

Petersfield Church of England Voluntary Aided Primary School

Minutes of the Meeting of the Governing Board

Thursday, 3 May 2018

Membership of the Governing Board	Initials	Status	Present	Absence approved	Not approved	Committee	Start	Finish
Governors 16								
Felicity Couch	FC	POM Orwell	x			Stand		
Sara Metherell	SM	Fnd. Wimpole	x			Stand		
Katie Reid	KR	Fnd. Orwell	x			Res		
Colin Wilson VC	CW	Fnd. Tadlow	x			Stand (Chair)		
Vacancy – Imogen		Fnd. Arrington				Stand		
Linda Meredith CofG	LM	Fnd. Croydon	x			Stand Res		
Vacancy – Gerry		Fnd. Whaddon						
Damian Hales	DH	Coopted	x			Res		
Vacancy		Coopted						
Nina Kelly	NK	Parent	x			Res (Clerk)		
Jane Johnson VC	JJ	LA	x			Stand (Clerk)		
Laura Penrose	LP	Co Headteacher	x			Stand Res		
Karen Gwynn	KG	Co Headteacher	x			Stand Res		
Vacancy		POM Tadlow						
Vacancy		POM Whaddon						
Ian Dugdale		Parent						
Tabatha Smith	TS	Staff	x			Stand		
Associate Members								
Imogen Loxam	IL		x			Stand		
Gerry Burnell	GB							
In attendance								
Andrew Pulham	CK	Clerk	x					

1. Welcome and opening prayer

The Chair (LM) opened the meeting which started with a prayer.

2. Apologies for absence

Apologies had been received from JJ (approved).
Apologies were not received from FC

3. Membership of the Governing Body and Committees

- The Chair advised there remain vacancies on the Governing Board. A Foundation or co-opted governor vacancy remains and expertise in the area of HR is sought. CW has been searching and advertising on relevant websites.
- ID (Ian Dugdale) had been elected unopposed as a parent governor and was welcomed to the Governing Board.

Minutes approved
Signed by Chair:
Date:

- The Chair reminded all present that the meetings of the Governing Board are confidential and that all decisions are collective decisions by the whole Board.
- The Chair then shared a Governor Services update regarding confidentiality, conduct, communication methods and the strategic role of the Governing Board.

4. Declarations of conflicts of interests and pecuniary interests

None were declared.

5. Notice of any other urgent business

There was none.

6. Minutes of the meeting of 8 February 2018

These were agreed without amendment and signed by the Chair.

7. Matters arising from the previous meeting.

- NK had undertaken an off-site visit.
- LP reported on the progress of the more able to Standards
- A number of governors had attended parents' evenings and conducted the Governor questionnaire.
- The annual report for the PCC & Parish report was written by HT and CoG and circulated. Governors have / plan to attend the relevant parish meetings.
- The Standards committee approved the SFVS for the March 2018 deadline in line with their delegated responsibility by the FGB. This was submitted by the deadline.
- The paperwork in respect of the Arrington and Croydon governors has not been received; therefore they remain Associate Governors.

8. Raising Standards

LP presented the Headteachers' report:

- Current strengths and areas for development were discussed
- Maths and English advisors had been into the school and were very complimentary – particularly about the Oracy project.
- Performance in both maths and English is improving across the school.
- An Action Plan remains in place to direct priorities.
- Time pressures were outlined including GDPR.
- A staffing update was provided and discussed. Raising Standards remains central to all decision making.
- Current pupil numbers and expected intake and the implications were discussed.
- A Health and Safety Audit has been undertaken and next steps identified.
- An update on attendance was discussed. The County expectation of 100% attendance remains the target.
- The termly report on behaviour was discussed KG reported on the ongoing training for peer mediators to assist with defusing or preventing such issues. Two peer

mediators will be available to pupils every lunchtime. Four members of staff have been on the STEP On behaviour management programme and LP has been tutor trained. It will be rolled out across the school later in the year.

- An update on Cluster collaboration was given.
- The new EDRA is in post and has visited Petersfield twice.
- County Advised items were discussed and actioned.
 - HTPM committee – IL to replace SM at the end of the cycle.
 - The annual safeguarding report is expected in the Summer term.
- No clear guidance has been issued in respect of GDPR. Cluster collaboration has been effective in working towards compliance for the 25th May deadline. Further guidance is being sought as the ICO and DFE update documentation. Updated Privacy Notices policies are in place and will be updated and approved by the chair as guidance is issued in advance of the next FGB.
- Purchase of the CCC SLA for admissions policy was approved by the Full Governing Board.
- The school has worked hard to address last year's financial deficit. There was a carry-forward of £23k at year end, although taking out ring-fenced items the true carry-forward was around £4k.
- The school is aiming for a balanced budget for 2018/19 and the proposed budget has been agreed by the Finance Committee.
- The Chair also asked for hers and the Board of Governors' thanks to those involved in achieving this good outcome to be minuted.

The Governing Body approved the School Budget Plan for the financial year 2018/2019 with a total spend of £622,602.

9. Committee Reports

CW gave an update from the Resources Committee on 24 April 2018.

- The balanced budget was proposed as circulated.
- An LCVAP bid has been submitted and CW will meet with the HTs to prioritise works to the building. Health and safety related and urgent issues continues to be prioritised.
- The resources committee are reviewing the charging and remissions policy as educational visits must be self funding.
- The school's current supplier of catering and cleaning services will cease trading in October 2018. The HTs are investigating alternatives with the cluster

SM gave an update from the Standards Committee on 8 March 2018. The Committee had:

- Looked at data in some detail
- Commissioned training regarding data
 - Interrogated attendance statistics
 - Approved policies

10. Policies to review and ratify

As recommended by Resources Committee, the following policies were approved by the Full Governing Board:

- The Accessibility Plan
- Equality Policy
- MIS policy
- Subject Access Policy
- Data Breach Policy
- Privacy Notices – staff and pupils

11. Governor's Self Evaluation

The Chair confirmed that each governor had been asked to identify key areas for improvement. An Action Plan has been created and circulated. The Action Plan incorporates the findings of the recent parent questionnaire concerning the role of the governors and issued by them. The Action Plan will be further discussed at future Full Governing Board meetings.

The Chair stated that the recent parent survey had revealed mixed, good findings; the general message was that parents were happy with the present situation. However, some parents would like additional communication from Governors and there was a general lack of understanding of the role of the governor. A discussion took place on possible remedies for this and the following actions were agreed:

- Issue a letter to parents at the start of the school year introducing the governors and their roles. To be issued in the name of the Chair.
- Issue a letter to parents at the end of the school year, giving an overarching review of that year including progress reports on achievements against Ofsted actions. To be issued in the name of the Chair.
- Put 'bite sized' chunks of governors' news in the weekly newsletter – e.g. activities and visits undertaken in the past week or two. All governors to email their snippets of news to LP.
- Governors to be present and available at beginning of term curriculum parents' meetings.

12. Governor Visits

- JJ and SM visited and circulated a report on reading to be discussed at Standards.
- The Chair confirmed that dates for visits during the summer term are set out in the Head Teachers' Report and governors had confirmed their availability for these dates.

13. Governor Training

- KR has attended training on funding and budgeting and gave a brief account of the presentation.

- JJ and LM have attended the Annual Governors' Conference and LM gave feedback on the event.
- FC, JJ, KG and LM have attended data training on the 'ASP' government database. LM gave feedback on this training.
- CW has attended training on 'vulnerable groups'. CW gave feedback on this training.
- New Governors Induction was planned.
- Volunteers were sought for the Clerks briefing.
- Training on data has been commissioned for the next Full Governing Board meeting.

14. Any other urgent business

- IL to coordinate end of term refreshments

15. Reflection on the meeting

- Set a balanced budget for 2018-19
- Reviewed the school action plan which is focused on raising standards
- Planned further communications with parents following feedback from the parents questionnaire
- Approved school policies

16. Date and time of next meeting.

- Thursday, 19 July at 1930.
- Dates for FGB meetings in 2018-19 are planned. Governors to confirm availability to HT

The meeting closed at 21:50.