows;

- 7 Headteacher and H&S Governor to go through Audit report and produce an action plan – Later Agenda Item
- 11 PTA Governor to ask PTA if they would like to be involved School barbecue– Action Completed
- 12 Feedback of April Governor of the Month visit to be given at June Meeting– Later Agenda Item.
- 13 Clerk to enquire if there were any GDPR training sessions – Action Completed

### **3. LEARNING LODGE**

Governors viewed the new Learning Lodge and met with Mrs Elisa Goddard, the ELSA Teaching Assistant. Mrs Goddard briefly outlined two main areas of her work - ELSA and Thrive:

- ELSA stood for Emotional Literacy Support Assistant.
- We were fortunate to have two qualified ELSA's in School, one of which is also a qualified Thrive Practitioner
- Thrive is a dynamic developmental approach to working with children that helps teachers and adults to interpret their behaviour and address their emotional needs.
- Thrive has a specific way of working with all children that helps to develop their social and emotional well-being, enabling them to engage with life and learning. It supports them in becoming more self-assured, capable and adaptable.
- There would always be children in Schools facing life challenges which detract them from their ability to engage in learning and ELSA's have been trained to plan and deliver programmes of support to pupils who were experiencing temporary or longer term additional emotional needs.
- The majority of ELSA work was delivered on an individual basis, but sometimes small group work was more appropriate especially in areas of social and friendship skills.

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- A wide range of activities are used, such as, games, role-play, arts and craft.
- ELSA's were not there to fix children's problems, sessions take place in the "Learning Lodge" which provides a calm, safe place for the child to feel supported and nurtured.
- Relational play and arts-based activities are used in one-to-one sessions or in small groups.
- Parents are supported in activities at home and we give advice as how to organise and plan provision within organisations and child care settings.
- Thrive helps children who are, temporarily or more permanently, restless, withdrawn or underachieving as well as those with attachment issues or challenging and disruptive behaviour

Governors thanked Mrs Goddard for her presentation.

## **4. SEN UPDATE / EXCLUSIONS**

This is a confidential item and has been minuted separately.

## **5. SAFEGUARDING**

At a recent Heads/Chair Diocesan meeting, delegates were asked "How do you know your School is safe?" The Headteacher then put this question to Governors. There followed a general discussion and Governors felt the indicators were:

- Safeguarding is a standard agenda item and is discussed at every meeting
- The School has an experienced and pro-active Safeguarding Governor
- Safeguarding Audit and checks are carried out
- Recent Ofsted report stated Safeguarding was good
- Site security is good
- Attendance trails always followed up
- As a small School, all Staff knew the pupils and vice-versa, Pupils felt safe and would discuss any concerns with any member of staff.

## **6. HEALTH & SAFETY UPDATE- INCLUDING H & S AUDIT ACTION PLAN**

The Headteacher reported that she was meeting a Health & Safety Governor the following day to go through the audit and produce an action plan. She would report back to Governors at the next meeting (**Action**). There had been no accidents since the last meeting.

## **7. PUPIL PREMIUM/PE FUNDING**

The Headteacher reported that PE funding had been spent on repairing the climbing frame and that some of the playground equipment would also be replaced. She also hoped to introduce Forest School next year and this would also be paid out of PE funding. A large chunk of pupil premium funding had been spent on the new Learning Lodge and has produced an amazing space and facility which will greatly benefit pupil premium children.

## **8. LCVAP FUNDING**

The Headteacher reported that since the last FGB meeting she had received notification from the Diocese of £20K funding for refurbishment of security fencing. The £20K was made up of £15K LCVAP and £5K DFC funding of which £2K would be Governors 10% liability. Shortly after receiving the notification, a leak in the hot water tank caused flooding in the boiler room. The tank was beyond repair and a replacement tank was required. The Diocese agreed that the water tank took precedence over fencing and the Headteacher sought approval to change the funding from security fencing to a

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replacement hot water tank and the refurbishment of the boys and girls toilets (costs permitting). The Diocese agreed to the request but stipulated that the hot water tank had to be funded out of DFC budget. The Headteacher went through the process of obtaining 3 quotations for both sets of work. The work for the hot water tank replacement was awarded to Britannia Gas and whilst this was not the overall cheapest quotation (all were broadly in the same price range) this company currently carries out the School's boiler maintenance programme and they have a sound knowledge of the central heating/hot water system. Hookways are to project manage the refurbishment of the toilets and 3 quotations for this will be submitted to them for scrutiny shortly.

## **9. PERSONNEL MATTERS**

The Headteacher confirmed that the Cleaning Contract run by the Local Authority was ending on 31 July 2018. Schools who were part of the contract now have to make their own cleaning provision. The Headteacher explored the possibility of employing the current cleaner as a member of staff but this has thrown up a number of operational issues. A small local cleaning company known to the School have agreed to take on the current cleaner and would undertake the cleaning provision of the School.

## **10. LEARNING LODGE UPDATE**

The Headteacher reported that this new facility had been a great success and was only achievable by the generous financial support provided by PTA. Governors asked PTA Governor to pass on their appreciation to PTA for their contribution towards this project.

## **11. POLICY REVIEWS (Previously Circulated)**

The following policies were reviewed and approved by Governors:

- Critical Incident – an LA document
- Behaviour Policy – minor amendments
- Staff Handbook – updates were in hand
- GDPR – Headteacher and member of Staff to undertake training – review deferred to next meeting **(Action)**

## **12. GOVERNOR TRAINING**

None

## **13 GOVERNOR OF THE MONTH - FEEDBACK.**

The SEN Governor reported that she had recently met with Sue Dymel, (SENCo). Such meetings usually centre around data analysis of SEN provision but this time the meeting was spent observing/assisting Mrs Dymel working firstly with a group of Year 6 pupils in preparation for the SATs exam, and then helping another Year 6 pupil in reading and numeracy and a Year 5 pupil with a comprehension test using visual texts, It was a very enjoyable afternoon.

## **14. HEADTEACHER/CHAIR BRIEFING**

This was covered in Item 5.

## **15. GOVERNOR/STAFF SOCIAL**

Governors discussed the final arrangements for the Governor/Staff social scheduled for 4pm on Wednesday 27 June and it was hoped as many staff as possible could attend the social in which both Governors and Staff can share an enjoyable time together

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## **16. AOB**

There was one item:

A Foundation Governor confirmed that that a “Poetry and Prose and short story event” was taking place in the parish church next month in memory of Gill Harris who had organised this event for many years previously and always invited our children to contribute. With children from the School will be taking part. She wondered whether a Governor would be prepared to also take part in the event. Another Foundation Governor agreed to undertake this with the possibility of engaging everyone in an interactive poem.

## **16. DATE OF NEXT MEETING**

Date of Next Meeting – Thursday 12 July 2018 at 3.30 pm

***The meeting closed at 5.30 pm***