

**BOUGHTON-UNDER-BLEAN & DUNKIRK PRIMARY SCHOOL**  
**(Methodist Voluntary Controlled)**  
**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**  
**HELD AT THE SCHOOL ON MONDAY, 1<sup>st</sup> OCTOBER 2018 AT 1.00 p.m.**

**PRESENT:**

Reverend E Aggrey-Ogoe	Mrs K Bachelard
Mr M Baybutt	Mr J Bennett
Mrs J Collett-White (in Chair for mtg. start)	Mrs N Brown (from 1.15 p.m.)
Miss S Holness	Mr R Kerrell (Chair, from 2.10 p.m.)
Mrs T Mayne	Mr S Way (Headteacher)

**IN ATTENDANCE:**

Ms J Cottenden (Acting Head of School)
Mrs D Stryzyk (Clerk to the Governors)

Clerk took the Chair for the first part of the meeting.

**1. Quorum**

The Clerk confirmed the meeting quorate.

**2. Apologies for Absence**

Apologies for their absence had been received from Mr A Cummins (work meeting) and Deacon J Everingham (recuperating following surgery). The governors' apologies were accepted.

The Clerk received Mrs C Clayson's apology from the school office post-meeting.

Mr R Kerrell (Chair) had tendered his apology for his late attendance at this meeting due teaching commitments.

**3. Governing Board Membership**

**a) Welcome Newly Appointed Ex-Officio Governor**

Governors extended a warm welcome to Reverend E Aggrey-Ogoe as the new Ex-Officio Governor. Reverend Aggrey-Ogoe's term of office commenced on the 1<sup>st</sup> September 2018.

**b) Co-opted Governors**

The Clerk advised that Mrs K Bachelard's and Mr J Bennett's terms of office were due to expire on the 5<sup>th</sup> October 2018 and 16<sup>th</sup> November 2018 respectively. Both Mrs Bachelard and Mr Bennett indicated their preparedness to serve a further three-year term office. Governors voted unanimously in favour of re-appointing Mrs K Bachelard and Mr J Bennett as Co-opted Governors effective from the end of their current terms of office.

**c) One x Co-opted Governor Vacancy**

The Vice Chair advised that a copy of the advertisement, which would be placed in the community magazine, was available for governors to view on KLZ.

**Action: Co-opted Governor vacancy would remain on forthcoming meeting agendas until the vacancy is filled.**

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#### **d) Parent Governor**

Governors were advised that AC's term of office as a Parent Governor would end on the 1<sup>st</sup> November 2018. A parent governor election would take place at the start of term 2.

The Clerk advised that the governing board had no sway in appointing parent governors. The process required the parent governor vacancy be notified to parents; parents would be asked to nominate people to the position. If no nominations are received, then the school/governing board may approach a parent to assume the role.

The Clerk explained that if Mr Cummins was not 'returned' as the Parent Governor, the governing board may wish to consider appointing him to the vacant Co-opted Governor position.

**Action: Clerk to liaise with Headteacher for parent governor election to be undertaken at the start of T2. Governors to receive update/welcome newly elected parent at the T2 meeting.**

#### **e) Foundation Governor**

Governors were advised that the Methodist Circuit had agreed Mr Baybutt's reappointment as the Foundation Governor with effect from the 11<sup>th</sup> September 2018 for a period of three years.

#### **f) Staff Governor**

Governors were advised that Miss Holness' term of office as the Staff Governor would expire on the 16<sup>th</sup> October. A staff governor election was currently underway. A member of staff had indicated interest in the staff governor vacancy.

**Action: Governors to welcome newly elected Staff Governor to the T2 meeting.**

#### **g) Associate Member**

Governors were advised that Mrs Clayson's term of office as an Associate Governor would come to an end on the 20<sup>th</sup> November. As Mrs Clayson was not present at the meeting to garner her views on whether she would be prepared to continue as an Associate Member, it was agreed to defer governors' agreement to her continuation in the Associate Member role to the term 2 meeting.

**Action: Associate Member's reappointment to be included upon the agenda for the T2 meeting.**

### **4. Declaration of Business/Pecuniary Interests**

#### **a) Annual Update to Business Interest Forms**

The governors completed the annual update to their business interest forms. Governors not present at the meeting to complete the Business Interest form and return to the Clerk.

**Action: AC/CC/JE to complete the annual updates to their business interest forms and return to the Clerk by the T2 meeting.**

#### **b) Opportunity to Declare Business Interests**

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

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### **c) Governors' Business/Pecuniary Interests – Website Publication**

Governors checked for accuracy the information on a data collection sheet circulated by the Clerk. The Clerk explained that the information would be published on the school's website along with the governing board's attendance record for the 2017/18 academic year.

### **d) Get Information About Schools (Department for Education – DfE) Database**

Governors checked the information on a data collection sheet prepared by the Clerk. The Clerk explained that the information would be provided to the Department for Education for inclusion on the National Database of Governors.

**Action: Clerk to provide the school with the data collection sheets for action by the school/HT.**

### **a) Legal Declaration Form**

Governors signed the Legal Declaration form to confirm agreement to their information being recorded on GIAS and that they do not breach any of the requirements to serve as a governor.

## **5. Keeping Children Safe in Education - 2018**

All governors present signed to confirm that they had read the Keeping Children Safe in Education Guidance 2018.

Mrs N Brown joined the meeting at 1.15 p.m. Mrs J Collett-White (Vice Chair) assumed the Chair.

## **6. Annual Review of Documents for the Procedural Working of the Governing Board**

### **a) Governors' Delegated Areas of Responsibility**

Areas of responsibility were delegated to governors, and agreed as follows: -

- Safeguarding/Child Protection – Mr M Baybutt
- Health & Safety – Mr A Cummins
- SEND – Mrs K Bachelard
- Pupil Premium – Mrs T Mayne
- Sports Premium – Mr M Baybutt
- Training & Development – Mr R Kerrell
- Website Compliance – new Staff Governor
- Religious Character/SIAMS – Reverend E Aggrey-Ogoe and Mrs J Everingham

The Vice Chair advised that the Headteacher, Chair and she had met to discuss the draft School Plan and had formulated an outline plan of governors' monitoring. The Governor Monitoring of the School Plan and Statutory Duties 2018/19 document which was tabled. Governors' specific areas of monitoring linked to the 2018/19 School Improvement Plan objectives were discussed and agreed as follows:

Strategic Leadership & Management	Mr R Kerrell plus new governor
Quality of Teaching, Learning and Assessment	Mr J Bennett & Mr A Cummins
Pupils' Development, Behaviour & Welfare	Mrs J Collett-White & Mrs C Clayson
Pupils' Outcomes	Mrs K Bachelard & Mrs T Mayne
Finance	Mr M Baybutt & Mrs N Brown
Headteacher's Performance Appraisal (x 3)	Mr R Kerrell, Mr M Baybutt & Mrs T Mayne
Religious Character/SIAMS	Reverend E Aggrey-Ogoe & Mrs J Everingham

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Data Protection Governor	Mr A Cummins
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It was agreed that the PPG Governor would monitor the progress and attainment of pupil premium pupils to ensure that they achieve and progress at least in line with the non-PPG counterparts and the SEND Governor would monitor the performance of children on the SEND register as part of their monitoring of the School Plan wider area, Pupils' Outcomes. The governors were invited to join pupil progress meetings with staff.

The Early Years Foundation Stage had been removed as a discrete area of monitoring focus, as governors' monitoring of the Early Years would be conducted through monitoring of the wider School Plan objectives.

The Headteacher advised that his Performance Appraisal would need to be undertaken in consultation with governing board representatives from St. Peter's School. It was agreed that the identified HT PA named governors would remain, to provide additional capacity to meet with the external advisor to set targets for the coming academic year. The initial meeting would take place during terms 1 or 2 and the mid-year review in Terms 4 or 5 as part of the Headteacher's performance appraisal. The Headteacher explained that the school's Improvement Advisor remained as Mrs Christine Wilson, she was also the newly identified SIA for St. Peter's taking over from Mrs J True. The Headteacher undertook to contact Mrs True to ask if she would be the external advisor for his performance appraisal, as the school's SIA, Mrs Wilson, had undertaken the external advisory role for three years, which was the maximum suggested.

**Action: HT to liaise with Mrs J True (SIA) to arrange a date for the HT PA Panel to meet to set targets for the coming year.**

Governors unanimously agreed the Terms of Reference and Standing Orders for the procedural working of the governing board, subject to governors' roles and responsibilities being recorded as discussed and agreed above.

The Clerk asked the AHoS (JC), as the school's identified Data Protection Officer, when would be a suitable time for the governing board to receive a Data Protection report. The AHoS undertook to provide a report (verbal or written) to governors at the Term 2 meeting.

**Action: AHoS/DPO to provide a Data Protection report to the GB at the T2 meeting.**

#### **b) Governors' Code of Conduct**

Governors unanimously agreed the Governors' Code of Conduct and signed to confirm that they agree to abide by the principles detailed within the Code.

#### **c) Annual Statement of Governance**

The Chair had been tasked with formulating the Annual Statement of Governance to assess the impact of the school's governance over the 2017/18 academic year. It was agreed to carry forward to the next meeting for governors to receive and agree the Annual Statement of Governance for the 2017/18 academic year prior for publication on the school's website.

**Action: CoG to share with governors the finalised Annual Statement of Governance 2017/18 at the next meeting.**

#### **d) Governors' Attendance Record for the 2017/18 Academic Year**

The governing board's attendance record for the 2017/18 academic year was available for governors to view on KLZ. The attendance record would be published on the school's website.

**Action: HT to arrange for the Governors' Attendance Record 2017/18 to be published on the school's website.**

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## **7. Minutes of the Meeting held on the 9<sup>th</sup> July 2018**

Governors unanimously agreed the minutes of the meeting held on the 9<sup>th</sup> July 2018.

**Action: Minutes of the meeting to be signed by the Chair of Governors.**

## **8. Matters Arising from the Minutes (not covered by the agenda for the meeting)**

### **a) Lockdown Procedures**

A governor asked if the school had found a solution to the audible alarm for the school lockdown. The Headteacher explained that the school had explored various options, he assured governors that the lockdown procedure was in place. He undertook to update governors at the next meeting.

**Action: HT to update governors on the lockdown procedure at the T2 meeting.**

### **b) Induction Meeting for New Governors**

The Vice Chair explained that the Chair had not managed to find a mutually convenient time to meet with the new governors (CC and NB).

**Action: CoG to arrange to meet with governors (CC and NB) for their in-school governor induction.**

### **c) Acceptable Use Policy**

Those governors who had not previously signed the AUP were asked to do so at the meeting.

### **d) Charging & Remissions Policy**

The Finance Governor (MB) had been asked to review the school's Charging & Remissions Policy to ensure that it reflects the new Charging for School Activities Guidance which had been published in May. The Governor confirmed that the school's Policy did reflect the Guidance.

### **e) Audit of School's Website**

The Headteacher and Chair had been tasked with conducting an audit of the school's website to ensure that it is compliant. The Headteacher confirmed that the school's website was compliant and included statutory information.

The Headteacher explained, the school had considered whether the website was working for parents and visitors. It had been decided to strip back the information so that parents and visitors to the site may easily access what they need and ensure that the website contains all statutory required information. The AHOs had negotiated a deal with an IT Consultant for the work to the website. The work would take a few months to complete; the new website was expected to go live in February 2019, will be accessible via mobile devices and be more user-friendly. **In response to a governor's question whether the work to the website had been factored into the school's 2018/19 budget plan,** the Headteacher advised that the work will be completed using funds allocated to the IT budget.

### **f) Governing Board Year Planner**

The Clerk confirmed that the Governing Board's Year Planner included the seasonal audit of the school's website (in Terms 2, 4 and 6).

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## **g) Image Sharing Consent Form**

Governors confirmed that they had signed to give their consent to the use and sharing of their image and information.

## **h) Parent Teacher Friends Association**

Governors received confirmation that their appreciation and acknowledgement of the PTFA's efforts in fund-raising for the school had been conveyed to PTFA members by the Headteacher. The PTFA had been appreciative of the governing board's recognition.

## **9. Correspondence**

The following items of correspondence had been uploaded to KLZ for governors' information/reference.

- Bulletins from the Diocese
- Governor Services Monthly Bulletins – July and September 2018
- TEP CPD log-in/guidance for re-registering
- Working Together to Safeguard Children
- Keeping Children Safe in Education

## **10. Headteacher's Report**

The Headteacher's report had been shared with governors in advance of the meeting on KLZ. He expanded on his report:

The Headteacher was pleased to report that there had been a calm and positive start to the new academic year. The school had reverted to having one Year 6 class; all classes were now located in the main building. The reversion to a one form per year group had relieved the pressures on the school playground.

The Headteacher reported that the new leadership structure had been implemented and was going well. All staff were embracing the new structure. The AHoS added, all staff were aware of the need to be flexible and for constant communication, these were inherent strengths in the school.

A governor asked how the AHoS was finding the dual roles of AHoS and class teacher. The AHoS responded, thus far everything was fine, if there was an in-school emergency resulting in her coming out of the classroom the teaching assistants would cover, but because the school was calm this had not been an issue. Governors were advised that the days the Headteacher was not in the school, the AHoS was not class-based. He added, the arrangements were currently working well. The Key Stage Phase Leaders were also working well, the KS2 Leader was now leading the Year 4 class, thereby creating a hierarchy if issues should occur.

## **a) Staffing**

The Headteacher reported the two teachers who had left the school to take up new positions had contacted the school to advise that their new posts were working out well.

Several midday meals supervisors had left the school. A decision had been made to not advertise the posts. Teaching Assistants' contracts have been varied to reflect adjustments in their hours to cover lunch-time duties. This had worked well and provided the school with continuity and consistency in the application of the school's behaviour procedures on the playground. A governor asked if the decision not to replace the midday supervisors had resulted in any cost savings for the school. The Headteacher responded that there had been some savings.

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The Headteacher was delighted to report that a representative from Christ Church University had visited the school; the school was now a recognised partner with Christ Church. The third-year students who had worked at the school last year had quickly secured teaching positions. This year the school had capacity to have four first-year students and two more third-year students. The first-year students will attend the school each Tuesday. The AHoS would be meeting with the new first-year students in the coming week; she would also be their lead mentor. Mrs Holmes would mentor the third-year students. Two further teachers have expressed an interest in mentoring students and will attend training in December.

The Headteacher expressed his enthusiasm and desire to provide student teachers with a good foundation and experience at Boughton, in turn it provided the school with some additional capacity. He continued, the first-year students would initially work with small groups of children and by the end of the year will do some teaching – small steps to give them experience of what it is like in the classroom environment. The Headteacher stated it was a success of the school that everyone buys into it. Student teachers participate in staff meetings and were very much part of the school.

A governor asked if it had been the school's initiative or Christ Church's. The Headteacher explained Christ Church asked the school if it felt it could cope with the number of students, the school believed it could.

The Headteacher advised that the only changes to the staffing structure were Mr D Warner was now leading Year 6 and Mrs D Creigh was now the Year 4 teacher.

A governor asked if the student teachers were given guidance on classroom discipline. The AHoS responded, student teachers were expected to follow the school's policies and procedures, they will see these in practice and would be expected to reflect that practice. Student teachers were sign-posted to resources about behaviour management. Governors welcomed the school's approach. The Headteacher added, parents expect their children to be treated fairly.

A governor commented that the student teachers' time at the school would be a positive experience. The AHoS stated the school recognised the whole process of teacher training. A governor asked if the student teachers were asked to give any structured feedback about their time at the school. The Headteacher believed that their feedback was, to his knowledge, anecdotal. He added, it was an opportunity for the school to be outward looking; Ofsted should view it as a positive thing. The school helps students with their applications and in finding their first school placements.

## **b) Achievement and Progress (Outcomes)**

The Headteacher had provided governors with the school's unvalidated provisional results at the end of term 6.

The Clerk asked if the governors would be provided with the Making Figures Speak for Themselves data. The Headteacher undertook to share the MFS summary with governors in advance of the term 2 meeting for discussion.

**Action: HT to upload the MFS Summary Sheet to KLZ in advance of the T2 meeting.**

## **c) Leadership & Management**

The Headteacher advised that the Year 6 class had just returned from their residential trip; the class had also participated in a transition initiative funded by the Local Authority which would be repeated annually.

The Faversham Collaboration was going well. The Methodist Collaboration of Schools had yet to meet.

The Head of Queen Elizabeth's Grammar School had offered a range of chargeable services it was looking to provide, e.g. grounds maintenance and IT. A governor cautioned the school to exhibit due diligence and be mindful of the QE

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School's offer and ability to sustain and deliver on any agreements to the same level that the school has with any other contractors.

The Headteacher advised that the school continued to work with other collaboration schools to explore options to improve their combined buying power. He suggested that he could return to QE to outline what the school needs, determine the level of service expected by the school and what it would be looking to pay for those services. The governor queried whether public service companies (schools) could be allowed to make a profit.

A Year 4 child had joined the school bringing the number of pupils in Year 4 up to 30. The school had also received requests for places in Years 3 and 5. Year R continued to have low pupil numbers. The school had lost 50 Year 6 pupils at the end of 2017/18 and had taken in 22 children into Year R, the reduction in overall pupil numbers would impact on the school's future funding. The Pupil Census was due to be conducted in October, which would inform the school's future budget allocations.

#### **d) Personal Development, Behaviour and Well-being**

A fire drill had been conducted during the previous week. The school had received a spot-check site visit relating to fire and asbestos. All paperwork was found to be present and up to date.

A representative from KCC had inspected the school's roof.

The Family Liaison Officer continued to work positively with vulnerable families.

The Headteacher explained that it was too early to provide governors with the school's attendance data to date; the data would be skewed as Year R pupils had been attending for half days for a couple of weeks from the start of the academic year.

Information shared at this juncture was deemed to be of a sensitive nature and has, therefore, been recorded within the confidential minutes for the meeting.

Mr R Kerrell joined the meeting at 2.10 p.m., he assumed the Chair for the remainder of the meeting.

A governor suggested that future attendance reports to governors include whole school attendance, but also the attendance figures with persistent absentees removed.

### **11. School Plan 2018/19**

#### **a) Receive and Approve the School Plan for 2018/19 (including associated costings)**

The Headteacher advised the School Plan was being finalised; the staff had been consulted and had input. The School Plan had been condensed to 15 pages.

The Chair advised monitoring pairs of governors have been allocated areas of the School Plan as discussed at minute 6 a). The Governors' Monitoring Plan includes dates for when monitoring should be undertaken. The Headteacher asked governors to make a firm appointment with him because his diary over the coming year was not as flexible. The Chair urged governors to refer to the actual School Plan for details of what governors are to monitor; the dates in the Monitoring Plan were not specific to the areas listed. The Chair asked the Headteacher to email governors his diary dates so that appointments may be arranged.

**Action: HT to email details of his diary and availability for meetings to enable governors' monitoring. Governors to arrange their monitoring visits with the school.**

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The Finance Governors advised that their monitoring was dependent upon the availability of Schools Financial Services Finance Assistant. A Finance Governor advised the financial monitoring dates have been published on KELS; their monitoring would be subject to availability of budget monitoring reports from SFS.

Governors' approval to the 2018/19 School Plan was deferred to the T2 meeting. The Headteacher advised the Self Evaluation Form would be updated once Making Figures Speak had been received and considered.

**Action: Governors to receive and agree the 2018/19 School Plan and SEF at the T2 meeting.**

**a) Governors' Monitoring of the 2018/19 School Plan**

Governors' areas of monitoring were discussed and agreed at minute 6 a).

**b) Governors' Monitoring Visit Reports Aligned to the 2017/18 School Plan**

Governors' outstanding reports aligned to the 2017/18 School Plan were discussed as follows:

**i) School Outcomes – Data Tracking (KB/TM)**

KB's report had been uploaded to KLZ earlier in the day. The governors had met with the AHoS in July to discuss the school's PUMA/PIRA and performance data.

**Action: Opportunity for governors to discuss the Governors' monitoring visit report on School Outcomes at the T2 meeting.**

**ii) Early Years Foundation Stage (JCW)**

The governor's visit report had been uploaded to KLZ in advance of the meeting.

The governor reported that over the 2017/18 academic year, the EYFS had a successful year and the children made good progress from their starting points. Most children met the Good Level of Development and were well prepared for their transition to Year 1.

Several children in the cohort have speech and language difficulties which were being addressed in-school. Two children were included on the SEN register and were in receipt of targeted provision.

The class teacher, an NQT, had been supported and mentored throughout the year by both the Headteacher and senior leadership team. During the class teacher's absence, the support staff had ably covered her. The substantive class teacher, upon her return from maternity leave, had assumed some of the teaching under the guidance of the temporary class teacher.

The governor had noted the areas for development:

- The EYFS team to review teacher directed learning
- The development of the outside area with a story telling area financed by the PTFA

**iii) Data Protection Governor Report (AC)**

No report had been shared in advance of the meeting. The school's designated DPO advised that the governor had not met with her.

**Action: DP Governor to arrange a meeting with the DPO and report to governors.**

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## **12. Collaboration/Memorandum of Understanding**

### **a) Memorandum of Understanding**

The Chair advised the MoU had been agreed and signed by him. The document would be uploaded to KLZ. The MoU was in place for an initial period of one year.

**Action: CoG to arrange for a copy of the MoU to be uploaded to KLZ in the November meeting folder for governors to view.**

### **b) Collaboration**

Discussed at minute 10, Headteacher's Report c).

## **13. Review of the Governing Board's Five Year Strategic Plan**

Governors were advised the Five Year Strategic Plan had last been reviewed in July 2017. A governor, who had contributed to the formulation of the document, urged the governing board to form a working group to review and refresh the Five Year Strategic Plan to include some smart targets. It was agreed that the Headteacher and/or AHoS, Chair, MB and new Staff Governor would form the working group.

**Action: CoG/MB/new Staff Governor and HT or AHoS to meet to conduct a review of the Five Year Strategic Plan and update governors at the T2 meeting.**

## **14. Finance**

### **a) Latest Budget Monitoring**

The Finance Governor advised that the six-month budget monitoring report would not be available until T2, as the six-month budget monitoring period was to the end of September (the day before the meeting).

**Action: Finance Governors to agree the six-month budget monitoring report and commend for FGB approval at the T2 meeting.**

### **b) Compliance Report Recommendations**

The Finance Governors confirmed that the school's Finance Policy has been updated as detailed in the Compliance Visit report recommendation #2. He continued, the school's Finance Policy had been based on KCC's template; some of the actions related to omissions in that model policy.

Finance Governor referred to the recommendation #3, relating to monthly bank reconciliation, which he felt had been harsh. The Finance Officer was now aware of this and was completing bank reconciliations within seven days of receipt of bank statements.

The Headteacher advised, because there were more than five recommendations, the Compliance Team would re-visit to conduct a further investigation.

A governor suggested that the Finance Officer re-visit the report to ensure that the recommendations are being addressed. The Finance Governor advised the governing board was responsible for ensuring that the school's SFVS submission responds in depth to the compliance visit report's findings.

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**c) Asset Register**

The Finance Governor advised that the asset register had been reviewed and signed off.

**15. Safeguarding and Health & Safety**

**a) Issues or Concerns**

None were raised.

**b) Keeping Children Safe in Education Guidance – September 2018**

Governors signed to confirm that they have received, read and understand the Keeping Children Safe in Education Guidance September 2018, part I.

**c) Handover of Safeguarding Governor Role**

The new Safeguarding Governor confirmed that he had met with the previous Safeguarding Governor for a formal handover.

**d) Single Central Register**

JCW confirmed that she had completed an inspection of the Single Central Register earlier in the day, there were no issues or concerns to report.

KB undertook to complete the next inspection of the Single Central Register before the T2 meeting.

**Action: KB to report at the term 2 meeting. Agenda to include a governor to complete an inspection of the SCR during T3.**

**e) Health & Safety Site Inspection #1 of 3 per annum and report #3 of 3 from 2017/18**

No reports had been presented to the Governing Board by the H&S Governor. The CoG undertook to contact the H&S Governor to ask that the outstanding reports relating to site inspections in terms 6 and 1/2 be completed. The Headteacher confirmed that an H&S site inspection had been conducted during T6.

**Action: CoG to liaise with AC to ask that outstanding H&S reports for T6 and T1/2 be shared with governors at the next meeting.**

**16. Policies for Review**

**a) Governors' Allowances Policy (MB/NB)**

The Clerk undertook to provide the reviewers with a copy of the model Governors' Allowances Policy from KELSi.

**Action: Clerk to provide reviewers NB/MB with a copy of the model Governors' Allowances Policy. Reviewers to make their recommendations for approval at the T2 meeting.**

**b) Finance Policy (MB/NB)**

Discussed at minute 14 b) above. The revised Finance Policy would be presented to the full governing board for formal approval at the T2 meeting.

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**Action: GB to agree the Finance Policy upon the recommendation of the Finance Governors.**

**c) Anti-Bullying Policy (JB)**

The reviewing governor undertook to complete a review of the Anti-Bullying Policy and commend for FGB approval at the T2 meeting.

**Action: JB to review the Anti-Bullying Policy and commend for FGB approval at the T2 meeting.**

**d) Behaviour Policy (JE)**

The lead reviewer was not present at the meeting to make their recommendations known to the Governing Board.

MB advised that he had read the Policy and was prepared to commend for approval. Governors unanimously agreed the Behaviour Policy upon the recommendation of MB.

The following policies were agreed by governors, upon the recommendation of the reviewing governor in brackets:

- e) Lock Down Policy**
- f) Homework Policy (SH)**
- g) Admissions Policy (RK)**
- h) Charging & Remissions Policy (MB)**
- i) Feedback Policy (JCW)**
- j) Prospectus (JCW)**
- k) Medical Policy (MB)**
- l) Governor Visits Policy (KB)**
- m) Mobile Telephone Usage Policy (TM)**
- n) Acceptable Use Policy (JCW)**

The Equality Policy (NB) was carried forward for approval at the next meeting.

**Action: HT to arrange for the Equality Policy to be provided to the reviewing governor (NB), governor to review and commend for FGB approval at the T2 meeting.**

Governors agreed to continue with the rolling programme of policy reviews, but only in respect of statutory policies plus the suite policies as part of the Safeguarding Annual Review and Finance Policy. In future there would be two named governors to complete the policy reviews.

## **17. Governor Training and Development**

**a) Reports of Training Undertaken**

No reports of training undertaken were shared at this meeting.

**b) Identify Future Training and Development Priorities**

- In-school Safeguarding training (February)
- SEND (KB)
- Headteacher's Performance Appraisal (RK/MB/JE)
- Governor Briefing Sessions (JCW/NB)

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Governors were reminded of the need to re-register on The Education People CPD online to enable continued access to training opportunities. The Clerk advised during the summer, she had updated the LA's database with governors' school email addresses.

**Action: ALL governors to register on TEP for continued access to CPD events.**

## **18. Any Other Urgent Business**

The Clerk advised that over the summer some of the Local Authority's education services were transferred to The Education People. She asked that governors note her new email address: [Debbie.stryzyk@theeducationpeople.org](mailto:Debbie.stryzyk@theeducationpeople.org).

The AHoS advised the school photographer would be in school tomorrow from 8.30 a.m. if governors would like their photographs updated.

On behalf of the governors, the Chair thanked Miss Holness for her contributions to the work of the governing board during her tenure as the staff governor for the school.

## **19. Confidentiality**

A matter discussed at minute 10, Headteacher's Report, d) was deemed to be of a confidential nature and has, therefore, been recorded within the confidential minutes for the meeting.

## **20. Dates and Times of Future Meetings**

The dates and times of future meetings were confirmed as follows (all with 1.00 p.m. start times):

- Term 2 – Monday, 19<sup>th</sup> November 2018
- Term 3 – Monday, 14<sup>th</sup> January 2019
- Term 4 – Monday, 11<sup>th</sup> March 2019
- Term 5 – Monday, 13<sup>th</sup> May 2019
- Term 6 – Monday, 15<sup>th</sup> July 2019

The meeting closed at 3.15 p.m.

Signature: ..... (Chair)  
19<sup>th</sup> November 2018

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