



Lanesend Primary School,
Minutes of the Governing Board Meeting
Thursday 18th October 2018
IT Room, 6.30pm

Present

Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-chair, Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Emma Norton (EN) Caroline Sice (CS) HT, Dave Cooper (DC) DHT-non-voting Clerk – Tara Hopkinson (TH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. The meeting achieved the minimum number to be considered quorate (5) and remained above this number for the duration of the meeting. Apologies were tabled and accepted from Margaret Henshaw, Sam Newson and Jeremy Robinson. Emma Norton left the meeting at 7.30pm.</p>
2.	<p>Welcome to Andrea Flux KHD welcomed AF to her first meeting as newly appointed non-teaching staff governor. Her date of appointment is 02/10/2018 and her term of office is 4 years.</p>
3.	<p>Declarations of any other urgent business KHD shared that Alex Augustus had resigned due to time commitments in his new role as Headteacher of St Francis Primary School. Recruitment of new Governors was discussed as part of Item 13.</p>
4.	<p>Declarations of material business/pecuniary interest/personal interest in any agenda item. No declarations were made for agenda items.</p>
5.	<p>Terms of Reference The following Terms of Reference were unanimously agreed and adopted by the Board: FGB – proposed by JLH, seconded by AF CCG – proposed by JLH, seconded by CS MCG – proposed by EN, seconded by JHa SG – proposed by KHD, seconded by JLH T&L – proposed by KHD, seconded by EN</p>
6.	<p>Trustees' Code of Conduct KHD shared the Trustees' Code of Conduct with the board. It was proposed by JHa, seconded by CS and unanimously agreed and adopted by the board. Each board member signed to say they accepted and had received an individual copy. AP1 – MJH to file signed Trustee's Code of Conduct form.</p>
7.	<p>Minutes of the Full Governing Board Meeting, 6th September 2018 JLH proposed the minutes correct for signing. AF seconded and the Board agreed unanimously. AP2 – MJH to file minutes</p>
8.	<p>Matters arising from the Minutes Action Points 1. Completed, apart from members KP and SR 2. Completed, apart from members KP and SR 3. Completed 4. Completed 5. MJH has spoken with KP and the status of appointment of each board member is as follows: Elected by no challenge or election – staff trustees: Tara and Andrea Elected by no challenge or election – parent trustees: James and Sam Members likely to have appointed – Karen, Jo and Emma Co-opted by Trustees – Jez (minutes of 17/6/2015) No election or co-option necessary – Caroline</p>

This was discussed and agreed by the board.

6. Completed

7. Completed

8. Completed

9. Completed, however it was decided to find an alternative to Dropbox due to ongoing difficulties with the board accessing it even with alternate emails. See AP19.

10. The Board agreed to the January date for Safeguarding training, however the emailed date was incorrect.

AP3 – CS to confirm correct date with CA and MJH to circulate to Governors.

11. EN informed the Board that she was unsure if she could continue attending parent coffee mornings due to other commitments. JLH and KHD suggested holding it on a Friday afternoon at 2pm, with one meeting taking place per term.

AP4 – KHD and JLH to schedule family / Governor meeting next term.

12. CS had emailed Paul Barnard but had no response

AP5 – CS to chase.

13. JLH noted that this had not been on the agenda at the last CCG.

AP6 – MJH to agenda for the next CCG.

JLH asked CS for an update on how the recommendations had been put into place. CS shared that a support plan had been emailed to the parents who had initiated the complaint. Specific intervention was having a positive impact and a recommendation for specialist provision had been put forward to the Local Authority.

14. To carry forward

AP7 – MJH to agenda for the next MCG and circulate model policy to MCG members

15. To carry forward

16. To carry forward

17. To carry forward

AP8 – KHD to email AA for flowchart

AP9 – MJH to agenda for the next MCG

18. Completed. The Policy Tracker has been updated with groups responsible for each policy.

19. To carry forward.

AP10 – CS and CA to liaise with Net Guides to set up a secure page for Governors on the school website.

9. Safeguarding

CS provided a verbal report on safeguarding. Paul Barnard has conducted an unannounced visit to check the Single Central Register and a random staff file. There were no concerns following his visit.

CS updated that a new staff member had been employed for the Squirrel's Dray. She is a trained teacher and will work mornings, initially for 7 weeks. An EHCP is being explored for one child in the Dray. There is also one Year 3 child currently at the ILC, who is ready to begin re-transitioning into school. CS also reported that one child in Year 5 had walked home when she should have gone to an after school club. This was identified and resolved quickly.

JLH asked what behaviour was like at home for the children in the Dray. CS replied that she was holding weekly meetings with families of these children to remain fully aware of their behaviour at home. She reported that there are some similarities for some of the children.

KHD asked if the Dray was seen as a punishment and CS clarified that this was not the case.

JLH asked if the staff understood the purpose of the Dray. CS explained that she had clearly explained the purpose behind it to staff on the Saturday Development Day before it opened. She clarified that it was a response to a Safeguarding concern, rather than a permanent solution or intended long-term provision.

JLH asked if references and a DBS was in place for the new staff member. CS replied that it would all be ready by the end of half term.

KHD asked if the position had been advertised. CS replied that it had been advertised internally in school with specific reference made to employment, safeguarding and previous experience.

KHD asked how the current team in the Dray was coping. CS shared that she holds debriefs with the team and that there were staff keen to work in there.

	<p>EN asked if the children in the Dray had sanctions and if they were still able to represent the school. CS replied that they were still allowed to represent the school unless their behaviour was very bad and that they were still allowed play times, but that this was not with their peers. CS also clarified that the children cannot access the classroom until their emotions are managed and this is something that the team is working with them on.</p> <p>KHD asked how the two recent mainland trips had gone with regard to safeguarding. CS said there had been no concerns on the Year 1 trip. On both trips, all medicines were administered as required. However, on the Wicked trip there were some concerns with crossing multiple roads as a large group, which would need to be amended if we visited the Mayflower again. KHD also questioned if there was adequate monitoring of children going outside on the boat during the Wicked trip. CS confirmed that there had been no incidents linked to this and that all children were monitored by the adult responsible for their group. JLH also suggested putting staff names on folders in large letters for big trips. This would enable families to identify the adult responsible for their child at collection time. CS agreed to action this for future big trips.</p>
10.	<p>Term dates for academic year 2019-2020</p> <p>KHD shared the term dates for the academic year 2019-2020 with the board. A short discussion took place to clarify length of terms and confirm that the two weeks in October were a trial only for the academic year 2019-2020 and would be reviewed for subsequent years. The dates were then proposed by AF, seconded by JLH and unanimously agreed and approved by the board.</p> <p>AP11 – CS to send dates to families.</p>
10.	<p>Committee Group Reports</p> <p>Committee Group minutes had been circulated previously and Governors confirmed they had read these. With reference to the MCG minutes, KHD asked how it would work in practice for the Chair to review the accounts monthly. CS confirmed that CA will email them to KHD monthly.</p> <p>AP12 – CS to ask CA to email accounts to KHD each month</p> <p>KHD also asked how the audit had gone. CS felt it had been positive and that a slimmed down report needed to be written before the final date of 31st December 2018. The report is expected by the end of November at the latest.</p> <p>AP13 – CS to ask auditor to attend the 13th December FGB Meeting.</p> <p>With reference to the T&L meeting, JHa asked about greater depth and the smaller percentage of children being assessed as demonstrating this. CS and DC explained how this should be about 5% of a cohort.</p>
11.	<p>Policies</p> <p>The following policies were unanimously agreed and adopted:</p> <ul style="list-style-type: none"> AEN – proposed by JLH, seconded by JHa SEND Local Offer – proposed by AF, seconded by JLH Attendance – proposed by JHa, seconded by KHD Safeguarding - proposed by CS, seconded by KHD Tendering – proposed by KHD, seconded by AF Induction – proposed by JHa, seconded by JLH <p>The Appraisal and Capability policies are currently being reviewed by CS.</p> <p>The Pay Policy needs to be put on the agenda for the next MCG. CS informed Governors that if changes were requested, these would have to be put to Unions first.</p> <p>AP14 – MJH to agenda for the next MCG</p>
12.	<p>School Improvement Plan</p> <p>CS shared the SEF from 2017-18 with updates and the new SEF summary for 2018-19. CS talked through the summary and Governors were asked to read these documents. CS explained that she had changed the wording of two areas in preparation for Ofsted updates due next year. CS reiterated the need to show Governor monitoring of actions and documenting these and confirmed she will provide Governor logins for the next meeting, linked to AP10, to enable this to be done easily.</p> <p>AP15 – MJH to agenda monitoring of SEF actions at each committee group meeting</p> <p>AP16 – All Governors to identify their monitoring actions from SEF.</p>

	<p>TH asked what the benefit of the Gender Kitemark was to the school. CS replied that it would raise the profile of our gender work and provide external validation of what we are doing. KHD asked if the SEF was taking the growth of the school into account. CS confirmed that the review of the staffing structure and looking at funding opportunities would help future proof the school.</p> <p>Headteacher's Report</p> <p>CS reported that we currently have 436 children on roll. Our PLASC was 434, but we are currently only being funded for 370. CS shared that the resignation of the Year 5 teacher will be hard on the children and their families. Various options to cover this were discussed, including recruitment of a new teacher, secondment and internal cover, and Governors questioned CS with regard to the appropriateness of each option. CS also explained that 3 LSAs had job interviews this week and that she is currently awaiting the outcomes of these. An advert has gone in the County Press for teachers and LSAs this week, with a tight turn around for teachers if possible. We have two staff who will go on maternity later in the year and one MSA returning from maternity leave. There have also been flexible working requests from the Office Team.</p>
13.	<p>Chair's Report</p> <p>A discussion was held around the recruitment of more Governors, as the Board currently has 9 members and 3 vacancies for non-staff Governors. It was agreed that the preference is for Governors with experience in fundraising, bid writing, IT and education. It was agreed to put an advert out via email, the school newsletter, school social media and Class Dojo.</p> <p>AP17 – KHD to write and co-ordinate distribution of adverts for new Governors.</p> <p>KHD also reported that she, along with CS and TH, had met with Pete Hutchins, an NLG (National Leader of Governance) from Portswood Teaching School Alliance who is going to carry out a Governance Review at Lanesend on 9th November 2018. This is a full day and he would like to speak with Governors as well as school staff, children and families.</p>
14.	<p>Governor Training and Development</p> <p>In the absence of SN, updates were not available.</p> <p>AP18 – SN to email MJH training opportunities to circulate to Governors in advance of next FGB.</p>
15.	<p>Governor Monitoring and Visits</p> <p>KHD and JLH had carried out a check on incident forms and the Single Central Register and there were no concerns.</p> <p>Performance review of CS had been undertaken by Governors and actions set.</p> <p>JHa has arranged a meeting with Darren Attrill for 19th October. He will set monthly dates for Health and Safety reviews.</p> <p>AP19 – JHa to set Health and Safety review dates with DA</p> <p>JLH and KHD had each attended a mainland school trip to monitor the procedures for trips and no concerns were raised.</p> <p>CS asked if it would be beneficial to ask Trent to come in to support monitoring of data and this was agreed by Governors.</p> <p>AP20 – CS to invite Trent to FGB Meeting</p> <p>Documenting monitoring visits was again discussed and a suggestion made to set up a FLiC type programme for monitoring visits. TH advised that it would not be appropriate to use FLiC due to GDPR and access to children's data.</p> <p>AP21 – CS to explore options for monitoring programmes.</p>
16.	<p>AOUB</p> <p>None</p>
17.	<p>Date and time of next meeting</p> <p>Thursday 13th December at 6.30pm</p>
	<p>Meeting closed at 9.00pm</p>