

## Minutes of Governing Body Meeting, 4<sup>th</sup> March 2019

Present:	P Perry (Co-vice Chair)- Chair of Meeting Today R Campbell (Head teacher) C Ditch N Wiltshire B Calvert Kate Davies T Chesworth Katrina Davies
In Attendance:	Y Scott Clerk
Apologies:	J Stewart (Chair)

<b>19/12</b>	<b>Receive Apologies for Absence</b>
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Chair</i> <i>Purpose - Decision</i>  Apologies received and accepted. P Thompson and Cian Gilbey absent no apologies, CofG will follow up.  <b>Agreed by all governors</b>
<b>Actions Arising / Resolutions</b>	
N/A	

<b>19/13</b>	<b>New Declarations of Interest</b>
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Chair</i> <i>Purpose – Information</i>  None
<b>Actions Arising / Resolutions</b>	
Update website and governor list	<b>Clerk</b>

<b>19/14</b>	<b>Agree Minutes of Past Meeting and Consider Matters Arising</b>	
Summary of Discussion (including questions and responses)	Lead – Chair Purpose – Information  19/02 – Complete 19/02 – CG incomplete – Referees? CD – Incomplete – DBS? Mentors allocated – Complete Training booked - Complete 19/09 – SEN postponed due to Ofsted – SEN re arranged, maths will be emailed. 19/10 – a) Outstanding – CG, CD. b) All remain outstanding	
<b>Actions Arising / Resolutions</b>		
Discuss absence with CG and PT, and all outstanding legal requirements. Process administrative requirements as per CofG		<b>CofG Clerk</b>

<b>19/15</b>	<b>Continual Training Check Delivered by Clerk</b>	
Summary of Discussion (including questions and responses)	Lead – Clerk Purpose - For discussion and training.  <b>Two unknown questions delivered to governors for ongoing board development.</b>  Discussion post Ofsted: comments re how clear it was from minutes that there is constant challenge to school. Questions asked of Governors re planning and looking to strengthen school and performance/ how we are looking to secure the future education / financial boundaries and strategy for the school – all from the governors' perspective. It was thorough and robust in checking how deep the knowledge was for all. Question raised regarding whether on induction is there a need to give historical data re school for new governors? Noted all minutes digital online and mentor should give overview with signposting to any essential historical information. They did make the governors justify why school has 3 SLT and the high ratio of TA in school and why such a need and financial decisions. From experience and time served Governors were able to answer this challenge in detail.	
<b>Actions Arising / Resolutions</b>		
N/A		

<b>19/16</b>	<b>Consider Meeting Focus – SFVS</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Headteacher</i> <i>Purpose - Information</i></p> <p>Document tabled in advance of meeting to all governors. Governors confirmed that this document had been covered and that there were detailed answers to all the evidence and proposal. Inclusion in item 2 regarding the financial working party and acknowledging that this is a non-decision making body, that the working group return to the FGB with advice for decision making, giving more depth to the issues with workable and well sourced resolutions.</p> <p>There is an improved area which is positive in regard to item 7, regarding a previous tabled document detailing staffing within different areas of school.</p> <p>Question 12 also shows additional mitigation re the education military support fund we received.</p> <p>Q 25, to show clarity re the new server for school under the £5000 limitation, we will have cloud based back up and taped back up via the new core server instead of the 2 previous servers which are no longer updated and are past their usable life with costly repairs needed. Most cost effective and economical use of funding has been to replace via advice of ICT experts at NYCC</p> <p><b>Question</b>  <b>Where has money come from for item 25?</b>  <i>This is a capital spend</i></p>	
<b>Actions Arising / Resolutions</b>		
Resolved: SFVS be submitted and approved.		<b>RC/ YS</b>

<b>19/16b</b>	<b>Consider Meeting Focus – Safeguarding Audit completion</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Headteacher/Chair</i> <i>Purpose - Information</i></p> <p>Document tabled in advance of meeting to all governors. CofG will come in to spot check safeguarding audit and detail contained within this month to ensure transparency and accuracy of document in regard to safeguarding procedures.</p> <p><b>No Questions offered on this document.</b></p>	
<b>Actions Arising / Resolutions 19/16b – Consider meeting Focus - Safeguarding Audit completion</b>		
Resolved: Safeguarding audit to be submitted and approved		<b>YS</b>

19/16c	Consider Meeting Focus – Ofsted
<p>Summary of Discussion (including questions and responses)</p>	<p><i>Lead – Headteacher</i>  <i>Purpose – Information</i></p> <p>Document tabled in advance of meeting to all governors. CofG made comment on how pleased they are regarding the assessment of the SLT, teaching staff and TAs, but most importantly the whole school team which includes our catering and cleaning services, administration, families, children and the wider community who support the school on a daily basis in making the school a passionate educational community that provides at every level for pupils, family and staff.</p> <p><b>Questions</b>  <b>Diversity and Cultural Areas were raised within the report focus, without ethnic diversity and cultural sympathy how do we advance our skills?</b></p> <p>Self-worth was mentioned, for example how often do they access local community away from the base also the possible option to mix or liaise with other schools. More notably they were asking for written evidence regarding aspects of how our children are culturally aware - not spoken evidence from the pupils themselves. It has to be taken in context to the fact that they wanted to find this through captured conversations and educational evidence. Evidence was provided to the inspectors however not necessarily in documented format across the whole school. This will be a learning point to address via SLT and future PSHE lesson planning, assemblies, interactive visits and such.</p> <p><b>What are you mandated to teach relevant to diversity and culture?</b>                  As per the NYCC SACRE Scheme of learning: 2 different faiths, which is covered within school each year, and isn't the same each year giving children here longer more diverse learning. Also to be added is that the base and concern re some of the query was more regarding the area - in that school is on camp 'behind the wire' and therefore not possibly as representative of our wider local community with diversity that this may bring.</p>
<b>Actions Arising / Resolutions</b>	
N/A	

19/16d	Consider Meeting Focus – Complaints and Policy Procedure
<p>Summary of Discussion (including questions and responses)</p>	<p><i>Lead – Headteacher</i>  <i>Purpose – Information</i></p> <p>Released by DfE is the tabled new version created due to high level national issues. They have produced the new standard and it is a good model complaints policy, it is suggested good practice to follow this policy and procedure. Biggest area there is a change in has schedules re timescales which needs to be addressed in stage 1 and stage 2 of complaints procedure.</p> <p><b>Questions</b>  <b>3 working weeks for Headteacher to respond is this longer than before or too long?</b>  <i>The aim would always to be to turn around any complaint in the shortest process for stage 1, but it is felt generally, that 3 weeks gave the appropriate time to fully investigate and respond to the issues being raised.</i></p> <p><i>For stage 2 this is a lengthy area that needs to have the time scale as allocated.</i></p> <p><b>What training is there to look at and deal with a complaint as a governor? How does the timescale balance to having validity to said complainant?</b></p> <p><i>It is a matter of dealing with anything that is presented to us and taking the legal advice required; it is a broad term in regard to what a complaint is and therefore difficult to apply what will be available and where you would go on that occasion. Clerk to governors has appropriate guidance in regard to protocol and procedures as and if a complaint progressed to these levels and would also be supported via Governor Support at county level as we pay into this provision.</i></p> <p><b>Should we have a flow chart re what a complaint is?</b>  <i>Very hard to do such a chart as there is such variance in what the scope of a complaint is and how complex and diverse, they are. Creating a flow chart would not necessarily assist in the management and delivery of the complaint procedure and policy and equally what is required legally can be very different dependent of the area of complaint.</i></p> <p><b>When you click policies can you add within that area a codicil re time scales?</b>  <i>We could however as a school we publish on the website the policy and we wouldn't want there to be numerous areas to update information as and when changes occur, best practice is to upload the new policy documents. Guidance would always be given in correspondence with the complainant.</i></p> <p><b>Can we add then as another level of care to give support to families, that we follow NYCC and National policy?</b>  <i>We would look to add a sentence re stating that the time scale is the longest time scale however that the complainant will be kept informed regarding where we are within the process, which will be completed in the shortest time frame, according to national policy.</i></p>
<p><b>Actions Arising / Resolutions 19/16d - Consider Meeting Focus – Complaints and Policy Procedure</b></p>	
<p>Extra rider within policy section in website re resolution regarding extra care statement to be added.</p>	<p><b>RC</b></p>

<b>19/17</b>	<b>Policy Update - Staff - Other HR Policies</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Chair</i>  <i>Purpose - Decision</i></p> <p>Policy documents all tabled in advance to all governors. For clarity previous decision with the FGB (in historical minutes) was after taking guidance from Governor support that we will follow the most up to date NYCC policy regarding all HR. With an adoption declaration that ensures the policy is up to date and current by going to CYPs portal for the latest version, this information is also in the public domain for all staff to access. This means we are always working to the most up to date HR policy.</p> <p>a) Other HR Policies as noted above  <b>Agreed</b> (all present)</p>	
<b>Actions Arising / Resolutions</b>		
Resolutions: The above policies adopted unanimously. For 8     Against 0     Abstain 0		

<b>19/18</b>	<b>Safeguarding and Prevention</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Chair/Headteacher</i>  <i>Purpose – Information</i></p> <p>1 new case through early help and no other amendments to safeguarding and prevention. Please note for information SENCO advised of changes to service provision names and routes for some support needs;</p> <p><i>Early Help- Under parental consent (includes healthy child team)</i>  <i>Child in Need - Directly involves children and family service.</i>  <i>Section 47 - Investigation which normally leads to a child protection plan.</i></p>	
<b>Actions Arising / Resolutions</b>		
N/A		

<b>19/19</b>	<b>Receive Monitoring Reports – English and Science</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Chair</i>  <i>Purpose - Information</i></p> <p>Tabled to all governors pre-meeting, received with thanks no questions received. Both helpful and explicit links to key priorities for the school team.</p>	
<b>Actions Arising / Resolutions</b>		
NA		

<b>19/20</b>	<b>Discuss AOB</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Chair/Clerk</i>  <i>Purpose - Information</i></p> <ul style="list-style-type: none"> <li>a) Link Governors- Updated for FGB approval, added in CG and TC and amended BC. All named governors agreed with roles, and all in attendance agreed with the amendments.</li> <li>b) Letter received re any positions on governors available, CofG will contact individual re possible upcoming vacancies as currently no vacant positions.</li> <li>c) Mrs Wiltshire announced she is 4 and a half months pregnant and that she will be taking maternity leave in the not too distant future. Update re her plans will be noted at future meeting probable July 2019.</li> <li>d) Financial working group to meet 20<sup>th</sup> March, to report to FGB on the 30<sup>th</sup> April 2019</li> </ul>	
<b>Actions Arising / Resolutions 19/20 – Discuss AOB</b>		
Send link roles to Clerk Clerk to update and send out schedule matrix	<b>Headteacher Clerk</b>	

<b>19/21</b>	<b>Confirm Date of Next Meeting</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><b>(Note Tuesday not Monday) 30<sup>th</sup> April 2019 1230 in the Zone</b></p>	
<b>Actions Arising / Resolutions</b>		
NA		