

Minutes

Full Governing Board

Wednesday 6th February 2019 at 7pm at the Junior Site

Present: Andrew Rankin (Chair), Janette Lawrence, Nina Burich, Rachel von Rietberg, Robert Shrimpton, David Ryder-Mills, Emma Scott, Tabitha White, Andrew Burkinshaw, Joy Uren, Lucy Bond, Vicky Mitchell (Clerk).

Apologies: Jenny Cropper, Nick Hudson (Vice-Chair)

1. Welcome, Opening Prayer, Apologies and Declaration of Interest

The Chair opened in prayer.

The apologies were received and accepted. The 'declaration of interest' form, pertaining to the meeting was signed. Joy Uren was introduced to the governors. She is joining the governing board as a Diocese appointment.

2. Minutes and matters arising not on the agenda

The minutes from the last Full Governing Board Meeting were reviewed.

Matters arising included –

- The Headteacher provided the governors with an updated School Improvement plan (SIP). Changes had been made to reflect the new SIAMS framework and the new strands that have been introduced. The new framework leads to a more robust inspection which means much more needs to be achieved in order to gain outstanding.
- The Safeguarding policy needs to be added to the website. VM to liaise with SG to ensure it is on the website.
- The Chair fed back to the governors that as part of the 'Partnering for Success' (the staffs performance imitative), he had met with a number of staff members to interview them about the initiative and the approach. He had met with a variety of staff members from across the school and the general feeling was that the 'Partnering for Success' was useful and informative to staff development.

The minutes were approved.

3. Safeguarding, bullying and racial incidents

The Headteacher provided the governors with a report from the SENCO as well as information that had been taken from 'My Concerns', the new system that has been implemented to record safeguarding incidents or concerns. The HT was pleased to inform the governors that there was a low number of children recorded and the number of children on 'high alert' was 3. Staff are comfortable using the system and it has allowed for small niggles and incidents to be recorded which allows for earlier identification of issues and where needed, intervention put in place. A governor asked whether the school had a high number of children recorded. The HT felt that the school had low numbers in comparison with other schools.

4. Admissions

- a) Primary – The primary admission policy has been out for consultation and there were no responses or comments to the proposed changes. One person had asked why the number of church children offered places was set to 15. It had been explained that whilst 15 was the number of church places set it was assumed that these children would have siblings and so the number church places would be 30. The governors were informed that whilst application numbers had increased for 2019-2020 the number of applications from church places from CCNM had stayed at the same level. **AR** to send the policy to the borough and to email SG to add to the website and to remove the wording 'proposed' from the policy.
- b) Nursery – the governors were informed that the Nursery policy does not have to be consulted on. Whilst reviewing the policy in the meeting a governor noticed the number of places for part/full time was incorrect. **TW** and **AB** to correct and to add to the website.

5. Headteacher's Report

The Head went through her report with the governors. The report accompanies these minutes.

Admissions - The overall number of applications for 2019-2020 has been good although it would be good to see a few more applications listing the school as the 1st choice on their application form. The governors examined the numbers from the Crown Service applications. These are applications that need to be reviewed. The amended Primary Admissions Policy (2020) is now ready (see comments above). The Chair gave his thanks to all who were part of the admissions working party and had been involved in getting the new primary admissions out for consultation. He felt that the new policy now reflected the school's aim to make places at the school more accessible to a broader part of the

community. The policy must be reviewed each year, and must go for consultation every 7 years.

Business Impact – Fire drills are being carried out well, but the new system has flagged up people are forgetting to fob out which would have an impact on accounting for people in a fire drill situation.

The governors were informed that the infant playground has areas that are now out of action and cannot be used. A playground designer has been approached and has provided some inspiring ideas. Prices are to follow once he returns from holiday.

The nursery playground has also been condemned. The PTS are keen to raise money to address this situation. A governor asked how long was it reasonable to think the life of a playground. It was felt that the playground has been heavily used. The playground was installed in 2012 and over time the area has received heavy usage from the school children during break time and lunchtime. The junior trim trail is also looking tired. A governor asked if there was still a warranty. It was confirmed that there was not.

Christian Ethos – The main focus is being given to the new SIAMS framework. It was felt that the new strands of the framework should be examined. This is to be explored in the next Christian Ethos meeting. The governors discussed the merits of 'Open the Book' and how engaged the children have been. The governors were informed that the group from the church who run 'Open the Book' are struggling to find people to run it as well as concerns over storage for the costumes. Governors want 'Open the Book' to continue and will investigate potential storage space for the costumes.

Human Resources – The HT informed the governors that it has been a difficult year at the school due to HR staffing disputes. The staffing disputes have flagged the following –

- EPM, the outside HR advisors have not been helpful
- The possible need to organise a dispute panel who could be mobilised as and when needed.
- The need for a school representative to be present at appeal hearings.
- When used in anger, the current policies are not always clear or robust.
- The need for clearer timelines.

An outcome from the situations has been to review and update the Code of Conduct for staff. A governor asked if this change was then reflected in the contracts for staff. The governors were informed that contracts is still a grey area and this was due to the way in which the borough managed them in the past.

Pupil Impact – Overall the outcomes for the academic results for the school have been strong.

Attendance is good.

Behaviour – there are still a few challenges around lunchtime behaviour and in particular when football is being played. This is being monitored and reviewed on a regular basis.

There are quite a few children who would benefit from having a EHCP. However, the process to get one is both lengthy and expensive. It was noted that it is difficult to staff. If a child has the plan a staff member can be appointed, but if the child leaves the school there is effectively no position available.

6. Finance – budget plans

The school is heading towards a difficult financial period. There is very little room to save money given the change and reduction of staff already. The restructure of the office has provided some economic savings. A governor asked if the figures provided included the pay increases that are due to be implemented. The HT confirmed they did not. Figures to be reviewed at the Business Impact Meeting.

7. Personnel Procedures and Support

Please see the HR Resources section of the Headteacher's Report

8. Infant playground

See comment in the Headteacher's Report

9. Governors fund

The treasurer was unable to attend. However, she sent information to the Chair and advised the governors there was £50,000 in the funds. A governor asked could some of the money be put towards the work needed to take place in the infant playground. The governors thought this was a good suggestion. To be investigated more fully in the Business Impact Meeting.

10. Governor email addresses

It was confirmed that all of the governors have now received a school email address to use for communication instead of their personal email. This is line with GDPR requirements. There are a few governors who need to login and activate their account. It was agreed that

AB would send round a 'How to' to assist the governors and ensure everyone is accessing their email accounts.

12. AOB

The Chair advised the governors that the term of office for the Vice Chair, a co-opted governor has lapsed. The Chair asked the governors if they were happy for the Vice Chair to continue in the same capacity. All of the governors were in agreement with the continuation of his position.

The Chair read out a letter received from the PCC in response to the end of year report they had received from the Chair and governors in December. The PCC were very thankful and were very pleased to hear of how well the children were achieving academically, as well as enjoying the visits that members of the PCC had made to the school during the year.

The next FGB – Thursday 16th May 2019

Action Point Summary:

VM to ensure the Safeguarding Policy is added to the website.

AR to send Primary Admission Policy to SG for the website and to the borough.

AB TW to ensure the number in the Nursery Policy are correct and then release to SG to add to the website.

AB to send to governors a 'How to' to login into emails.