



Lanesend Primary School,
Minutes of the Governing Board Meeting
Thursday 6th September 2018
IT Room, 6.30pm

Present

Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-chair, Alex Augustus (AA), Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Sam Newson (SN), Jeremy Robinson (JR), Caroline Sice (SC) HT, Dave Cooper (DC) DHT-non-voting
 Clerk – Margaret Henshaw (MJH)

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 Emma Norton.</p>
2.	<p>Election of Chair and Vice-chair KHD proposed as Chair by JLH and AF – the Board voted unanimously and KHD was duly appointed Chair of the Board for the year 2018/2019. JLH proposed as Vice-chair by KHD and JR – the Board voted unanimously and JLH was duly appointed as Vice-chair for the year 2018/2019.</p>
3.	<p>Declarations of any other urgent business None declared</p>
4.	<p>Declarations of material business/pecuniary interest/personal interest in any agenda item. Update of register of Board Members' interests. No declarations were made for agenda items. Board members provided updated details of their interests. AP1 – MJH to contact Board Members re any outstanding details, once all received to pass the information to admin staff to upload onto the school website etc.</p>
5.	<p>Update of Board Members contact information AP2 – MJH to contact Board Members re any outstanding contact information.</p>
6.	<p>Terms of Reference As in the Articles of Association. Committee/Group Terms of Reference to be updated and clarified within the Groups. AP3 – MJH to prepare DRAFT Committee Terms of Reference ready for the initial Group Meetings based upon last year's/the VENN diagram.</p>
7.	<p>Scheme of Delegation Discussed and agreed. AP4 – MJH to update ready for publishing on the school website.</p>
8.	<p>Group Membership Due to other commitments, AA to move to Money Commissioning Group. JHa to consider Child Centred Group or Teaching and Learning Group. Convenors of the Groups: Child Centred Group – JLH Teaching and Learning Group – KHD Money Commissioning Group – EN Strategy Group – JR</p>
9.	<p>Governor Link Roles Financial Audit, Risk Register, Family Council – EN Health and Safety – JHa Safeguarding – JLH Training and Development – SN</p>

10. Governor Vacancies and Elections
 The Board currently has 10 members and 2 vacancies.
 No more than 3 of the 12 members can be staff.
 The current non-teaching Board Member, AF, has completed her term of office.
AP5 – MJH to check status of all Board Members.
AP6 – MJH to initiate nomination process for a non-teaching staff Board Member election.

11. Clarification of Meeting Dates and Times for 2018/2019
 Members acknowledged that, due to busy schedules, not all Members may be available for all meetings.

<u>Month</u>	<u>FGB</u> 6.30pm	<u>MCG</u> 5.45pm	<u>CCG</u> 9.45am	<u>TLG</u> 11.15am	<u>Strategy</u> 6.00pm	<u>Members</u> 9.30am
<u>September 2018</u>	Thursday 6th	Wednesday 19th				
<u>October 2018</u>	Thursday 18th	Thursday 11th	Friday 5th	Friday 5th	Thursday 4th	
<u>November 2018</u>		Thursday 15th	Friday 16th	Friday 16th		Friday 23rd
<u>December 2018</u>	Thursday 13th	Thursday 20th				
<u>January 2019</u>	Thursday 31st	Thursday 24th	Friday 18th	Friday 18th	Thursday 10th	
<u>February 2019</u>		Thursday 14th				
<u>March 2019</u>	Thursday 21st	Thursday 14th	Friday 8th	Friday 8th	Thursday 7th	Friday 15th
<u>April 2019</u>		Tuesday 30th				
<u>May 2019</u>	Thursday 23rd	Thursday 16th	Friday 10th	Friday 10th		
<u>June 2019</u>		Thursday 20th	Friday 28th	Friday 28th	Thursday 27th	
<u>July 2019</u>	Thursday 18th	Thursday 11th				Friday 12th

12. Minutes of the Full Governing Board Meeting, 18th July 2018
 JD amended to JLH throughout.
 With the above amendment, JLH proposed the minutes correct for signing. TH seconded and the Board agreed unanimously.
AP7 – MJH to file minutes

13. Matters arising from the Minutes
 Action Points
 1. TH reported that no PP% National Data is available for EYFS.
 2. Completed
 3. Link Governors for 18/19 will be:
 EYFS – AA
 Y1 – EN
 Y2 – JR
 Y3 – KHD
 Y4 – JLH
 Y5 – JHa
 Y6 – SN
AP8 – TH to add Link Governors to appropriate year group Dojos.
 4. To move forward to October **AP9 – MJH to note, EN to action**
 5. There are still some problems with the Dropbox link. Alternative emails to be sent to KHD.
AP9 – KHD/TH to action

	<p>6. Safeguarding training for staff now scheduled AP10 – CS to schedule Safeguarding training for Board members.</p> <p>7. To carry forward AP11 – MJH to note</p> <p>8. No further action.</p> <p>9. Completed</p> <p>10. To carry forward AP12 – MJH to note</p> <p>11. Session arranged for 10/9/2018. Individual membership of NGA confirmed.</p> <p>12. Completed. The complaint was not upheld by the panel. The panel made two recommendations: a formal support plan for the complainant's child, and a review of all plans relating to the pupil causing the concern. AP13 – CCG to monitor the recommendations. AP14 – TH to update the Complaints Policy and Procedures</p> <p>13. Completed</p> <p>14. Eric now at Oakfield and Arreton, to reschedule meeting. AP15 – JR to meet re Community Benefits initiative.</p> <p>15. JR reported that the Minutes of the Strategy Group meeting 15th June 2018 are lost. Other Strategy Group Meeting Minutes of the academic year 2017/2018 to be circulated. AP16 – JR to circulate all available Strategy Group Meeting Minutes for 17/18.</p>
<p>14.</p>	<p>Safeguarding</p> <p>CS reported that the school had received an anonymous letter regarding the practices of the builders, who were on site during the summer holidays, and their systems for removing the old asbestos floor tiles. Health and Safety checks were made and authorities notified. Due to the low risk nature of the tiles no further action is to be taken. The builder's, W H Bradings, have been made aware and CS informed all staff.</p> <p>CS reported that a parent had raised a concern about the height of the school fencing on the Newport Road side. The parent is concerned that a pupil could be abducted by someone lifting them over the fence. CS has considered the height of the fence, there is also a hedge, and stated to the Board that she does not believe there is a risk. She said perhaps the parent thought the next section of fencing also belonged to the school, it does not, it backs on to Bookers, the wholesaler's, land.</p>
<p>15.</p>	<p>Policies</p> <p>With some minor updating the following policies were agreed and adopted: CCTV – proposed by KHD, seconded by AA Code of Conduct – proposed by JLH, seconded by AF COSHH – proposed by SN, seconded by AF DBS – proposed by AA, seconded by JR Diabetes – proposed by JHa, seconded by JLH Pupil Council – proposed by KHD, seconded by CS Pupil Premium – proposed by AF, seconded by SN School Closure – proposed by JR, seconded by AA.</p> <p>The Policy and Statement of procedures for Dealing with Allegations of Abuse Against Staff is to be considered further. JLH suggested a flowchart of the procedures including timescales. AP17 – TH to consider policy and statement AP18 – to review the Policy Tracker</p> <p>The Board thanked TH for her work on the policies.</p>
<p>16.</p>	<p>GB Aims and Objectives for 2018/2019</p> <p>The Board split into smaller groups for this workshop activity. Ideas from the small groups:</p> <ul style="list-style-type: none"> • To work in a more time efficient way by emailing any document queries, clarifications or suggestions to the appropriate Board member prior to the meeting. • JLH suggested spreading the policy reviews across the year in a more equitable way.

	<ul style="list-style-type: none"> • To work with the SDP more, and give more focus to the GB elements within it. Use the SDP calendar of actions. Make the SDP and its actions more visible through the Groups. • GB profile - badges, noted presence in school, link to families, use of the website. • JHa identified a need for further development of knowledge of the GB role – CS informed the Board that she has a meeting scheduled with a National Leader for Governance, and is also in discussions with Matt Miller of the NGA about a possible project. • JR mentioned the need to take notice of Ofsted’s recommendations. These are within the SDP. • IT problems with accessing SDP and contributing. <p style="color: red; margin: 0;">AP19 – JR to clarify website secure access, will need remote access.</p> <ul style="list-style-type: none"> • JR said there was a need for a sharper focus in FGB Meetings, perhaps 1 hour for admin, and 1 hour for challenge and review. • JR suggested priorities – financial planning, fund raising, increasing pupil numbers, increasing parental engagement, governor recruitment, GB link to parents. • DC said there should be sharper points/focus in meetings.
	<p>Date and time of next meeting Thursday 18th October at 6.30pm</p>
	<p>Meeting closed at 9.00pm</p>