

**MINUTES OF A MEETING OF THE GOVERNING BODY OF RAINOW PRIMARY
SCHOOL HELD AT THE SCHOOL ON TUESDAY 13th NOVEMBER 2018, 17:00HRS**

Governors Present: Mrs Anna Arnold (AA)
Mr Richard Buckley (RB) Chair
Mrs Nicola Daley (ND)
Mr Jonathan Norris (JN) Headteacher
Mr Paul Riordan (PR)
Mr Julien Rye (JR)
Mrs Emily Williams (EW)
Mr Peter Grogan
Mr Dean Grice
Mr Richard Stockwell (RW)

Apologies: Ms Florence Pope (FP)

Also in attendance: Mrs Carole Self Clerk

PART ONE – NON-CONFIDENTIAL BUSINESS

1. Welcome, Apologies & AOB items

The Chair welcomed everyone to the meeting and accepted the apologies from Florence Pope.

2. Declaration of any conflict of interest

Governors completed their Annual Declaration of Interest forms which included the eligibility criteria and the approved Code of Conduct.

3. Membership

The Chair reminded Governors that EW would be leaving in December 2018 which would leave a vacancy for Vice Chair, nominations for a new Vice Chair would be discussed later in the meeting. Governors were pleased that EW had agreed to take on an Associate role as this would enable the governing body to retain her specific skill set.

The Chair reminded Governors of the current constitution of the Governing Body which states membership should consist of 3 parent governors; 1 LA governor; 1 staff governor; 1 Headteacher governor and 6 co-opted governors. Governors discussed the merits of having another parent governor or another staff (non-teaching) governor. Governors agreed in the first instance to try and secure another staff governor in the next couple of weeks. If this proved to be unsuccessful, Governors agreed to hold a parent election before Christmas with a view to appointment early in the new year. Governors agreed that the Instrument of Government at this stage would remain unchanged until it was clear whether an additional staff member could be secured as a co-opted governor or whether the FGB would increase their Parent Governor membership.

Governors agreed that it would be useful to undertake a skills audit to ensure that the governing body were appointing individuals with the necessary skills to support the school going forward.

ACTION: CS agreed to circulate to the Chair a copy of the NGA skills audit for maintained schools.

Governors were advised that the national database of Governors on the GIAS system required to be updated and published on a regular basis. Governors acknowledged that the database contained personal information as already provided to the school, however only information in the public domain, i.e. that relating to the governing body would be published. Any changes to personal information such as home address were to be provided to CS as part of the update.

ACTION: CS agreed to update the GIAS form and forward this to the Chair and Headteacher for final review and completion ahead of submission and publication.

The attendance sheet for 2017/18 was finalised.

ACTION: JN to arrange for the attendance sheet for 2017/18 to be published on the school's website.

Governors agreed to discuss the appointment of associate members at the next meeting following the skills audit and election process discussed earlier in the meeting.

Governors reviewed the Full Governing Body Terms of reference and subject to the removal of reference to G & T (Gifted and Talented) from specific governor responsibilities and amendment of the reference to supporting the appointment of other staff to reference teaching staff only, these were **approved**.

ACTION: JN to amend the FGB terms of reference to remove reference to G & T as a specific governor responsibility and amend the reference to supporting the appointment of other staff to reference teaching staff only.

4. Review and approval of Part 1 Minutes from Full Governing Body meeting on 19th June 2018 and matters arising

The part one minutes of the Full Governing Body (FGB) meeting held on 19th June 2018 were confirmed as a correct record subject to the following minor amendments:

- Attendance List – remove reference to Paul Riordan as an Associate member
- Page 3 - Remove the sentence "It was noted that all financial decisions are being taken with the future prospect of converting to academy status in mind.
- Page 4 – remove the entire paragraph beginning "A benchmarking exercise has taken place"
- Page 4 – include the surname of the leader of the out of school club i.e. Eric Moss

There were no matters arising that were not included in the action log.

The action log was reviewed. See updated action log. The following new actions were agreed:-

ACTION: RS/JN to investigate using the School Spider for future meetings to remove the need to send papers by e-mail. RS agreed to pilot this by circulating the skills audit.

5. Chair's actions

None to report.

6. Part One Reports from Committees and Reports from Governors with Special Responsibilities

Governors agreed that the TLC minutes which had been drafted but not yet circulated would be approved at the next FGB meeting.

Governors were pleased that the TLC Committee had reviewed and recommended for approval the SSDP at its last meeting, a copy of which was included with the FGB papers and to be discussed as part of this agenda.

JR advised Governors that the Schools Financial Value Standards (SFVS) had been submitted and assessed at the highest assurance level of "Good".

Governors agreed that the ToR for all the committees would be reviewed at each of their first meetings in the new academic year.

Action: AA agreed to include the latest SEND report in the next FGB agenda.

Governors received confirmation that there had been no annual contracts arranged which required approval.

7. Headteacher's Report

The Headteacher's report was circulated in advance of the meeting. JN gave a brief summary of his report as outlined below and invited the governors to ask questions.

JN reported that in addition to the submission of the SFVS discussed earlier, on the 19th June the Local Authority undertook a Finance Audit for which the school also received the highest rating.

JN highlighted that he thought the approach to formulating the responses to the SSDP this year at the TLC meeting on the 18th September 2018 was a much more meaningful exercise than in previous years as this enabled ideas to be gathered from Governors, Teachers, Teaching Assistants and Parents (via the results of the Parent Survey).

Governors were advised that he and Miss Townley would attend the Artsmark Induction training as this was something to aim for. He confirmed that it was not a major project as it ran over a 2 year period and that the school felt that it had enough evidence to date for this.

- **Staffing Structure**

Governors recorded their thanks to Mrs Ensor following her successful application for a teaching role.

- **Pupils**

JN advised Governors that he had left the projection for September 18 column in his report as the reception class numbers had increased from the projected level of 23 to 26. He also reported that projected numbers for next year were high.

Governors were updated on the secondary education placements for 28 Year 6 pupils who left at the end of the last academic year.

- **Attendance**

Attendance reported as on track at 96% against the target of 95.5%

- **SSDP**

JN drew Governors attention to the summary of the SSDP in this report.

- **Curriculum and Enrichment**

JN confirmed that the Inspection Data Summary Report was due and would be presented to the next TLC meeting.

Governors were pleased to note the profile in music and drama; the successful sports Day and Year 2 residential trip. JN updated Governors on his proposal to hold two possible open mornings this year and agreed to circulate potential dates.

ACTION: JN to circulate potential dates for two Open Mornings to Governors

The Woodland Well-Being week at the end of September was deemed a success as was the whole school ramble. New activities included the gardening club and expert gymnastics coaching.

- **Premises, Health and Safety**

Work on the toilets and park was reported as successful and thanks were recorded to the FRS for the significant amount of funds raised to support the building of the woodland park..

Governors were advised that following the flood in the Reception class the carpets had been replaced and the room is set to be re-decorated from the proceeds of the insurance claim.

The new morning drop-off routine was reported positively.

- **Other Links**

JN advised Governors that more students were due to start this year taking the total to 4.

- **Safeguarding and Child Protection**

JN provided an update on children supported as part of the Common Assessment Framework. Governors sought to understand whether ND as the Safeguarding Lead required any further support and agreed that AA as link governor for Safeguarding would support as required.

8. School Strategic Development Plan (“SSDP”)/School Self Evaluation

Governors noted that the TLC had reviewed in detail the SSDP and recommended this for formal approval by the FGB. The FGB **approved** the SSDP. JN advised that the headline document was now on the school’s website.

JN confirmed that an update on the School Self Evaluation was included in his confidential Part 2 Headteacher’s report.

9. Attendance

This was covered in the Headteacher’s Report. The Chair requested that this item in the future be included in the Headteacher’s Report and not as a separate item.

10. Pupil Premium Grant

JN advised that the full report had been uploaded to the website. Governors agreed that AA would review this as part of her Link role.

ACTION: AA to review the Pupil Premium Grant report on the website

11. General Data Protection Regulation (“GDPR”)

JN updated Governors on the decision not to appoint an additional Data Protection Officer (DPO). He advised that the School Bursar was more than happy and capable to take on the duties of the DPO but thought it would be useful to review where the school was on its journey to compliance. Governors agreed to review options at the next FGB in terms of commissioning an individual to undertake this task.

ACTION: JN to update FGB on the arrangements to undertake a compliance review against the GDPR standards.

12. Governance Statement

Governors were pleased that this had now been completed and uploaded on the school website.

13. Director’s Report

A copy of the Director’s report and a precis of it was circulated to the governors in advance of the meeting. JN highlighted to Governors the new Ofsted framework (due Sep 2019), which he advised placed far greater emphasis on the curriculum and a reduced focus on data. He also advised Governors that the likelihood was that “Outstanding” schools would no longer be exempt from inspection in the future.

JN advised Governors that the school was due to receive double the amount of PE funding again and plans for a new running track would therefore be discussed at the next Buildings Committee.

ACTION: JN to include the plans for a running track on the next Buildings Committee.

Q. a Governor sought to establish whether the school had a strategic plan to maximise revenue for free school meals as outlined in the report.

A. JN advised that as the school only had 7 pupil premium children, a strategic plan was not necessary as an understanding of all pupils was already known and provided for. Governors discussed how as a governing body the options for keeping up to date with legislative changes or receiving good practice guidance. CS agreed to circulate appropriate details from the various resources available i.e. the NGA and The Key.

ACTION: CS to circulate changes to legislation or best practice guidance to governors as these arise.

14. Governor Monitoring, Development and Training

Governors approved the recommendations from TLC in respect of Link roles and Committee membership subject to the following amendments:

- Reference to Pay Appeals Committee in the TLC presentation document be amended to Appeals Committee in line with the Terms of Reference.
- Membership of the Appeals Committee to be Julien Rye, Anna Arnold and Paul Riordan.
- Buildings Committee – Anna Arnold to leave once a handover had been completed.

ACTION: JN to secure Induction training for Peter Riordan and Dean Grice and Exclusion Training for Richard Stockwell.

ACTION: The Chair agreed to develop an annual planner for governance key tasks for 2018/19.

15. School Policies

The following policies were **approved** as presented:

- Child Protection and Safeguarding Policy
- Prevention of Extremism and Radicalisation Policy
- The Severe Weather Plan

The following policies were **approved** subject to slight amendments being made:

- Equality Policy – Governors noted that the 9 protected characteristics were not reflected accurately under Objective 4 of the policy.

ACTION: JN to amend the Equality Policy to ensure Objective No. 4 of the policy reflected accurately the 9 protected characteristics.

- Complaints Procedure - correction of a few minor typographical errors to be made.

ACTION: The Chair agreed to correct the few minor typographical errors in the Complaints Procedure as advised by EW.

16. Nominations for Vice-Chair

The governing body agreed that a new Vice Chair was required before the start of the new calendar year and asked for interest from Governors ahead of this time. Governors also agreed that consideration in the nomination for the new Vice Chair should be to the replacement of the Chair in the coming year so capacity and skill set for this would be reviewed at the same time.

17. Meetings

Spring FGB – 19th March 2019 – 17.00
Summer FGB – 18th June 2019 – 17.00

Finance – 4th December 2018

TLC – 29th January 2019 – 18.45
21st May 2019 – 18.45

Buildings – 21st January 2019 – 09.00

18. Any other business

JN updated Governors on the latest position with regards to the payment system EeZeeTrip which was due to be rolled out after the October half term. He advised that following the catastrophic failure of EeZeeTrip’s internal server they were now hoping to re-launch the payment system in the next week once this had been tested by the School. Governors agreed that it would be useful to update Parents with this progress.

ACTION: JN to update parents on the roll out of EeZeeTrip.

ACTION: RS agreed to speak to the School Bursar regarding internal servers following the Finance Committee on the 4th December 2018.

Q. In the event of another failure is the school able to revert back to the e-payment system?

A. Yes

19. Impact Statement

The Chair asked the governors to reflect on the work of the governing body during this meeting, and the impact which the discussion and debate, and the decisions taken, may have. Governors agreed to reflect upon how they evaluated their work going forward.

At 19.34 the meeting moved to Part Two business.

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