

Cheswardine Primary School
Full Governor Board Meeting Minutes Part 1
Held on Thursday 27th June 2019 4.05pm
SUMMER TERM 2019

1.

Present		Apologies
Claire Denny (Chair)	Rachael Williams (Acting Head)	None
Keith Wilson	Molly Jenson	
Davinya Reddall	Johanna Brown	
Helen Griffiths	Jayne Freeman-Evans	
Other	James Cartwright (Governor of Hinstock School)	
Clerk	Nicola Tidball	

2. **Governors' Details**

All governors signed the attendance sheet and declared no changes to details since the last meeting. Governor details are published on the school's website and on the government database, GIAS.

The Head welcomed James Cartwright to the meeting as an observer.

3. **Governor appointments**

3.1 LA governor, Sharon Stallard, has resigned from post. The Chair thanked them for their governor support and commitment.

3.2 Molly Jenson was appointed as a co-opted governor with a term of office ending on 1st May 2023.

3.3 Jayne Freeman-Evans was welcomed to the Board as elected staff governor, with a term of office ending on 1st May 2023.

4. **Declaration of items to be discussed under Any Other Urgent Business**

No other items were identified for additional discussion.

5. **Declaration of interest in any item listed on the agenda**

No governors declared an interest in accordance with Regulation 16 of the School Governance (Roles, Procedures and Allowances, England) Regulations 2013, in any item listed in the agenda.

6. **To report action taken under emergency powers by the Chair or Vice Chair**

The Chair reported financial action taken on behalf of the Acting Head to allow access to Erasmus funds in the absence of the authorised head.

Minutes

7.1 **To receive and confirm minutes of the previous meeting held on 7th March 2019**

The minutes of the meeting were approved by the Board, signed as a true record by the Chair and filed in the minute book. The minutes are also available on the school's website.

7.2 **Matters arising from the minutes:**

The summary of actions list was discussed, the Board were updated as follows:

7.2.1 The latest parent election process was unsuccessful, however new co-opted and staff governors have been appointed.

7.2.2 LAC governor training has been scheduled.

7.2.3 Health & Safety training is outstanding.

7.2.4 Collaboration with the governors of Hinstock School is ongoing.

7.2.5 Review of the DfE publication and the complaints process has been delegated to the Staffing, Curriculum and Standards Committee.

7.2.6 The Safeguarding review report has been shared with the Board.

There were no other matters arising from the minutes.

8. **Committee Items**

Draft minutes had been issued and read by the Board prior to the meeting.

- 8.1 Minutes of Early Years Committee 7th February 2019**
 The Acting Head proposed the closure of the Early Years Committee explaining how key nursery areas are also discussed by the other committees. The Board discussed the change and how Early Years could be monitored in the future. The Board agreed that the head of nursery would be invited to the Board as an associate member.
 The Acting Head proposed changes to the current head of nursery's job title, based on level of responsibility. The Board discussed the role and the cost implications and agreed to delegate the final decision to the Finance & Facilities Committee.
- 8.2 Minutes of Staffing, Curriculum & Standards Committee 26th March 2019**
- 8.3 Minutes of Standards & Curriculum Committee 10th April 2019**
- 8.4 Minutes of Premise, Security, Health & Safety Committee 8th May 2019**
 The Acting Head thanked Keith Wilson for completing the outstanding work actions.
- 8.5 Minutes of Finance & Facilities Committee 12th June 2019**
 The Budget Plan 2019/20 had been approved by the Committee.
 The Acting Head highlighted the benefits of the LA's Finance Gold SLA.
- (C) The Board asked for clarification on support changes for September 2019:
 (I) The Acting Head explained that there are minor changes to previous discussions however all changes are now complete.
- 8.6 Effectiveness of committees (appendix booklet item 1)**
 The Clerk explained the importance of self-evaluation and the committees were requested to complete evaluation questionnaires at their next round of meetings. The Board discussed evaluation resources and the completion of skills audits.
- 8.7 Review of committees**
 The Clerk suggested a review of committees and link governor roles to accommodate new board members.
 The Board agreed the amendments as detailed in Appendix A.

9. School Performance

School performance reports had been issued and read by the Board prior to the meeting.

- 9.1 Headteacher's Report (Appendix B)**
 The Acting Head explained the format of the report and that an updated data sheet would be issued to the Standards & Curriculum Committee. SAT results will be reported on 7th July 2019.
- (C) How is teaching progressing in class 1?
 (I) The Acting Head explained the positive outcomes of the teaching job share situation and how planning is being monitored. Overall improvements have been seen.
 (C) What support is being given to an SEN pupil in class 1?
 The Acting Head explained the support and the logistics of class changes within nursery/reception and yr1/yr2. The benefits to other pupils of inclusion were also highlighted. The Board discussed the intake for September 2019.
- 9.2 SEN Report (Appendix C)**
 The Acting Head issued the report and highlighted the changes since February 2019. The Board were informed that due to pupil confidentiality the SEN report is signposted on the school website.
- 9.3 Link Governor visit feedback**
 School monitoring visits are ongoing and some visit reports have been submitted. The Board discussed the governor attendance at the Book Trawl.
- 9.4 Pupil exclusions**
 The Head reported that there have been 0 fixed period exclusions since last term.

10. GDPR Review

- 10.1 Appointment of Data Protection Officer (DPO)**
 The Board appointed Nicola Tidball as Data Protection Officer.
- 10.2 Role of Governors as Data Controllers**
 The DPO informed the Board of their role as Data Controllers and directed the governors to information on the governor's Outlook 365 SharePoint group. The Board discussed the GDPR work completed by the school since the issue of the new regulations, including policies, privacy notices and ongoing monitoring. The Board agreed to a DPO audit in

Autumn 2019 and a report will be presented to the Board at the Autumn meeting.
The Acting Head informed the Board that there were 0 SARs and data breaches for 2018/19.

11. Admissions arrangements 2021/22 (Appendix Booklet Item 5)

In line with the LA School Admissions Code, the Board agreed to keep the same published admission number (PAN) of 12 for school entry 2021/22.
The Admission Team will be informed and the PAN will be published on the school's website.

12. Work/Life balance and wellbeing of Head and Staff (Appendix Booklet Item 3)

The Chair reiterated the importance of monitoring wellbeing and asked for feedback from the staff members of the Board.

(C) The Board queried the Acting Head's wellbeing in managing the two schools:

(I) The Acting Head confirmed good wellbeing despite increased workload and highlighted how the role has further developed their skills. The Board discussed email use out of hours.

The Acting Head requested governor support at parents evening to ease a heavy work load that day.

(C) The Board enquired about staff wellbeing:

(I) Staff informed the Board of uncertainty about the strategic plan for the school, however moral has improved and the recent sports days was a success in respect of staff/parent relations.

James Cartwright left the meeting at 5.05pm.

13. Collaborative working and governance

See confidential minutes Part 2.

James Cartwright returned to the meeting at 5.30pm.

Jayne Freeman-Evans left the meeting at 5.30pm.

14. Governor development

14.1 Molly Jenson has attended New Governor training and fed back the benefits to the Board.

14.2 No further training was requested.

15. Governors Annual Report to Parents

The Board discussed past methods of engaging parents in school governance and the benefits of parent inclusion.

15.1 The Board agreed to issue an annual parent report, with input by all governors, by 1st September 2019.

15.2 The Board agreed to attend the Parents Forum on 27th June 2019 and discussed future events to accommodate parent interaction.

16. Information, training and development (see Appendix Booklet)

The Board confirmed that the Appendix Booklet had been read and that legislative changes have been noted and actioned accordingly. The Clerk directed the Board to the following items:

1. Effectiveness of Committees
3. Headteacher and Staff Wellbeing and Work/Life Balance
4. Shropshire Agreed Syllabus for Religious Education
5. Admission arrangements 2020-21
6. Collaborative working and governance
7. DfE Governance Handbook - update

15. Any Other Urgent Business

None

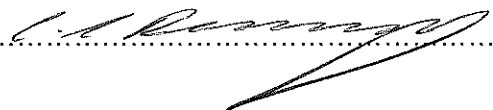
16. Date of next meeting: Thursday 17th October 2019 4.00pm Cheswardine School

Meeting closed at 5.50pm

Summary of actions/activities following the meeting:

Agenda Item Number	Task	Responsibility / Timescale
7.2.3	Book governor Health & Safety training.	Acting Head
8.1	Invite head of nursery to associate membership. Agree title change for Nursery Leader.	Acting Head Finance & Facilities Committee
8.6	Complete evaluation questionnaire at next meeting.	All Committees
8.7	Update governor committee details.	Fiona Smith
10.2	Schedule GDPR audit and report to governors.	DPO
15.1	Issue Annual Parent Report.	Clerk / All governors 1 st September 2019
15.2	Attend Parents Forum 27 th June 2019. Issue event dates.	All governors Head

Chair:

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Date:

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