

Petersfield Church of England Voluntary Aided Primary School

Minutes of the Meeting of the Governing Board

Thursday, September 20 2018

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

1. Welcome and Opening Prayer

LM opened the meeting which began with a prayer. FC thanked governors for their good wishes and kind gifts during her recent recovery.

2. Safeguarding, Child Protection and Prevent Training

KG delivered training in the above areas and a list of relevant policies was circulated to all governors. Governors were asked to read these policies, which are stored in the secure shared area and to complete and return the confirmation letter within two weeks (by Friday, 5 October).

Apologies for Absence

Apologies had been received from KR, DH and NK. These were approved. No apology had been received from ID. This absence was not approved.

LM notified the Board of the resignation with immediate effect of NK.

Minutes approved

Signed by Chair:

Date:

3. Notice of Urgent Business

There was none.

4. Declarations of Interest

There were none. Governors were reminded they need to complete and return their 'Declaration of Pecuniary Interests' form as soon as possible.

5. Election of Chair and Vice Chairs

There being no other expressions of interest and having signified her willingness to continue in the role, LM was re-elected as Chair of Governors for 2018/19, on a unanimous vote.

There being no other expressions of interest and having signified their willingness to continue in the role, CW and JJ were re-elected as Vice Chairs of Governors for 2018/19, on a unanimous vote.

6. Membership of Governing Body and Committees

Governors instructed that an election be held to fill the vacancy of Staff Governor caused by the departure of Tabatha Smith.

Governors instructed that an election be held to fill the vacancy of Parent Governor caused by the resignation of Nina Kelly.

It was noted that the vacancy for Foundation Governor (Croydon) is to be filled by GB subject to Diocese approval.

LM and FC agreed to work together to attempt to fill the vacancies for POM Governors (Tadlow and Whaddon) and Foundation Governor (Whaddon).

It was noted that SM's current term will expire on 15/10/18 and CW's on 29/11/18. Both confirmed their willingness to serve for another term. Both to complete a fresh Foundation Governor registration form in advance of the expiry of their current term.

Membership of the Resources and Standards Committees was confirmed as follows:

Resources – CW (Chair) GB, KR, LM, KG, DH, LP
Standards – SM (Chair) FC, JJ, LM, IL, ID, KG, LM

It was agreed the Strategic Working Party should meet, feeding back to the FGB as appropriate. Membership of the Group was agreed as FC, JJ, CW, LM and SM.

LM agreed to contact KR to ask if she wishes to remain on the Headteacher Appraisal Committee, in which case she would become Chair for 2018. If KR steps down, SM will become Chair. CW and IL will serve as observers.

It was agreed that JJ, CW and IL will serve on the Exclusions Committee. IL to receive the requisite training in this regard.

It was confirmed that with immediate effect AP will clerk FGB, Standards and Resources Committees.

Minutes approved

Signed by Chair:

Date:

7. Governance and Governor Action Plan

LM clarified the nature of the governor's role. It was agreed that whilst on occasion the boundary between strategic and operational considerations can be difficult to locate and maintain, the role of the governor must be to help set and maintain the strategic direction of travel for the school. The headteachers are responsible for operational matters, the governing body does however need to hold them to account for the educational performance of the school. Therefore, it is reasonable for the governing body to ask questions about the rationale behind the operational decisions, when appropriate. LM outlined the process for this and the County role in supporting the Governing Body.

A set of Model Standing Orders had been circulated to governors in advance of the meeting. It was agreed that in exceptional circumstances and on the terms outlined in that document, governors would be permitted to participate in meetings via remote access. The Standing Orders were approved unanimously with this amendment.

The HT report listed the outstanding actions for Governors with regard to training and documentation. A deadline for 5th November was set for completing the paperwork and actions following the safeguarding training.

LP reminded all governors that for reasons of security all emails related to their work as a governor must be sent from within the secure, system. No emails should be sent or received from private email addresses. The issues with migrating the email system have been raised by LP to County and actions for Governors were set.

8. Governor Visits

See Headteachers' Report.

9. Minutes of Previous Meeting

Two amendments were made. CW's details were amended to confirm him as Chair of Resources (not Standards) and SM's details were amended to show her as Chair of Standards. With these amendments the minutes were agreed by all present and signed by LM.

10. Matters Arising from the Previous Meeting

Matters arising were addressed by the HT report and recorded as complete.

11. Headteachers' Report

LP gave a presentation on the school's Strategic Development Plan for 2018/19 and the County support in raising standards. This detailed priorities for the autumn term in particular, the strategies and timescales for achieving these priorities, supporting documentation and the methods of communication to stakeholders. The role of governors within this process was also discussed. Governors will focus on monitoring and tracking the success of the initiatives set out in the SDP, according to the agreed success indicators using visits to collect 'soft' and 'hard' data.

The following actions were agreed:

- Rachel Peachey will become a signatory, replacing Tabatha Smith.

Minutes approved

Signed by Chair:

Date:

- In respect of the school's GDPR obligations:
 - Exercise books are an essential part of the school record and are not to be taken home but must remain in school until they are no longer required for learning. At this point they are sent home with pupils.
 - Current test papers form part of the educational record and are not to be taken home whilst they are still being used to teach and assess pupils.

Following consultation with the school Financial Advisor and HR provider, the Board accepted the government's pay recommendations for 2018/19 on all scales. As no Pay Policy has been issued for the 2018-19 academic year, the current Pay policy remains in place pending the new model policy. LP to notify payroll.

It was agreed that governor visits will continue throughout 2018/19 and that on each occasion a governor should send in a 'bite sized' report on their visit for inclusion in the school's newsletter. These visits will tie in with the proposed new SDP and how this will be achieved will be discussed at the next Strategic Working Party.

LM reported she undertook a Learning Walk shortly after the start of the new term. Significant improvements were noted and the visit will be reported in the school newsletter.

Governors asked about current staffing arrangements and the current provision was outlined and will form an agenda item on the Resources Committee agenda.

12. Committee Reports

There were no reports as the committees have not met since the last FBG

13. Policies for Review/Ratification

A large number of policies had been listed on the Agenda and in addition the Custodial Sentence Policy had been circulated.

Subject to minor noted amendments and clarifications to be made before publishing, the listed policies and the Custodial Sentence Policy were approved.

In addition, a change to the uniform policy was proposed and accepted following a pupil request. Going forward, permitted sandal colours are to be black and white as white sandals were proving difficult to source for boys preventing this them from wearing sandals in hot weather.

14. Reflections on the Meeting

- The new School Development Plan was received, discussed and agreed.
- The role of the governors in ensuring the success of the above plan was identified. This will form the agenda for the Strategic Working Party
- Safeguarding training was received.
- A large number of policies were discussed and approved.
- Governor vacancies and means of addressing these were agreed.

15. Date and Time of Next Meeting

Thursday, 29 November, 1930.

The meeting closed at 22:30

Minutes approved

Signed by Chair:

Date:

Summary of Actions
(Not part of minute)

Action	Responsible	Due Date (If Applicable)
Confirm all child protection related policies have been read and understood (see item 2)	All governors	5 October
Complete and return 'Declaration of Pecuniary Interests' form (see item 4)	All governors	ASAP
Undertake elections to the posts of Staff and Parent Governor (see item 6)	LP & KG	ASAP
Attempt to fill the vacancies for POM (Tadlow and Whaddon) and Foundation Governor (Whaddon) (see item 6)	LM & FC	ASAP
KR and CW Paperwork for new term of office. Associate?		
Confirm KR's intentions vis a vis membership of Headteacher Appraisal Committee (see item 6)	LM	ASAP
Check and complete any actions – letter, AUP, Prevent, and supply photograph (see item 7)	All governors	ASAP
Training, documentation and Code of conduct to be signed by missing Governors		
All Governors to contact the helpline to be set up with email if they are currently not.		
LP confirm Pay award to EPM and Pay policy to be provided on receipt		
LP to add to newsletter, website and PIP re sandals		
LP to change signatory to RP		
Policies changed, amended and updated in all areas		
Staffing on Resources agenda		

Minutes approved

Signed by Chair:

Date: