

**BOUGHTON-UNDER-BLEAN & DUNKIRK (Methodist Voluntary Controlled) PRIMARY SCHOOL
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON MONDAY, 9th JULY 2018 AT 1.00 p.m.**

PRESENT:

Mrs K Bachelard	Mr M Baybutt
Mrs C Clayson (Associate)	Mrs J Collett-White
Mr A Cummins	Reverend J Everingham
Reverend H Hollands	Mr R Kerrell (Chair)
Mrs T Mayne	Mr S Way (Headteacher)

IN ATTENDANCE: **Mrs D Stryzyk (Clerk to the Governors)**

1. Quorum

The meeting was established as quorate.

2. Apologies for Absence

Apologies for their absence had been received from Mr J Bennett (holiday), Mrs N Brown (work commitment) and Mrs S Holness (in-school commitment). The governors' apologies were accepted.

3. Governing Board Membership

a) Co-opted Governor Vacancy

Governors were reminded that there was a Co-opted Governor vacancy.

The Chair of Governors advised that the advertisement for the co-opted governor vacancy would be published in the community magazine in September.

Action: RK to place advertisement for co-opted governor in the community magazine to appeal for governors outlining desired skills set, but indicate that these attributes were not essential. RK to update governors at the T1 meeting regarding interest in the role.

b) Local Authority Governor Re-appointment

The Clerk confirmed that she had updated the LA's database of governors to detail Mrs J Collett-White's new term of office.

c) Induction and Mentoring of New Governors

The Chair had emailed the two new governors to identify a mutually convenient date to complete new governor induction and in-school familiarisation visit.

Action: CoG to meet with new governors (CC and NB) for new governor induction.

d) Ex-Officio Governor

Reverend Hollands (Ex-officio Governor) would cede her governor position at the end of the academic year. The new Ex-officio Governor for the school would be Emmanuel Aggrey-Ogue. He would assume his position on the governing board from the 1st September 2018. The Clerk asked that the details of the new incumbent be sent to her so that she may arrange for him to be provided with new governor information.

Initials:

Page 1 of 14

Action: Governors to welcome the new Ex-Officio Governor at the term 1 meeting.

Action: HH to email Clerk Mr Aggrey-Ogue's contact details so that a new governor induction pack may be sent to him.

e) Foundation Governor

Mr M Baybutt's term of office would expire on the 10th September 2018, Mr Baybutt undertook to liaise with the Superintendent of the Methodist Circuit to arrange for his re-appointment.

Action: MB to liaise with the Superintendent of the Methodist Circuit to arrange for his re-appointment as a Foundation Governor for the school.

4. Declaration of Business Interests

Governors were afforded an opportunity to declare business interests against any of the agenda items for the meeting. None were received.

5. Minutes of the Meeting held on the 21st May 2018

The minutes of the previous meeting held on the 21st May 2018 were agreed as a true record and signed on behalf of the governors by the Chair.

6. Matters Arising from the Minutes

a) Wifi Policy

The Headteacher explained governors must sign a Wifi Policy as they have access to the school's internet.

The Clerk undertook to source a range of school policies for staff and volunteers including Acceptable Use which link to the new General Data Protection Regulations relating to the use of the school's internet.

Action: Clerk to source and provide the school with the range of policies linked to GDPR and provide to the Headteacher/governors for the school to consider adopting.

Action: T1 agenda to include governors' approval to the Policy and their agreement to abide by the principles contained within it.

b) Data Protection Governor's Visit to Meet with School Data Protection Officer

The Data Protection Governor (AC) undertook to arrange a meeting with the school's DPO before the end of term.

The DPO had been scheduled to provide governors with a presentation at this meeting, but she had been called away on urgent business. Her presentation was carried forward to the T1 meeting.

The Headteacher advised the DPO had been on Data Protection Officer training; she was satisfied that the systems in place in the school were compliant with GDPR. The office staff were also aware of the requirements. GDPR training had been released for staff. The school's procedures have been updated and tightened to ensure full compliance; staff were also aware of the need of the timelines for disposal of information. **A Parent Governor confirmed that information was being communicated to parents in sealed envelopes.**

Initials:

Page 2 of 14

The Headteacher advised that a child's parents have requested that the school should not share their child's information with the child's designated secondary school.

Action: Data Protection Governor to arrange meeting with the school's DPO.

Action: Clerk to include DPO Presentation upon the T1 meeting agenda.

c) Executive Headteacher Role

Governors received confirmation that the Senior School Improvement Advisor and the Methodist Churches' Director of Education have been advised of the governing board's agreement to the Headteacher taking on the role of Executive Headteacher for both St. Peter's Primary and Boughton. The SIA had advised the Chair that a Memorandum of Understanding was being prepared.

A copy of the letter from the Headteacher to parents had been uploaded to KLZ. There had only been positive feedback received from parents who had offered their congratulations to the Headteacher. Governors acknowledged that no negative feedback was an indication that parents were confident with the school's leadership. A governor asked if new parents had also been advised. The Headteacher confirmed that they had at the previous week's New Year R Parents' evening, the information had been well received.

7. Correspondence

The following documents had been provided to governors via KLZ:

- Governor Services Bulletin – May and June 2018
- Charging for School Activities Guidance – May 2018

A governor sought confirmation that the school's Charging and Remissions Policy reflects the new Guidance. The Finance Governor (MB) undertook to review the Policy to ensure that the recommendations outlined in the guidance are reflected in the school's Policy and that the correct charges are being applied. The Headteacher advised parents were asked for donations for visits and other activities. The Finance Governor confirmed this.

Action: MB to review the Charging and Remissions Policy to ensure that it reflects the new Charging for School Activities Guidance published in May 2018.

- Keeping Children Safe in Education (KCSIE) – September 2018

The Safeguarding Governor advised the new updated Guidance expands on the 2016 KCSIE Guidance, she was satisfied that the school was compliant with the new Guidance. The Headteacher added, the Family Liaison Officer had gone through all the Guidance to check that everything is in place.

Governors asked that they be provided with updated Safeguarding training at the T1 meeting to include the new KCSIE updates.

Action: HT to arrange for the governing board to receive Safeguarding (including KCSIE) training at the T1 meeting.

Action: Governors to read the KCSIE Guidance September 2018. At the T1 meeting governors would be asked to sign to confirm that they have received, read and understand the new Guidance.

Initials:

Page 3 of 14

➤ **Governors' Allowances Policy**

A governor referred to the Governor Briefing notes and suggested the Governors' Allowances Policy be reviewed. The review of the Governors' Allowances Policy was delegated to the Finance Governors (MB and NB) and make their recommendations to the Governing Board at the T1 meeting. (JCW advised that the Policy Review schedule indicates the Governors' Allowances Policy was not scheduled to be reviewed until 2020 T1.)

Action: Finance Governors (MB and NB) to review the Governors' Allowances Policy and make their recommendations to the GB for approval at the T1 meeting.

➤ **Website Compliance**

A review of the school's website to ensure that it complies with Department for Education recommendations would be conducted by the Chair of Governors in consultation with the Headteacher. The governing board requested that seasonal audits of the website be completed.

Action: HT and CoG to liaise on completing an audit of the school's website to ensure that it is compliant with DfE recommendations.

Action: Clerk to include within the Governing Board's Year Planner for seasonal audits of the website to be included upon agendas for T2, T4 and T6 meetings.

8. Headteacher's Report

The Headteacher's report had been shared with governors in advance of the meeting on KLZ. He drew governors' attention to the following:

a) Staffing Updates

The Headteacher referred to the planned staffing structure from September 2018. He advised the new class allocations had been decided in consideration of staff's career development and in consultation with individual staff members. The current Year 6 teacher would move to Year 4 and the current Year 4 teacher would move to Year 6, the move had long been planned for. (The Headteacher advised that he was very much aware of the restrictions of the staffing structure and opportunities for staff to move up.)

The Headteacher advised that there were no changes to the teaching assistants.

Within the context of the Memorandum of Understanding agreement with St. Peter's the current Year 6 teacher (who will move to Year 4 from September) will be Key Stage 2 Leader. The other current Year 6 teacher will leave the school at the end of the year to take up a new post at Ramsgate Arts School from September.

The current Year R (temporary maternity cover) teacher would also be leaving the school; she was currently absent due to bereavement. The Key Stage 1 Leader (who will resume teaching in Year R from September) was in the process of preparing the end of year reports for the class in consultation with the Year R teaching assistants. She would also be completing visits to the homes of the new Year R pupils during the following week.

Two midday meals supervisors will leave at the end of the year, the resulting vacancies would be covered in-house.

The Deputy Headteacher will relinquish subject leadership responsibilities from the start of the new academic year.

The Headteacher advised that from September, all classes would be in the main school.

Initials:

Page 4 of 14

b) Leadership & Management

The Headteacher's report outlined the review of the curriculum to ensure that it remains fresh and exciting as well as relevant and specific to the children at the school. The Headteacher referred to the additional information provided for the meeting which detailed the subject leaders for next year, some have changed due to the managerial changes. Core Subject Leaders would be led by the same teachers. Middle leaders have completed observations on their own subject areas. The Literacy and Numeracy Leaders have a detailed focus on progress and performance data.

The Headteacher advised, 22 children would join the school in September, the number may increase to 23. The total number of pupils on roll in September would be 201, a shortfall of nine children across the school.

A governor asked why there would only be four transition days for Year R pupils this year. The Headteacher explained that it was in response to parents' feedback (previously for the first week, Year R pupils had been in school until lunchtime, the second week the children remained for lunch and were in school full-time from week #3). This year the transition had been shortened, because children were 'school ready'.

A governor stated it was important for the governors to celebrate all the good things which are being achieved by the school (staff and children). He referred to the summary of page three of the Headteacher's Report listing the many positives in school. The governor asked if the Headteacher could include this information at the top of his future reports.

The Headteacher advised governors, the school was a lead partner when working with the University supporting students from Christ Church. From next year, the school planned to take in six students, two of whom would be year 3 students, but also first year students who would be coming into the school one day a week to learn about being in the workplace.

i) Sports Premium Grant – Impact Statement

The Sports Premium Grant Impact Statement had been shared with governors in advance of the meeting. The SPG Governor had completed monitoring (see minute 9, c). There were no questions arising from the report.

c) Achievement and Progress

The Headteacher advised that the end of KS1 and KS2 unvalidated results would be published the following day.

The Headteacher provided governors with the school's confirmed and predicted 2018 outcomes, as follows:

Early Years Foundation Stage

The confirmed percentage of Year R pupils attaining the Good Level of Development was slightly down on the previous year @ 74% (from 79% in 2017), but above the 2017 national figure. 74% of Year R achieved the Early Learning Goals in Literacy and Numeracy, down from 79% and 82% in 2017 respectively. Progress for the class over the year had been good. Six children within the cohort have SEN and were being supported.

Year 1 – Phonics Screening Test

The confirmed proportion of Year 1 pupils who had met the Phonics Screening Test threshold = 90%, which was 2% down on the previous year, but above the 2017 national figure.

Initials:

Page 5 of 14

Year 2

	2018 Confirmed	School 2017	National 2017
Reading	88%	83%	75%
Writing	80%	72%	68%
Maths	84%	83%	75%

Year 6

	2018 Predicted Confirmed*	School 2017	National 2017
Reading	80%	78%	71%
Writing	80% Confirmed*	78%	76%
Writing Greater Depth	20% Confirmed*	3%	18%
Maths	84%	78%	75%
Spelling, Punctuation and Grammar (SPaG)	74%	84%	77%
Combined RWM	72%	75%	61%

The Headteacher referred to the T6 review of the Higher Ability Action Plan (available on KLZ). The improvements in the school's data for Writing was evidence that the initiatives being deployed were working

Governors referred to the Data Governors' (AC/JB) monitoring visit report.

A governor asked why the percentage of Year 6 children reaching the Age Related Expected in SPaG was lower (@74%) than other areas. The Headteacher explained, some children have real difficulties with the spelling element of the test (Dyslexia). In grammar, the children fare well. Across the two classes there was a large group of children with Dyslexia which was the reason why the predicted result had dropped.

Governors welcomed the school's positive predicted end of KS2 results.

The Headteacher undertook to post the results on KLZ when they are received the following day.

Action: HT to upload school's performance results onto KLZ in the T1 meeting folder for discussion at the next meeting.

d) Personal Development, Behaviour and Well-being

i) Attendance

Attendance for the year to the 29th June 2018 was 96%. The number of persistent absentees (attendance below 90%) was four children. The children with lower attendance (below 85%) remained at six. Attendance for the school without persistent absentees was 96.8%. The Headteacher pointed out that the school had not quite met its target for the year for attendance.

The Headteacher explained that it appeared parents' perception was that the school agrees holiday requests. He explained that this assumption was because the school does not initiate penalty notices. A governor stated, from his understanding, there were legal restrictions on the ability for schools to levy fines. The Headteacher explained that the situation had changed a little since the widely reported court case; it was now easier for school to institute fines. The school refers pupil absences to the LA which issued the fines and collected the money – the school did not receive the funds, but gets the bad will. The Headteacher added, on one or two

Initials:

Page 6 of 14

occasions parents have requested holidays because it is cheaper in term time or they may not be able to get time off during school holidays. The children were only in school 39 weeks a year.

A governor asked if anything was sent to parents reinforcing the message around unauthorised absence/promoting attendance e.g. how it affects the children's learning. The Headteacher explained that there were standard LA letters which the school may use. The governor asked if the letters demonstrate the school is not approving holiday requests. The Headteacher responded, the Local Authority's Officers do check what measures the school has in place. This year several children have had significantly low attendance rates. Because the school's attendance rates have dropped, the school would need to strengthen procedures to address issues of non-attendance. A governor suggested setting constructive homework which must be done. A governor asked if any of the absences were attributable to odd days' illness or on-going medical conditions. The Headteacher explained some were. Some parents were trying to encourage their child to attend school.

Governors summarised, the Headteacher had raised the issue of attendance at 96%; the Governing Board had discussed some of the issues and strategies to be deployed. They asked if there was anything the Headteacher needed from governors, e.g. letters from the Governing Board to parents. The Headteacher stated in the past the school had been in the second quintile for attendance, last year it was in the middle quintile and was likely to be in the middle quintile again this year.

Governors stated that they looked forward to seeing if the measures being deployed by the school address the issues of absenteeism and undertook to assess whether the strategies are effective.

The Headteacher advised governors, letters would be sent out in September to explain to parents what the school's expectations are regarding attendance and what the school intended to do to address incidence of absenteeism.

Action: HT to confirm at T1 meeting that letters have been sent to parents outlining the school's expectations regarding attendance and what measures the school would take to address incidence of absenteeism.

The Headteacher referred to page three of his report, the breakdown of pupils' attendance. He stated the two x Year 6 children had caused some problems for the school.

ii) Exclusions

There had been no exclusions since the last report to governors.

iii) Reported Racial Incidents

There had been no reported racial incidents since the last report to governors.

e) Statutory Inspection of Anglican and Methodist Schools

The Headteacher advised that he had recently attended a conference in London which had also been attended by lead members of the Methodist Church. The Headteacher had been buoyed by the Methodist Church's ongoing commitment to excellence in education; to work in partnership with universities. The Methodist Church had committed £1.5 m investment in education over the next five years to be targeted to staff development, particularly leadership development. A SIAMS Governor asked if the training would be distinctive to the Methodist Church. The Headteacher responded that his impression was the training would be aimed at developing leadership.

The Headteacher advised the new Framework had also been discussed.

Initials:

Page 7 of 14

The Chair of the Methodist Academies and Schools Trust had mentioned at Conference his visit to Boughton & Dunkirk; he recalled speaking with three Year 6 pupils – their enthusiasm and their pride at being part of the school.

Governors recognised that it was important what children say about the school.

9. School Plan and SEF 2017/18

a) School Plan Updates

The updated School Plan had been uploaded to KLZ in advance of the meeting. The areas in purple would be carried forward to next year's School Plan for further development. One or two objectives detailed in the 2017/18 School Plan have not been met. The Headteacher invited governors' questions. None arose.

b) Revised Monitoring Schedule

The agreed areas of governors' focus for monitoring would be discussed at the T1 meeting. Governors were asked to consider which areas they were interested in.

- Safeguarding - TM indicated that she would, if possible, like to cede the role of Safeguarding Governors. MB undertook to assume the role from term 1, TM and MB undertook to complete a handover.
- Early Years Foundation Stage – JCW indicated her wished her focus to remain on EYFS
- SEND/Pupil Premium – KB indicated that she would wish to continue as SEN Governor
- Headteacher's Performance Appraisal Panel – Foundation Governor: MB, plus TM and RK or representative(s) from St. Peter's
- Finance – currently MB/NB
- Pupils' Outcomes – currently KB/TM
- Leadership & Management - currently RK/JCW
- Personal Development, Behaviour and Well-being – currently JE plus one other (HH resignation)
- Quality of Teaching, Learning and Assessment – currently JB/AC
- PE and Sports Premium Grant – currently MB
- SIAMS/Religious Character – to be agreed following HH's resignation

The Headteacher, Chair and Clerk would meet to discuss suggested areas of governors' monitoring and prepare a monitoring schedule once the new School Plan for 2018/19 had been drawn up.

Action: As part of the annual review of the ToRs/SOs for the procedural working of the governing board, governors' roles and responsibilities would be discussed at the T1 meeting.

Action: TM and MB to complete a handover of the Safeguarding Governor role.

Action: HT/CoG/Clerk to meet to identify suggested areas of governors' monitoring for the 2018/19 academic year and prepare a monitoring schedule.

c) Governors' Monitoring Visit Reports

i) Sports Premium Grant (MB)

The Governor had provided verbal feedback at the previous meeting, the report dated the 14th March 2018 had been shared in advance of the meeting. The Governor's evaluation was that the school's PE curriculum was wide and provided many opportunities for pupils to be involved. The SPG was effectively expended.

Initials:

Page 8 of 14

ii) Year 6 Performance (JCW)

JCW's non-monitoring report dated the 6th July had been shared on KLZ prior to the meeting.

The Safeguarding Governor advised that every governor should record within their monitoring visit report elements of safeguarding (actions, information noted during the visit).

Action: Governors to reference within monitoring visits any observations made relating to safeguarding.

d) Annual Statement of Governance

The Chair undertook to prepare the Annual Statement of Governance to assess the governing board's performance and impact on the school over the past year. The Statement would be shared with the governing board at the T1 meeting for governors' approval. The statement, once approved, would be uploaded to the school's website.

Action: CoG to formulate the Annual Statement of Governance for GB approval at T1 meeting.

10. Potential Collaboration/Academisation

a) Faversham Collaboration

The Headteacher advised that the school's staff continue to work with colleagues across the Faversham Collaboration. The Collaboration had now received the promised funds. The funds would be shared amongst the LA Maintained School in the Collaboration (not the academies). A governor asked if the schools had been directed to use the funds for a specific purpose. The Headteacher explained the funding would be used to aid transition from primary to secondary to reduce the number of exclusions in secondary education. The Abby School had a higher figure of exclusions than other schools. The monies were to be used to support vulnerable children and increase opportunities for children to meet before they transition to secondary schools.

A meeting of the Faversham Headteachers had been scheduled for the following week.

b) St. Peter's Methodist Primary School

The Headteacher advised that he had attended many meetings. The Key Stage Leaders at St. Peter's would be visiting Boughton. Meetings with the school's Senior Leadership Team had taken place to discuss school improvement. He had been present on the school gate to meet with parents. Inset days have been arranged.

A governor enquired if there would be opportunities for joint training with St. Peter's. The Headteacher confirmed that the staff were already working collaboratively. St. Peter's School Council has invited Boughton's School Council members to St. Peter's for afternoon tea.

A governor asked the Headteacher how many days he would be at each of the schools. The Headteacher advised that his time would be split between the two schools, a timetable had been drawn up.

The Headteacher's Performance Appraisal would be undertaken by governors from both schools (a joint panel). The Headteacher added that he was scheduled to meet with St. Peter's Governing Board on Thursday.

Initials:

Page 9 of 14

11. Finance Report (MB)

a) Latest Budget Monitoring Report

Reference was made to the Finance Governors (MB/NB) Monitoring Visit report dated 5th July 2018. MB advised there were no significant variances to report and expenditure controls remained in place. The report highlighted the following:

Income

- I01, Funds Delegated by the Local Authority – Reduction in income for Business Rates due to a reduction in charges (cost fully funded by KCC)
- I07, Other Grants and Payments – Increased funding from Faversham Collaboration

Expenditure

- E01, Teaching Staff – Increase offset at I08, Income from Facilities and Services to reflect increased cost for the Executive Headteacher role/increased pay to members of the Senior Leadership Team. The Deputy Headteacher would take on the role of Head of School. The Finance Governor explained that costs would be recouped from St. Peter's. The Chair explained that because the Headteacher would be leading two schools, the combined pupil numbers meant that he would move to a higher point on the leadership pay scale; the cost would be borne equally by both schools. The Head of School would also receive a salary increase. There were no other budgetary implications. The Headteacher added, the school would receive a salary report each month and would invoice St. Peter's, split 50/50. A governor asked if, overall, there would be cost savings. The Headteacher advised there would, around £20k. Governors were advised the Headteacher's Performance Appraisal would be completed by an HT PA team formed of governors from both schools. The Finance Governor advised that for budget monitoring purposes, it would be assumed that the Headteacher would be the sole headteacher; St. Peter's would need to make a similar assumption.
- E07, Cost of Other Staff – Overtime costs to cover staff's illness and staff vacancies
- E10, Supply Teacher Insurance – Increase in insurance costs balanced by insurance settlement for supply cover at I10
- E12, Buildings Maintenance and Improvements – Costs higher against budget due to a decision to defer works at the end of last year

The predicted rollover was £60,280, against the original budget figure of £44,497.

b) Compliance Visit Report

The Compliance Visit Report had been shared with governors in advance of the meeting. Governors' attention was drawn to the recommendations within the report, as follows:

No.	Area	Recommendation	Priority	Date for Resolution
1.	Governance: General	The Governing Board should ensure that all recommendations in this report are actioned by school management (SFVS, Q20)	Critical	March 2019
2.	Governance: Finance Policy	The Governing Board should agree a maximum amount of cash to be held in the school (SFVS, Q3)	Requires Action	September 2018
3.	Financial Control: Bank Statements	Bank statements should be reconciled at least monthly to a statement no older than	Critical	June 2018

Initials:

Page 10 of 14

		seven days (SFVS, Q21)		
4.	Financial Control: Corporate Cards	The school should ensure that corporate card statement reconciliations are carried out within seven days of the statement date (SFVS, Q3/Q21)	Critical	June 2018
5.		Corporate card statements should be reconciled and evidence with a full signature by the reconciler (SFVS Q3/Q21)	Requires Action	June 2018
6.	Procurement: Orders	The school should ensure that orders over £100 are committed to the accounting systems (SFVS, Q3/Q23)	Requires Action	July 2018
7.	Assets: Asset Register	The asset register should be reviewed, checked for accuracy and signed as correct annually (SFVS, Q3/Q21/Q25)	Requires Action	July 2018
8.	Assets: Asset Check	All items that are moveable and/or desirable are visibly security marked (SFVS, Q3/Q21/Q25)	Requires Action	July 2018
9.	Health & Safety	A fire risk assessment should be undertaken/reviewed on an annual basis	Requires Action	September 2018

A Finance Governor sought clarification reference #7, was the Compliance Team looking for the Asset Register to be checked and signed off.

The Finance Policy (#2) would be reviewed by the Finance Governors to ensure that the recommendations detailed in the Compliance Report have been addressed. A Finance Governor stated that he would recommend a cash threshold to be retained in school of £200. He added, the school and governing board were doing everything highlighted in the report; he added it was important for the Compliance Team to see evidence of this.

Action: Finance Governors to review Finance Policy to ensure recommendations outlined in the Compliance Report are addressed. Finance Policy to be included upon the agenda for the T1 meeting.

The Headteacher advised a fire risk assessment had been conducted in October 2014; it had now run out. A fire risk assessment had been booked for September; KCC had been too busy, the school had arranged for another company to come in to complete the assessment. The recommendation that a fire risk assessment be completed annually had been noted.

Action: Governors to receive Fire Risk Assessment report at T1 meeting.

Action: Compliance Visit Actions to be included upon the agenda for the T1 meeting.

12. Safeguarding and Health & Safety

a) Issues or Concerns

The Headteacher, staff and governors were afforded an opportunity to raise any safeguarding or H&S issues or concerns.

- The Safeguarding Governor advised the role of Health & Safety Governor included ensuring security around use of the internet. Governors were advised appropriate security blocks were in place.

Initials:

Page 11 of 14

- The Safeguarding Governor referred to the job description for the Safeguarding Governor. The Annual Safeguarding Report would be worked on during term 1 for presentation to the Governing Board at the T2 meeting.
- The Headteacher advised he had introduced supervision for all teachers in relation to safeguarding issues; there were five designated safeguarding leads in the school. Staff have been paired up for supervision and support particularly for difficult cases. The Headteacher would continue to deal with the most serious cases.

Action: MB to liaise with school's safeguarding team to prepare the Annual Safeguarding Self Review Audit Reports, parts I and II which should be presented to the Governing Board at the T2 meeting.

b) Keeping Children Safe in Education

The new Keeping Children Safe in Education guidance would come into force in September 2018. Governors were asked to read the finalised KCSIE guidance which would be uploaded to KLZ in the October meeting folder. At the term 1 meeting governors would be asked to sign to confirm that they have received, read and understand the Guidance.

Action: ALL governors to read the KCSIE Guidance and sign to confirm that they have read and understand at T1 meeting.

c) Single Central Record

The Safeguarding Governor advised the SCR template had changed. She recommended that governors should take turns completing inspections of the SCR. JCW had inspected the SCR earlier in the day. KB and AC agreed to inspect the SCR in T1 to ensure that all new staff are included.

Action: KB/AC to inspect the SCR and report to governors at T1 meeting.

d) Health & Safety Site Inspection Reports

The Health & Safety Governor advised that he was scheduled to complete a site inspection #3 of 3 at the end of term to look at the works to be undertaken during the summer recess. The site inspection #1 of 3, he would check the works completed. An issue had been identified with the decking outside of the Year 5 class which had lifted.

Action: H&S Governor (AC) to report to governors following site inspection #3 of 3 at T1 meeting.

13. Policies for Review and Approval

The following policies were agreed by governors upon the recommendation of the lead reviewers:

- a) **Anti-Bullying Policy (JB)** – Governor was absent, c/f recommendations to T1 meeting
- b) **Behaviour Policy (CC)** – Governor requested that approval to the Policy be c/f to the T1 meeting
- c) **Lock Down Policy** – The Headteacher explained staff were still looking at the procedures c/f to T1 meeting
- d) **Pay & Reward Policy (NB)** – Upon the recommendation of the Lead Reviewer (conveyed in her absence to the HT), governors unanimously approved the Pay & Reward Policy
- e) **Homework Policy (JB)** – Governor absent, c/f recommendations to T1 meeting
- f) **Drugs Education Policy (JCW)** – approved
- g) **Fairness at Work Policy (RK)** – approved
- h) **Rewards and Sanctions Policy (JCW)** – approved
- i) **Wifi/Acceptable Use** – not required at this meeting

Initials:

Page 12 of 14

14. Governor Training and Development

a) Reports of Training

None were received at this meeting.

b) Identified Training and Development Priorities

- Headteacher's Performance Appraisal training to be completed by RK, MB and JE
- Safeguarding Training – All governors (T1)

Action: RK/MB/JE to complete Headteacher's Performance Appraisal training.

Action: HT to arrange for all governors to receive Safeguarding training in T1.

15. Any Other Urgent Business

a) Form Relating to Information/Image Sharing

The Clerk had tabled the forms for governors to complete and return to the school office relating to their agreement to information and image sharing.

Action: ALL governors to complete form relating to information/image sharing and return to the school's office, including governors absent at this meeting JB and NB.

b) Message from Chair

The Chair thanked the school and staff on its excellent production of Olivia.

Governors also wished to place on record their appreciation to the Parent Teacher Association on a successful school fete.

Action: HT to convey the GB's recognition and appreciation of the PTFA's work in holding a successful school fete.

KB left the meeting at 3.15 p.m.

c) Ex-Officio Governor

Governors wished to place on record their thanks to Reverend Hollands for her commitment and valued contributions over the past years as a governor for the school. They wished her well in her new appointment.

16. Confidentiality

None.

Initials:

Page 13 of 14

17. Confirmation of Dates and Times of 2018/19 Meetings

The dates and times of 2018/19 meetings were agreed, as follows (all with 1.00 p.m. start times):

- Term 1 – Monday, 1st October 2018
- Term 2 – Monday, 19th November 2018
- Term 3 – Monday, 14th January 2019
- Term 4 – Monday, 11th March 2019
- Term 5 – Monday, 13th May 2019
- Term 6 – Monday, 15th July 2019

The meeting concluded at 3.20 p.m.

Signature: (Chair)
1st October 2018

Initials:

Page 14 of 14