



**The Governors of Sutton Church of England (VC) Primary School**  
**Minutes of a Full Business Meeting held at Sutton Primary School on 24<sup>th</sup> January 2019 at 7pm**  
**Present were; Ian Brown, Stuart Davis, Emily Gore-Rowe, Amy Lorimer, Sue Read,**  
**Hilary Sanderson, Chris Sanderson, Craig Wilkinson, Dan Smith (Associate) and Stuart Hales (Clerk)**

**Action Log**

Item	Action	Resp.
4	EGR to confirm if minutes can be placed on school website and be in compliance with GDPR	EGR
5	Minutes from committees meeting on 31.10.18 and 29.11.18 to be taken to next Business Meeting for review	EGR/SH
6	SH to inform Governor Services of decision to co-opt CW onto GB	SH
7	EGR to inform/consult with staff of decision to move DS to a staff governor	EGR
7	Co-opting of DS to be taken to FGB on 03.04.19 for approval	SH/SD
8	SH to email revised meeting dates and time to GB	SH
8	SH to email confirmation of additional Business Meeting on 03.04.19 to GB	SH
9	SW and PW to train to be designated leads	EGR
9	SD/BW to prepare report of their visit	SD/BW
9	SH emailed policy schedule to EGR on 28.01.19 to review and remove any obsolete policies	EGR
12	Data focus group to report back to T&L Committee	HS
13	Governors to consider taking Chair of GB for 2019-20	ALL
13	AL to prepare summary of gov's work for inclusion in school newsletter	AL
13	Governors training session confirmed for Wednesday 13 March 2019	ALL
14	CS to forward Code of Conduct checklist to EGR	CS
14	Code of Conduct Policy was unanimously approved subject to amendments being made and it going through HR	EGR
16	EGR to propose week for governors to visit and prepare poll to agree date	EGR/ALL
19	EGR/CW to agree a date for visit to review costs	EGR/CW
19	Governor meetings to be in Topaz Class in Year 3/4 block	ALL
19	Getting Ofsted Ready to be taken to FGB on 03.04.19	SH/ALL

<u>Agenda Items</u>	<u>Issues Raised</u>	<u>Decisions Taken</u>	<u>Action</u>
<b>1. Apologies for absence</b>	Lucy Amos-John, Mary Hancock, Alison Harker, Vickie Watts and Ben Willan which were accepted by the GB.		



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<b><u>2. Absenteeism without apologies</u></b>	None.		
<b><u>3. Pecuniary Interests</u></b>	There were no declarations for any item on the agenda.		
<b><u>4. Minutes of last meeting (17.09.18) and matters arising (cont)</u></b>	<p><b>Governor Strategic Priority Working Groups</b> – It was agreed that the action to set up an Assessment and Standards Working Group had been changed to the setting up of four separate taskforces that would report back to governors later in the meeting.</p> <p><b>GDPR</b> – EGR advised that the school does not have an Appointed Data Protection Officer in school but will be in contact with the Local authority ICT Services who provide this to ask if minutes can be placed on the school website and it was agreed to carry-over this action to the next FGB.</p> <p><b>Attendance</b> – EGR advised that the Attendance Policy had last been approved by governors in January 2018 and is reviewed on a four-yearly cycle. It had been placed on the schools website.</p> <p><b>Miss Watts</b> – DS briefly gave an update on VW.</p> <p>The minutes were agreed and there were no further matters arising that were not covered by this meeting’s agenda.</p>	<p><b>EGR to confirm if minutes can be placed on school website and be in compliance with GDPR</b></p> <p><b>Signed by the Chair</b></p>	<p><b>EGR</b></p> <p><b>SD</b></p>
<b><u>5. Minutes from T&amp;L Committee on 31.10.18 and F&amp;P Committee on 29.11.18</u></b>	<p>SD advised that from the governance review in October 2018, there had been a recommendation that committee minutes be taken to a subsequent business meeting to allow governors an opportunity to ask question on meetings that they were not present at.</p> <p>Unfortunately, the minutes from the two committee meetings in the autumn term were still in the checking process and had not been issued to governors.</p>	<p><b>Minutes from committee meetings on 31.10.18 and 29.11.18 to be taken to next Business Meeting for review</b></p>	<p><b>EGR/SH</b></p>



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<p><b><u>6. Co-opt Mr Wilkinson onto GB</u></b></p>	<p>SD advised that CW’s tenure as a parent governor had ended in November 2018 and that CW had agreed to stand for a further term moving to one of the three co-opted vacancies. This was approved unanimously by governors.</p> <p>He then advised that governors had previously agreed to a local authority recommendation that the number of parent governors reduce from six to four in due course. Because of this, the school would not run an election for a new parent governor to replace CW.</p> <p><b>CW arrived at meeting</b></p>	<p><b>Governors approved unanimously to co-opt CW onto the GB</b></p> <p><b>SH to inform Governor Services of decision to co-opt CW onto GB</b></p>	<p style="text-align: center;"><b>SH</b></p>
<p><b><u>7. Re-constitution of GB and Mr Smith to move to a staff governor</u></b></p>	<p>SD advised that as an associate governor DS did not count towards meetings being quorate and did not have voting rights. He proposed that DS move to a staff governor with full voting rights. This was approved unanimously by governors.</p> <p><b>Governor F queried that if by DS moving to a staff governor and then VW choosing to step down from her position when she returns to school, could other staff complain that DS moved into the role without a staff election taking place?</b></p> <p>The school would now have both DS and VW as staff governors – this might reduce to one depending on VWs wishes when she returns to work.</p>	<p><b>Governors approved unanimously to move DS to a staff governor</b></p> <p><b>EGR to inform/consult with staff of decision to move DS to a staff governor</b></p>	<p style="text-align: center;"><b>EGR</b></p>



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<p><b><u>7. Re-constitution of GB and Mr Smith to move to a staff governor (cont)</u></b></p>	<p>Total: 15 Governors            From the decisions already agreed under items 6 and 7, and the local authority's recommendation to reduce the number of parent governors, it was proposed that the GB reconstitute a further time as below;</p> <p>5 Parent Governors            The Headteacher            2 Staff Governors            1 Local Authority Governor            2 Co-opted Governors            3 Foundation Governors</p> <p>Total: 14 Governors</p> <p>The GB unanimously approved the proposal.</p>	<p><b><u>Post Meeting Note</u></b>  <b>Following Guidance Note 3 – Constitution Regulations, maintained schools are limited to one staff governor.</b>  <b>EGR, SH and SD suggested that instead, DS move to one of the co-opted vacancies which would be taken to the FGB on 03.04.19 for approval</b></p> <p><b>Co-opting of DS to be taken to FGB on 03.04.19 for approval</b></p>	<p style="text-align: center;"><b>SH/SD</b></p>



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<p><b><u>8. Governor meeting dates for 2018-19</u></b></p>	<p>SD advised that from the governance review in October 2018 the school had been asked to review its cycle of governor meetings through each year and also asked if governors would be in agreeance to moving the start of each meeting forward to 6.00pm to aid staff well-being, although he agreed that this might make it more difficult for governors who work to attend meetings.</p> <p>EGR asked that meetings are not held in the first week after a holiday to allow her to prepare supporting papers without having to work during the holiday period.</p> <p>SD advised that a further proposal was for the T&amp;L Committee to meet during the school day when lessons are taking place which would allow governors the opportunity to also observe lessons but again agreed that this might make it more difficult for governors who work to attend meetings. He then asked if these suggestions were something that governors would be prepared to consider?</p> <p>It was agreed to change the meeting dates and start time for the remainder of the year to the following; -</p> <p>F&amp;P Committee – Wednesday 27 Feb at 6.00pm  T&amp;L Committee – Monday 25 March at 7.00pm</p> <p>F&amp;P Committee – Thursday 25 April at 6.00pm  Business – Wednesday 1 May at 6.00pm  F&amp;P Committee – Wednesday 12 June at 6.00pm  T&amp;L Committee – Wednesday 26 June at 6.00pm  Business Monday – 15 July at 6.00pm</p> <p>SD also proposed an additional Business meeting during the w/c Monday 1 April at 6.00pm.  Governors agreed to meet on Wednesday 3 April at 6.00pm.</p>	<p><b>SH to email revised meeting dates and time to GB</b></p> <p><b>SH to email confirmation of additional Business Meeting on 03.04.19 to GB</b></p>	<p><b>SH</b></p> <p><b>SH</b></p>



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<p><b><u>9. Headteacher's Report, including Attendance/Racist Incidents/Exclusions for Autumn Term 2018 and FOI Requests</u></b></p>	<p>The Headteacher's Report had been issued prior to the meeting: -</p> <p><b>Pupil Numbers</b> – EGR asked if there were any queries on this point?  Governor F queried the forecast pupil numbers starting in Reception in September 2019? DS advised that the families of 44 children had stated the school as either their preferred, second or third choices and more exact numbers will be available in March.  Governor F queried if the SLT had considered the class structure for 2019-20 based around these numbers? EGR advised that staff would first focus on this year and not consider next year until March.  Governor G suggested that the pupil numbers contained within local authority forecasts for the next five-year period are often not accurate.</p> <p><b>Attendance</b> – EGR/DS advised of three children who for various reasons had a reduced timetable at the school.  Governor C queried the effect that this would have on attendance data? EGR advised that the whole school attendance for the year to date is 95.06% and with the three children removed increased to 95.35%.  Governor H queried how is attendance calculated for those children on a part-time timetable? EGR advised that when not in school, their absence is recorded as authorised.</p> <p>Governor L queried the whole school attendance at the last Ofsted inspection in March 2018 and what was the school's attendance target? EGR advised that the school office had contacted SIMS to request this data, but it was not possible to be forwarded to the school. SD advised that from the School on a Page data, the attendance for 2017-18 was 95.2% with a target of 96.0%.</p>		



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<p><b><u>9. Headteacher's Report, including Attendance/Racist Incidents/Exclusions for Autumn Term 2018 and FOI Requests (cont)</u></b></p>	<p>Governor F suggested the positives that can be taken from the attendance for pupil premium children increasing from 92.0% in 2017-18 to 95.33% for this year.</p> <p>EGR asked if there were any further queries on this point? There were none.</p> <p><b>Exclusions –</b> EGR advised that there had been four exclusions during 2018-19 to date. She then advised of a large number of strategies that are now in place to manage these children's behaviour and that Mrs Wallace, the schools SENDCo is working hard to gather evidence to support ECHP applications.</p> <p>EGR then advised that the behaviour shown by one child might be caused by an extreme sensory overload in a classroom and that a separate nurture area had subsequently been set up in a spare classroom.</p> <p>Governors queried if they could offer support to the school regarding exclusions and SEND? EGR suggested not in a specific way but they would be welcome to visit to have a more detailed understanding of issues/concerns.</p> <p>EGR added that appropriate training had been given to provide staff with strategies to deal with and manage behaviour issues.</p> <p>Governor H queried if children were responding positively to these measures? EGR advised that they had not been in place long enough to determine this, but the school is working closely with parents who are supportive.</p> <p>EGR asked if there were any further queries on this point? There were none.</p>		



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<p><b><u>9. Headteacher's Report, including Attendance/Racist Incidents/Exclusions for Autumn Term 2018 and FOI Requests (cont)</u></b></p>	<p><b>Complaints</b> – EGR proceeded to briefly go through parental complaints.  Governor F advised that clarity was required to ensure the complaints process is clear and when and if governors should become involved.  Governor F queried if further details regarding the complaint made to Ofsted could be shared with governors? EGR briefly explained the background to the complaint for governors' awareness.  Governor F queried if there were any specific complaints that governors should be concerned with? EGR suggested that it was usually normal for complaints to rise around a new head being in post. She then advised that a flow-chart would be sent home for parents to follow if they had a complaint and she briefly advised of the escalation steps for governor awareness.  Governor I queried if any of the complaints that involved governors first go to staff to respond to? EGR briefly advised of each case.  EGR asked if there were any further queries on this point? There were none.</p> <p><b>Safeguarding</b> – EGR asked if there were any queries on this point?</p> <p>Governor G queried the large number of pupils with a CP file? EGR advised that these included any child who had ever had a cause for concern during their time at the school. She then advised that in future reporting, she would make clear which files had 'no further action required' against them. She advised of the reasons of including this data in her report and suggested that it was quite low compared to other similarly sized primary schools.</p>		





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<p><b><u>9. Headteacher's Report, including Attendance/Racist Incidents/Exclusions for Autumn Term 2018 and FOI Requests (cont)</u></b></p>	<p>Governor C queried the impact/effectiveness of the whole school CP training on 03.10.18 and are staff both those inputting concerns, and those responding to them, able to manage their workload? EGR advised that there was a qualitative, not quantitative approach. She added that Sarah Rogers, the safeguarding lead at the local authority had suggested that there should be three designated CP leads instead of two. Mrs Wallace and Mrs Williams had volunteered to do child protection training.</p> <p>EGR advised that it was now quicker and easier for staff to log concerns and that DS would remind all staff to continue to log any concerns. She then advised that the 'My Concern' system was also used to track behavioural concerns and it was easier to monitor issues.</p> <p>Governor I advised that staff now receive confirmation that their concern has been looked at and for schools using the same system, concerns can be transferred to secondary schools.</p> <p><b>Class Structure</b> – EGR showed photos of the class move for Jade classroom and that the learning environment has been significantly enhanced, at the end of the meeting.</p> <p>Governor F queried if the school has appointed a part time teacher to work alongside Mrs Korniotis in R/Yr 1? EGR advised no as Mrs Smith had agreed to work part-time for two days per week on a temporary basis following the half term break in February. She had previously shown an interest at working at the school.</p> <p>EGR then advised that the school would wait for VW to confirm if she wanted to return on a full time or part-time basis.</p>	<p><b>SW and PW to train to be designated leads</b></p>	<p><b>EGR</b></p>



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<p><b><u>9. Headteacher's Report, including Attendance/Racist Incidents/Exclusions for Autumn Term 2018 and FOI Requests (cont)</u></b></p>	<p>Governor C queried if the changes to the teaching structure had had an impact on pupil progress and how are teachers planning to address this impact? EGR advised that the SLT are looking into any impact from the changes. She advised that the curriculum is being covered in Year 1 but the changes have only been in place since the start of the spring term so it was not possible to assess any impact yet.</p> <p>Governor G queried if it is practical to have approx. 45 reception children in one class? EGR advised that the correct staff ratios are in place and cover supervisors work under the direction of the class teacher.</p> <p>SD advised that BW as link governor for EYFS and himself as link for Phonics, plan to visit on Thursday 14 February to observe lessons and meet with appropriate teachers.</p> <p>Governor F queried if it was normal for such a number of teachers to leave at the same time? EGR advised of the various reasons for the three teachers leaving, two who left at the end of the autumn term and one will at the February half term break.</p> <p>Governor F queried if the school had any concerns about the two TAs teaching as they were not yet fully trained to be HLTAs? EGR advised that they were working as cover supervisors and supported by class teachers and that both had started successfully and gone strength to strength.</p> <p>Governor H queried if both felt comfortable in their new roles? EGR advised that they taught for between two and two and a half days each week in various classes.</p> <p>Governor F queried if this would have any effect on the school budget? EGR advised probably but financial savings were not a primary factor behind the school's decision.</p>	<p align="center"><b>SD/BW to prepare report of their visit</b></p>	<p align="center"><b>SD/BW</b></p>



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<p><b><u>9. Headteacher's Report, including Attendance/Racist Incidents/Exclusions for Autumn Term 2018 and FOI Requests (cont)</u></b></p>	<p>Governor F queried if the school had received any feedback or complaints from parents from lessons being led by cover supervisors? No. EGR advised that she would like the two members of staff to have a presence during parents' evenings.</p> <p>EGR asked if there were any further queries on this point? There were none.</p> <p><b>Leadership &amp; Management</b> – EGR advised that the assessment cycle had been reviewed but there would be no significant changes and she is completing weekly learning walks.</p> <p>Governor F queried if 2017-18 data was now included on the website? DS advised that it was.</p> <p>EGR advised that the B4L and T2L policies would replace several T&amp;L related policies that were already in place.</p> <p>Governor F queried what did CW and ATM refer to? EGR advised Collective Worship and Achievement Team Meetings.</p> <p>EGR advised that when new shelving had been installed into the library, all books would be moved from classrooms for children to then visit and choose books for their own classes.</p> <p><b>Budget &amp; Finance</b> – Governor F advised of the importance of the F&amp;P Committee being able to review budgetary data which was not presented at the autumn term committee meeting. It was noted that CW, as Chair of the F&amp;P committee plans to meet monthly with EGR and AH to review costs and the budget.</p> <p>EGR asked if there were any further queries on this point? There were none.</p>	<p><b>SH emailed policy schedule to EGR on 28.01.19 to review and remove any obsolete policies</b></p>	<p><b>EGR</b></p>



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<p><b><u>9. Headteacher's Report, including Attendance/Racist Incidents/Exclusions for Autumn Term 2018 and FOI Requests (cont)</u></b></p>	<p>Premises - EGR asked if there were any queries on this point?</p> <p>Governor F queried that the priorities within the report appeared expensive? EGR advised that FOSS had agreed to partially fund the work and of its importance.</p> <p>Governor H asked if acronyms could be included at the top of the report for ease of governors' usage?</p>		
<p><b><u>10. Local Authority Half Termly Reviews</u></b></p>	<p>A separate document titled 'Five Key Points' was distributed prior to the meeting.</p> <p>SD advised that it had been issued for governors' awareness and the school continued to have half-termly meetings with Val Palmer and Belinda Harvey and these were five observations that arose from their last visit.</p> <p>SD asked if there were any queries on the item? There were none.</p>		
<p><b><u>11. Governor taskforces inc. School Development and Improvement Plan</u></b></p>	<p>A 'RAGged' plan was provided for discussion and questions from governors.</p> <p>Each of the four taskforces was asked to provide a brief verbal report and take questions on its activities.</p> <p><b>1.Behaviour and Safety</b> – A separate report titled 'Governor Safeguarding Review - 04.12.18' was distributed prior to the meeting.</p> <p>Governor B suggested that from the audit, several minor items had been noted that had not been raised during previous audits.</p>		



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<p><b>11. Governor taskforces inc. School Development and Improvement Plan (cont)</b></p>	<p>Governor F queried if Diane Stygal from the local authority had visited to complete a safeguarding audit? EGR advised that she had and that the local authority had raised expectations on the SCR.</p> <p>Governor F queried who managed the SCR in school? EGR advised she does presently but planned that the office staff would take over its running, monitored by herself.</p> <p>SD asked if there were any further queries on this area? There were none.</p> <p><b>2.Achievement by disadvantaged pupils (to include discussion of Pupil Premium spending</b> – A separate report titled ‘Governor Visit Report – Pupil Premium Team and Approaches – 12.12.18’ was distributed prior to the meeting.</p> <p>SD asked if there were any queries from the report? EGR briefly went through it for governors’ awareness.</p> <p>Governor C queried if EGR was happy for governors to contact teachers directly to arrange meetings as he did not want to increase teachers’ workload? EGR advised that she was happy with this arrangement.</p> <p>EGR advised that Mrs Garbutt was pupil premium lead and also led on mental health with Mrs Wallace.</p> <p>Governor F advised that whilst the progress of pupil premium children had been reviewed governors had not looked at other disadvantaged groups yet. EGR advised that pupil premium is one of OFSTEDs priorities.</p>		



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<p><b><u>11. Governor taskforces inc. School Development and Improvement Plan (cont)</u></b></p>	<p>DS advised that Autumn 2 data was nearly complete and would be issued in due course            Governor I reminded governors that the GBs role was strategic only and not to consider the day to day running of the school.            EGR advised that OFSTED would expect the GB to have a general understanding of data headlines and for a group of governors to have looked at the data in more detail.</p> <p>SD asked if there were any further queries on this area?            There were none.</p> <p><b>3.Quality of Teaching</b> – A separate report titled ‘<i>Governor Visit Report - Quality of Teaching governor taskforce – 14.12.18</i>’ was distributed prior to the meeting.            Governor C advised that raising standards, consistency of teaching and being supportive are the main issues for the SLT and governors to focus on.            Governor G suggested that EYFS used to be one of the schools’ strengths but now was an area of concern, perhaps due to the change in staff?            EGR advised of the challenges faced by teachers in teaching R/Yr 1 classes. She added that Mrs Smith had experience of being an early years’ lead and by job sharing with Mrs Korniotis would have a positive impact.</p> <p>Governor F queried if Rosemarie Sadler from the local authority’s intervention service would focus on a specific area during her visit? EGR advised that it is normal for the local authority to visit when there is a new head in place and the SLT had prepared evidence that the school was addressing areas of concern.</p>		



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<p><b>11. Governor taskforces inc. School Development and Improvement Plan (cont)</b></p>	<p>In her absence, Governor D had forwarded a query via SD to ask what were the two measurable things which EGR considered have improved and their impact on teaching &amp; learning? EGR responded: allowing leaders the time and support to lead their key areas and was to allow teachers more freedom to plan and teach lessons in a collaborative way. Pupils report enjoying their lessons more.</p> <p><b>4 Church Ethos</b> – SR advised that she had already met with EGR and MH and had attended the INSET at the start of the spring term where staff had been asked to consider the Christian values of the school - six of which would be chosen to be included in the schools visions and values statement. EGR advised that SIAMS will ask the school about these values during their inspection.</p> <p>In her absence, Governor D had suggested that an audit be completed in readiness for a SIAMS Inspection and suggested what should be included in each class to reflect the Christian nature of the school.</p> <p>SD asked if there were any queries on the SDIP?</p> <p>Governor F queried why Objective 5 – Development of leadership structure and leadership at all levels was blank? EGR and DS advised of reasons why.</p> <p>Governor H queried what did the acronym SOLO refer to? EGR advised Share Our Lessons Open Sessions and then briefly explained it.</p>		



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**Hilary Sanderson, Chris Sanderson, Craig Wilkinson, Dan Smith (Associate) and Stuart Hales (Clerk)**

Agenda Items	Issues Raised	Decisions Taken	Action
<p><b><u>12. Attainment and Progress Data</u></b></p>	<p>Three documents were distributed prior to the meeting; -</p> <ul style="list-style-type: none"> <li>• School On A Page</li> <li>• Governor Data</li> <li>• SDIP Jan 2019</li> </ul> <p><b>Governor Data</b> - DS advised of a mistake on the data for pupil premium children for KS2 Maths - he noted that it should be approx. 70.</p> <p>DS proceeded to go briefly go through each of the tables in the report and how they compared to data for 2017-18. He then advised that year 6 boosters would only be for those children who the school considered would benefit from them and not for the whole year group.</p> <p><b>Governor F queried if DS still led the booster sessions? DS advised he did on Monday and Wednesday afternoons.</b></p> <p>DS advised that KS2 writing would likely be moderated this year due to a new head in post and that the school had re-invested in Testbase, an online assessment tool for teachers.</p> <p><b>1.Governors were provided with the school’s ‘Data on a page’, which shows school data for the academic year 2017-18.</b></p> <p>SD advised that the data was produced annually by the local authority. He added that it was vital for governors to know last years’ data to understand strengths and area of concern.</p> <p><b>2.Governors are provided with headline figures for progress in 2018-19.</b></p> <p>It was agreed that this had already been discussed.</p> <p><b>3.Two governors are sought to form a data analysis focus.</b></p> <p>HS and one other governor agreed to meet to focus on data.</p>	<p><b>Data focus group to report back to T&amp;L Committee</b></p>	<p><b>HS</b></p>





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Agenda Items	Issues Raised	Decisions Taken	Action
<p><b><u>13. Governance Review – next steps</u></b></p>	<p>SD thanked those governors who were able to participate in the review in October 2018, from which an action plan had been agreed. EGR, SH and he had already met to action some of them.</p> <p>Governor C queried if governors would prefer agendas and supporting papers for meetings to be uploaded onto Outlook instead of being issued by email? After a brief discussion it was agreed continue to do both for the immediate future.</p> <p>EGR advised that Val Palmer had commented on the governors' workload that SD takes on and if this should be shared with other governors? SD suggested that the setting up of governors' taskforces is a partial response to address VPs concerns.</p> <p>SD advised that he would step down from chair in September 2019 and governors should consider succession planning to the chair's post? He added that governors would be invited to take on more responsibilities in preparation for next year.</p> <p>One of the outcomes from the review was to increase communication between governors and parents. SD asked if a governor would be happy to prepare a short summary of governors work for inclusion in a school newsletter AL agreed to do this.</p> <p>Governor H asked if newsletters were still being issued to governors? DS advised that newsletter were included in the school's website.</p> <p>Governor F queried if governors could be included in Parentmail?</p> <p>Governor C queried if a summary of governors' work could be displayed via a noticeboard in the school? EGR advised of proposed changes to the entrance way from the Brookland Carpark and a noticeboard would be available outside of her office.</p>	<p><b>Governors to consider taking Chair of GB for 2019-20</b></p> <p><b>AL to prepare summary of govs work for inclusion in school newsletter</b></p>	<p><b>ALL</b></p> <p><b>AL</b></p>



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Agenda Items	Issues Raised	Decisions Taken	Action
<p><b><u>13. Governance Review – next steps (cont)</u></b></p>	<p>Governor H advised that whilst visiting the school, she had used a downstairs toilet during an afterschool event and found the door unlocked and a child changing in it? DS suggested possible reasons for this and EGR suggested that the lock required attention.</p> <p>Governors were reminded of the in-house training session on Wednesday 6 March.</p> <p>SD briefly advised of the other actions from the review.</p> <p><b>School Website</b> – EGR emailed governors on 24.01.19 after the meeting an email dated 21.01.19 from Diane Stygal from the local authority. Attached to the email was an audit of the school's website dated January 2019.</p> <p>A governor queried who is responsible for the upkeep of the school's website? DS. EGR advised that the governors' area of the website requires more information and updating.</p> <p>Governor C queried if governors would be willing to have photos taken for inclusion on the governor pages? Governors agreed they would prefer not to.</p> <p>Governor F suggested that a termly report from governors be prepared and minutes placed on the website for clarity.</p> <p>Governor L queried how many 'hits' does the website receive and if it was possible for parents to be informed that there is new material on the website?</p> <p>Governor H suggested that the calendar on the website could include dates of governor meetings or specialist events.</p> <p>Governor F suggested that a new info section might be a good idea.</p> <p>SD asked if there were any queries from the review? There were none.</p>	<p><b>Governors training session confirmed for Wednesday 13 March 2019</b></p>	<p><b>ALL</b></p>



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<p><b>14. Code Of Conduct Policy</b></p>	<p><b>Staff Code Of Conduct Jan 2019</b> – This document was distributed prior to the meeting.            CS queried where did the school source the policy from?            EGR advised that during the INSET day at the start of the spring term, staff were shown two different policies and she asked for feedback on each one.            Governor I advised that he has a checklist for use during Ofsted inspections and agreed to forward it to EGR.</p> <p>Governor H queried that under point 10 – Relationships With Pupils, what would happen if a member of staff was to be in a sexual relationship with a student over 18 years? CS advised that it would be a breach of trust in a ‘sixth form’ setting.            Governor H queried that under point 17 – Photography and Videos, it refers to Holly Meadows School? EGR apologised for this and agreed to remove reference.</p>	<p><b>CS to forward Code of Conduct checklist to EGR</b></p> <p><b>Code of Conduct Policy was unanimously approved subject to amendments being made and it going through HR</b></p>	<p><b>CS</b></p> <p><b>EGR</b></p>
<p><b>15. Policies</b></p>	<p>EGR asked if there were any queries on the policies?</p> <p><b>Camera and Mobile Phone Policy Jan 2019</b> – This document was distributed prior to the meeting.            Governor H queried how the school would manage the use of mobile phones at school and also how is this managed during school trips where parent helpers might bring other cameras?            Governor C queried if governors would be classified as volunteers? EGR agreed they would be classified as visitors as the arrangements for visitors was more practical for the work of governors in the school setting.            This Policy was unanimously approved.</p> <p><b>Critical Incidents 2019v1</b> – This document was distributed prior to the meeting.            This Policy was unanimously approved.</p>		



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Agenda Items	Issues Raised	Decisions Taken	Action
<p><b><u>15. Policies (cont)</u></b></p>	<p><b>Drug Awareness Policy 2019v1</b> – This document was distributed prior to the meeting. This Policy was unanimously approved.</p> <p><b>Governors Allowances 2019v1</b> – This document was distributed prior to the meeting. This Policy was unanimously approved.</p> <p><b>Model School Complaints Policy December 2016</b> – This document was distributed prior to the meeting. This Policy was unanimously approved.</p> <p><b>Race Equality Policy 2019v1</b> – This document was distributed prior to the meeting. Governor F queried if there were any issues concerning racist incidents that governors should be aware of? EGR advised there are no undercurrent issues. She added there had been three minor racist incidents and briefly went through each one. This Policy was unanimously approved.</p> <p><b>Recommended Persistent Complaints and Harassment Policy for Schools and Colleges</b> – This document was distributed prior to the meeting. This Policy was unanimously approved.</p> <p><b>Whole School Pay Policy 2018-2019</b>– This document was distributed prior to the meeting. This Policy was unanimously approved.</p>		



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<p><b><u>16. Review of Governor Visits Autumn Term 2018 and agree visits for Spring Term 2019</u></b></p>	<p>A separate report titled ‘Governor Visit Report – KS1 Maths Learning Environment 21.11.18’ was distributed prior to the meeting.</p> <p>EGR proposed that a week be set aside during the spring term for governor visits and she would prepare a doodle poll for governors to agree to which days they would be able to attend a visit.</p> <p>SD asked if there were any further queries on this item? There were none.</p>	<p><b>EGR to propose week for governors to visit and prepare poll to agree date</b></p>	<p><b>EGR/ALL</b></p>
<p><b><u>17. Governor Activity/ Governor Training Opportunities</u></b></p>	<p>A separate report titled ‘Spring Term 2019 governor training opportunities’ was distributed prior to the meeting and SD advised that they had been taken directly from the governor services website.</p> <p>He added that he would attend the Governors termly briefings on ??</p>		
<p><b><u>18. Review of Outlook</u></b></p>	<p>It was agreed that this item had already been discussed.</p>		
<p><b><u>19. Any Other Business</u></b></p>	<p><b>Parent Protocol and Communications Pack</b> - A separate report titled ‘Parent Protocol and Communications Pack’ was distributed prior to the meeting.</p> <p><b>Governor F queried how the protocol would be implemented? EGR advised that it would be included in parental induction packs.</b></p> <p><b>Expenditure</b> – EGR emailed governors on 24.01.19 after the meeting to advise that until the school had received a company card, it would not be able to purchase some items available online at a discounted price. Until the card arrives, she has been purchasing some items personally and claiming back the costs – as this could add up to a considerable amount she did not want to continue without first running it past governors.</p>		



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<b>Agenda Items</b>	<b>Issues Raised</b>	<b>Decisions Taken</b>	<b>Action</b>
<b>19. Any Other Business</b>	<p>EGR then advised that even though DS signs off her claim forms, she would still like a member of the F&amp;P Committee to look at the costs and any effect on the schools budget. She queried if she could meet with CW as chair of the F&amp;P Committee to review these costs?</p> <p><b>Governor Meetings</b> – EGR asked that all meetings now take place in Topaz Classroom in the Year 3/4 block to make it easier and quicker for EGR and DS to secure the school site at the end of meetings.</p> <p><b>Getting Ofsted Ready</b> – It was suggested that this be taken to a Business Meeting for discussion.</p>	<p><b>EGR/CW to agree a date for visit to review costs</b></p> <p><b>Governor meetings to be in Topaz Class in Year 3/4 block</b></p> <p><b>Getting Ofsted Ready to be taken to FGB on 03.04.19</b></p>	<p><b>EGR/CW</b></p> <p><b>ALL</b></p> <p><b>SH/ALL</b></p>
<b>20. Meeting close</b>	Meeting closed at 9.55pm		