



Minutes of the Full Governing Body Meeting

Held on Thursday 28 March 2019 at 7.00pm

Attendance			
Richard Baker	✓	Aileen Sellers	✓
Karen Donald	✓	Simon Williams	✓
Louise Druce (Headteacher)	✓	Helen Vidal	✓
Stuart Getty	Apologies		
Susie Hayward	✓	In attendance	
Rebecca Jennings	Apologies	Kathryn Dray (Deputy Headteacher)	Apologies
Kate Kellett	Apologies	Vicky Swann (Deputy Headteacher)	Apologies
Lucy Macaulay	Apologies	Louise Wheatley (Clerk to Governors)	✓
John Mackintosh	✓		

The meeting began at 6.55pm

Minutes	
1.	<p>Apologies for Absence Apologies for absence were received and accepted as above. The meeting was deemed quorate.</p>
2.	<p>Declaration of Interest There were no declarations of interest.</p>
3.	<p>To agree minutes of meeting of 6 December 2018 The minutes of the above meeting were agreed and signed.</p>
4.	<p>Matters arising from the previous meeting</p> <p>KDonald confirmed that she would be part of the Children and Learning committee.</p> <p>All actions were completed with the following exception:</p> <ul style="list-style-type: none"> SH to book safer recruitment course – This was rolled forward as SH awaiting the next safer recruitment course. <p>ACTION: SH to book safer recruitment course</p> <p>[HV arrived 7.00pm]</p>
5.	<p>Governance</p> <p>SW shared that he will be meeting individually with all governors over the coming term, in order to ensure robust succession planning and to determine where governors would like to be involved.</p> <p>There are three terms of office due to expire shortly.</p> <ul style="list-style-type: none"> Stuart Getty – 16.6.19 Lucy Macaulay – 16.6.19 Aileen Sellers – 3.9.19 <p>The LA governor position is vacant as per previous the decision to not appoint whilst the MAT option had been explored.</p>

6.	<p>Chair's Actions SW outlined actions taken outside of the meeting:</p> <p>School visits risk assessment check SW viewed the risk assessment system last September. SW outlined to governors the robust processes in place with the system.</p> <p>Single Central Record SW viewed the SCR which is kept for all staff, governors and volunteers, and outlined to governors details it held. SW shared that he had undertaken random checks and all information held was accurate and complete.</p> <p>Safeguarding Meeting with DSLs SW shared that he met each half term with LD, VS and KD regarding safeguarding procedures. During these meetings, KD updates SW with the most recent or more extreme cases. Where required KD also updates SW during the term. LD shared with governors the weekly procedures between the DSLs.</p>
12.	<p>Safeguarding LD shared that on 8 May there will be a safeguarding audit, which has been requested by the school in support of best practice. This will be conducted by Ian McGraw (Safeguarding Consultant with a proven track record).</p> <p>KCSiE LD outlined governor responsibilities and invited questions. Governors acknowledge their responsibilities within this area.</p>
7.	<p>Policies A discussion took place surrounding the auditing of a policy against practice. LD suggested incorporating this with governor visits, so that a policy practice is examined whilst a governor is in.</p> <p>Audit Of School Website:</p> <ul style="list-style-type: none"> • SH asked if a date could be given for the final item to completed by. Governors agreed May half term. ACTION: LW to ensure Sports Premium funding for 2018 - 2019 added to the website by May half term. • KK prior to the meeting, noted that assessment data was not present for the previous year. This has since been added. • KK prior to the meeting, queried what the statement of principles were, used to inform the Behaviour policy. LW shared that this was at the beginning of the policy, but agreed to make it clearer and this had now been added to the Behaviour Policy. <p>CPDL</p> <ul style="list-style-type: none"> • KK asked prior to the meeting, if the weekly TA and PSA meetings had been happening. LD responded that this isn't always weekly, so following this, it had now been diarised to ensure it took place consistently. • See Appendix 1 for further questions and responses <p>Staff Code of Conduct KK asked the following questions prior to the meeting:</p> <ul style="list-style-type: none"> • 7d – some events listed where alcohol is banned but there are some events where 1 glass of wine is allowed, for example longer residential. LD outlined that teacher down time is built in for some longer residentials and gave further details of the procedures in place. • 11c – Is intimate care and record keeping being done. LD shared that KD is implementing this with KD ensuring records kept where intimate care has been required. • 12d – no fun fights or tickling. However, there is a water fight after the NC tests are over. This has now been added to the policy. • See Appendix 2 for further questions and responses <p>[AS arrived 7.41pm]</p> <p>ACTION: LW to arrange governor visit from SH with LD regarding designated SSP area to incorporate audit of behaviours against Staff Code of Conduct policy</p>

	<p>Whistleblowing</p> <ul style="list-style-type: none"> • See Appendix 1 for questions and responses <p>ACTION: LW to ensure the Safeguarding statement including Whistleblowing details to be either updated on the new visitor system or held next to it.</p> <p>KDonald asked how any staffing issues which may arise are distinguished between requiring capability procedures or just frivolous actions. LD outlined the capability and disciplinary policy referring to processes contained within. LD outlined options with the LA and our HR provider and also the LADO.</p> <p>SW thanked the team with all the work done on the policies. The above policies were all approved.</p>
8.	<p>Report and Self Evaluation by HT</p> <p>LD shared that through the implementation of the attendance policy, governors can see the impact through the attendance and punctuality.</p> <p>LD updated governors regarding the development of new PSHER which in turn had been incorporated into the SED. LD shared two parent briefing sessions are planned for the summer term.</p> <p>AS asked more about the two new programmes: RQT coaching programme and the ELT training and induction programme that have been introduced. LD shared information about the RQT programme, to support NQTs after their first year, in order to provide on-going support. LD also outlined the newly introduced ELT training programme to further develop new middle leaders. LD shared that Shawley Community Primary School have also been incorporated into training programme.</p> <p>SW asked about if the Gold Charter Mark with regards to bullying is reviewed. LD indicated that it would be reviewed in the future. SW queried the 10-15 children who indicated they don't feel safe at school. LD responded that sometimes down to the day the survey is done on. HV highlighted the background to answers that sometimes give rise to children indicating this. LD outlined procedures in place to monitor child well being and sharing how they are feeling. LD also shared the introduction of a new ELSA training resulting in 9 days a week ELSA time. One of these trained members of staff will be deployed in a learning mentor capacity.</p> <p>SW asked with regards to online bullying, is the school had experience this and if it was covered at all. LD shared that this had been covered in a previous survey.</p> <p>KDonald asked about whether the strategies recently implemented with absentees will be implemented with late children. LD responded that this has recently begun.</p> <p>JM queried the figures in the behaviour table, commenting particularly on the increase in step 5s from autumn to spring.</p> <p>ACTION: KD to clarify the summary of behaviour incidents figures.</p> <p>AS commented on the excellent progress OE has made and LD praised the work undertaken by previous class teachers, Y3 teachers, Kathryn Dray and support staff, in working with the children's behaviour.</p>
9.	<p>SSP</p> <p>LD shared the full SSP with governors and talked through each of the areas currently with a RAG status of amber. Amber represents ongoing monitoring, work is in place, but further work is being done.</p> <p>ACTION: LD to update AM1 – one thing I am going to inject passion...</p> <p>Attention was drawn to the Governor Factsheet. Governors commended the document but noted the need for the school's thoughts/analysis of the document. LD responded that this information is covered in C&L autumn term. AS queried the rounding of figures as not all added up to 100%.</p> <p>ACTION: VS to clarify rounding up of figures on p4 and p6.</p>

10.	<p>Academy Update</p> <p>SW gave an update since the last meeting in Decemeber, sharing that in early January discussions with the other two schools had taken place with all agreeing that following the strategy day in November, all felt there wasn't the benefit to carry on. All agreed to the desire to continue to work together to improve teaching and learning. All schools will continue to work together through the teaching school.</p> <p>LD shared a positive conversation with one parent surrounding the decision made following the newsletter article.</p>
11.	<p>Systems Leadership</p> <p>NLE/NSS</p> <p>LD gave an updated of staff deployed at others schools and shared staff growth and the benefit in turn to Stamford Green. LD also shared her work with Trinity St Mary's Balham; a pupil premium review undertaken at The Weald in Dorking and the work to support Shawley.</p> <p>CLTSA</p> <p>LD updated governors regarding the CLTSA, sharing that HV has been seconded to implement training across the borough run by the Teaching School. HV gave an example of how some courses are run. AS asked whether the teachers are released during the day to provide that or were they paid. HV shared that it was both. TAs were also released to attend. School Business Managers and Admin staff have also had forums to attend this term.</p> <p>LD also gave the background to the STSN's Universal Offer. Details have been circulated to governors. KDonald asked how the procedures worked with the Universal Offer. LD outlined how schools running the training made CPD more affordable than course run by big companies.</p>
13.	<p>Committees and Nominated Governors Report</p> <p>Resources</p> <p>JM shared that the committee had looked at FMR reports for the Shool, Extended Services and Nursery. The latter two had a particularly healthy balance at present. The school was also stable but there were slightly tighter points in the coming years. Proposals were also explored for the additional classroom and governors agreed to a feasibility study to be undertaken by an architect. The SFVS was discussed and agreed. Surrey Buy backs were agreed and HR</p> <p>DECISION: SFVS was formally agreed by governors following the Resources agreement and the Chair's signing.</p> <p>Children & Learning</p> <p>LD shared a letter from DofE congratulating the school on its KS2 results from summer 2018.</p>

The meeting finished at 9.25pm

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

Signed: _____

Date: _____

Appendix 1

Questions emailed by Susie Hayward, responded by Louise Druce

Whistleblowing

- The whistleblowing policy is an excellent policy (I've seen a few!), it is clear, concise and provides all relevant information. My only question would be whether to include the contact details of the Head and the Chair in Section 9 as these are possible contacts to raise a concern under section 4.

I think the reason they are not specified is in case they change and then the policy becomes outdated. The clerk to governor email is given.

CPDL

- 2(b) what are the national requirements i.e. is there a minimum number of hours or expectation on number of external courses a qualified teacher must undertake?

No national requirements apart from the 5 days spent as INSET days.

- Would each member of staff have a training and development programme which may be monitored as part of their appraisal and continual development for example or NQT's may need additional training in the earlier years?

Yes

- Where are training and development records maintained, should the policy include how, who and how long records are maintained?

This is covered by the Appraisal Policy - each member of staff has a booklet and they are kept in my office; each member of staff has a folder. If staff leave we keep records as per the data retention schedule to be gdpr compliant!

- Who decides the training needs of an individual, the teacher or their manager?

Collaboration between me, their appraiser (line manager) and the individual.

- It wasn't clear on what CPD is mandatory, how it may be linked to training and improvement needs or advancement and career development. Coming from financial services there are strict rules on the subject matter every member of staff need to undertake annually, how this is delivered and how it is tested. Obviously, unaware if there are prescription requirements in education.

Apart from Safeguarding every year for all and further training for the DSLs; First Aid every 3 years for all, paediatric first aid in the EYFS and the SENDCo having a qualification, nothing else is mandatory. I guess that's why this policy and our practice is important to ensure we all continue to be supported and grow as professionals. DSL = Designated Safeguarding Leasers

Appendix 2

Questions emailed by Susie Hayward, responded by Louise Druce

Staff Code of Conduct

- The CoC includes an amount of detail which would be included or covered by additional policies, many of these policies are referred to in the CoC. How do we ensure that there is no contradiction between the CoC and the alternative policy? Would staff know where to look for this information?

As I write or check all the policies, I ensure there is no contradiction. It has been a labour of love for the past nine years to finally get everything connected and working together e.g. Appraisal and CPDL Policies. Any information referred to the CoC is given to people when they join. If anyone wanted it again, they could ask Louise W or a member of the LMT. We have two different networks at school or else we would just save it all in one place for access!

- All staff must sign to say they have read, is this on joining or an annual or regular requirement? How are staff notified of any changes?

I have added annually into 3h as at my safeguarding training last month, I was told it needs to be annually.

- Is there evidence of any recent/known breaches of the code of conduct?

There are two. These have been dealt with according to the Capability and Disciplinary policy and as such recorded on appraisal documentation with associated training etc. After investigation, neither case warranted further informal or formal action as stated in the policy.

- Has there been any audit of behaviours against code of conduct, I know audit of policies is something we have spoken of previously so may be something the governors can assist with

As a LMT we monitor staff behaviours against this CoC everyday so I think we are ok thank you. There are plenty of SSP Priorities that could do with a Governor visit/audit though! LW to arrange a visit with SH and LD on designated SSP area.

- How would the school uphold the CoC or identify any breaches?

*CoC upheld in conjunction with Capability and Discipline Policy
Breaches are identified by LMT monitoring, other staff making us aware of a situation (Whistleblowing Policy), feedback from parents and children etc.*

- Small Typo 5.b.2

Good spot!

- 8.h. refers to section 13 and should be section 17. Similarly the acceptable use policy refers to 13 and 14 rather than 17 and 18

Thank you... Five extra sections got added!

- Query whether the Acceptable use Policy should be an appendix of the CoC rather than a separate policy, would staff know this is where to find it?

It is in this Policy as an Appendix but also forms part of the Computing Policy due to requirements. It is in the CoC as it has to be read and signed every year so it ensures that it is not missed and means I have to get staff to sign one but of paper (Appendix 3) instead of separate forms for everything.

- 17.a computing policy referred to twice

I have reworded.

- Section 18 relates to use of photos and video. Not sure if this sits best within the code of conduct or whether there is a separate data protection policy which would deal with these requirements. i.e. Is this in relation to individual staff conduct or is it wider?

Broadly speaking, the Local Authority dictate what needs to be in each policy and I adapt it to suit our needs. As they have said it needs to be in here I assume it is because of safeguarding issues surround the use of photography/videos and staff behaviour. I believe it is also in the data protection policy. Laborious, I know but makes sure we all know the protocol.

- Does staff include Governors? Reference to areas such as acceptable use (email on personal devices), social interaction with children, parents, use of social media etc would be different for Governors and other staff. Could be possible to move more into Appendix 1, applying to teachers only or into the Acceptable Use Policy making this applicable to teachers only.

The acceptable use policy has to apply to all staff as it is relevant to all members of staff so moving it into Appendix 1 isn't workable. If someone wants to write an acceptable use policy for Governors there is a job going and I think Louise W has seen a LA draft one, which could help. There is a lot of cross over between the staff and Governor one though.