

STICKLAND'S CE VA PRIMARY SCHOOL
Minutes of Full Governing Board Meeting
Held on Monday 20th May 2019 at 5.30pm in school

		ACTION
19/208	Opening Prayer: Reverend Linda Wilcock	
19/209	Present: Kathy McCann (Headteacher) Richard Campbell (Chair and Foundation Governor) Kevin Roberts (Vice Chair and Local Authority Governor) Reverend Linda Wilcock (Foundation Governor) Ann Leather (Parent Governor) Jax Comyn (Foundation Governor) Suzie Mutch (Foundation Governor) Katharine Singleton-Smith (Foundation Governor) Ruth Adler (Staff Governor) Louisa Spearing (Parent Governor) Sarah Matthews – Clerk	
19/210	Apologies: Reverend Daniel Ingles (Foundation Governor and Ex officio) - prior appointment Sadie Watson – personal issues Apologies accepted.	
19/211	Pecuniary Interests: None	
19/212	Minutes of the meeting on 25th March 2019 for approval: Accepted, approved and signed by RC.	
19/213	Matters arising: Website font: SM had sent Governors options to see what they would like the changed to and hadn't received many responses. It was agreed to leave the font as Comic Sans. Data Update: It was said at the last meeting that we would always have this on the Agenda but it is not on this Agenda. KM confirmed the reason being as there is nothing to report. It was suggested leaving it on the Agenda even if	

Signed *R Campbell* Dated *15 July 2019*

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	<p>there is no change. It appears on Performance and Standards minutes so it is working out where we put it and should it be on both without too much repetition. LW felt it should be brought up at the full governing body meeting even if there is nothing to report and it shows we are keeping on top of data and that everybody is informed. It was agreed that data should stay on even if there is no change.</p> <p>RC confirmed that the letter to the parents had been done but not sent out to the parents and it was agreed that the letter would go out at the end of this term.</p>	RC
19/214	<p>Attendance:</p> <p>Confidential Minute</p>	
19/215	<p>Headteacher's Report:</p> <p>One less pupil as the child has moved abroad. No staff changes CPD – a lot of ongoing training which is positive and looking to the future. AL joined the meeting at 5.45 pm</p> <p>Collaboration is on the report. The meetings are useful and there are good contacts within the collaboration, various issues are discussed and it is good to have that extra support. There is a meeting this term.</p> <p>JC asked how KM's training is going with mental health. KM confirmed it is a diploma which she is excited about and County have agreed to fund it and in terms of our Action Plan and what we know are issues facing us and all schools. KM explained she had attended 2 days out of a 10 day diploma – it complements a lot of the other training that we've had in various guises as staff have been out and will give specific strategies for working with children who have these child traumas and confirmed the statistics are scary in terms of long term effects which can only benefit all children. JC asked KM if she was able to feedback that back to the Governors. KM confirmed she wants to feed back to staff so will set a meeting up where all staff are present. At present has only 2 days out of 10 and will continue this term and next term but will feedback this term on what she has done so far.</p> <p>LW asked KM if she would feed back all of the information to the Governors as it is an issue at the forefront of everyone's mind and she confirmed she would. They are in blocks of 2 days with the next being on 24/25 June.</p> <p>SM asked about number 7 Parent's Information Evening in that "it may be arranged if a suitable subject can be decided upon". KM confirmed they have them termly and it is working out what the parents want, what hasn't been done and what is useful and worthwhile. SM asked if it wasn't done termly wouldn't parents think it strange if it didn't happen. It was pointed out that apart from the Governors only 3 or 4 actually attended. LS said quite a few attended the reading meeting and KR confirmed homework was well attended (30+ parents). KM said compared to other schools the percentage</p>	

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	<p>of parents who turn up is positive. It was noted that KR, LW and JC attended the recent parents evening and said it was worth noting, having spoken to parents and children, and that one child wanted to show them all her work books, tell them what she was doing how it all related and the parents were also grateful.</p>	
19/216	<p>Chair's Report: RC brought up adopting Katharine Singleton-Smith and Jax Comyn as Associate Members until such time as their renewal term as Foundation Governors comes through from the Diocese. SMA confirmed the renewals will not come through before their respective terms expire at the end of May/beginning of June. JC what she needed to do and SMA said nothing although would have no voting rights until the renewal came through. JC asked if she could be referred to on the website as Mrs Jacqueline Comyn. KM confirmed she would change this. It was agreed that both should be Associate Members for the time being.</p> <p>RC confirmed the meeting did take place on 23rd April at school with all Governors to go through the forms. RC spent time analysing them. There are 114 questions and the vast majority had 6 able to answer yes (options yes, no, don't know). Every question had at least 1 governor able to answer yes. RC felt on all the questions Governors were adequately covered for. The "no" answers were on risk management, understanding national standards, setting standards for the senior leadership team, staff recruitment pay progression and performance management, understanding data to inform responses to external scrutiny, setting expectation for school improvement with the senior leadership team and the Governing Body's duties with relation to pupils with special education needs and disabilities. RC confirmed that was the report Kerry Smith did recently and had been sent to all Governors. The feedback had been sent back to Kerry Smith but no response has yet been received. RC confirmed it was a report and in its areas for improvement said there were a lot of items that said continue and there was some confusion why it was an area for improvement if we are already doing it. RA had spent a considerable amount of time, as well as KR, with an expert from County being grilled and the feedback was really positive so for KM there should have been no surprises. When the report came in there were surprises as it was felt it didn't reflect what the school had been doing. KM confirmed it had not been sent out as she was not happy with the Report and from the verbal feedback and the contents of the report were completely different. No response has yet been received regarding the report. KM had also sent the report to Sheila O'Donnell (County Advisor) with her comments and is waiting for a response. SEN self-evaluation was discussed with the Governors.</p> <p>KS-S joined the meeting at 6pm</p>	KM
19/217	<p>Retainer payments for Midday Supervisors for formal approval: An explanation was given to LS as to what this is and was thereafter formally agreed and approved by the Governors.</p>	

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19/218	Policies for approval: No Policies to discuss	
19/219	Action Plan: This has been updated and will be done on a regular basis. JC asked if we are on target and KM confirmed yes and focus is on the progress not just the outcome with lots of tracking evidence, case studies etc. and felt that Ofsted would be looking at this tomorrow.	
19/220	Reports from committees: a) Performance and Standards b) Finance and Personnel (a) KR confirmed there is quite a bit about data which the governors went through in considerable detail about each of the year groups and was a follow up of pupil progress meetings. MR's visit report was discussed, the Action Plan, Governor monitoring and the reporting cycle. KR confirmed he is working through the cycle and showed and explained to the Governors what he was working on. RC, KM and KR have gone through it and at some point it would be looked at but this is the template that KR is working on and would go out when finalised. The next governor learning walk would be pupil interviews based on well-being which KR needed to speak to AL about as it will be slightly delayed. KR needs to speak to KM about how deep the questions should be. A new date is to be arranged after half term. LS would like to attend although doesn't finish work until 2 pm. LW also said she would try and make herself available. (b) There was no meeting in the first half of this term but with KB leaving it was agreed that RC would be Chair in the interim.	
19/221	Safeguarding audit: This was to confirm that the safeguarding audit has been completed by KM and LS has been returned. JC asked if there was anything the Governors needed to know about and LS confirmed no and that everything is in order with all training up-to-date.	
19/222	SCA bid update: KM had a positive response from the Diocese (Schools Conditions Allowance). This is money that the Diocese have that we put in a bid for and generally has to be for capital spending on buildings. This year's was the flat roofs and ended up being split into 3 phases potentially over 3 years. We have got 2 of them at least so our surveyor is attempting to get the 3 in. This has been budgeted for over the 3 years and the Governors have to pay a 10% contribution. The 2 are Woodpeckers and Gold Finches and mainly across the back. RC said the surveyor also went up on the roof and looked above the area where water was leaking and this is continuing since the whole roof was done. The School still have the now redundant part of the school bell tower	

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	<p>and the Diocese surveyor suggested removing it while the work was being done. As this forms part of the school logo there was a degree of antipathy to the idea of removing it. KS-S questioned whether the village was also against the removal of it but KM wasn't sure. KM said the surveyor recommended it be taken down as it is believed that is causing the damage to the roof. The surveyor, Darren Nicholls, has been the school surveyor for quite a few years and knows the school well and has dealt with all of the bids that KM has been involved in and was the surveyor when the emergency work was undertaken. RA said the question was if the bell tower came down what should be done with it. Should it be repositioned in the grounds and something done with it. The bell has been down for some time and it may be that the tower comes down and the both be repositioned and made a feature. LW said if the surveyor recommends the removal we should follow his advice and questioned whether it would affect our bid if we choose to ignore the advice. Clearly if nothing is done the damage will increase. There was talk about putting it in a leavers garden which has been talked about for some time. KM is to message Darren to check whether or not the school is a listed building.</p>	<p>KM</p>
<p>19/223</p>	<p>Support Staff Contracts – Terms and Conditions of Employment: After a general discussion it was unanimously agreed to leave it as it is.</p>	
<p>19/224</p>	<p>(a) Data Protection GDPR Governor required and school email addresses for all Governors:</p> <p>It was not felt appropriate for either KM or LC to take on the role and the only other possibility was for RA to take on the role but given her workload would not have the time to do it which KM completely understood. KM had approached DI who had agreed to take on the role of Data Protection Officer and will be liaising with him. DI and KM would do an audit and take it from there. DI has done GDPR through the Church and understands the role. SMa also explained that we needed the Governors to have school email addresses rather than personal email addresses and this would be imminent.</p> <p>(b) SEN review : KR attended with RA SEN reviews termly. RA produced some papers which she handed to all Governors and talked through the procedures and how SEN operates. RA updates this annually. Basically it states how SEND is operated, who is in charge, what kind of educational needs we look for, what are the policies, where people can go for help with it, what is being focused on etc. RA said it is worth the Governors looking at as it is a very lengthy document but did outline briefly the document which has everything on it. RA has done anxiety training. SW is our ELSA (Emotional Literacy Support Assistant) and Nerissa is also ELSA trained but hasn't maintained the supervision. Have to go through education psychology supervision 3 times a year, but Nerissa does have the strategy, skills and training. We don't currently have an ELSA room but are trying to have this somewhere. We do have quite a lot of children with emotional and mental health needs. LS asked if we have children with sensory processing disorders and could we</p>	<p>KM SMa</p>

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	<p>incorporate some sort of sensory room into the ELSA room but RA said we do not have the physical space and need to find the space and also get funding for it. RA said funding would have to be internal. KS-S asked if we had somewhere identified at this stage and RA said they wanted to use a room in the Discovery Centre but it has no window and for safeguarding you would need a window and be an inviting place. LS asked if we could ask for a donation for maybe a small summer shed which could go outside, slightly away from the school but still in the grounds. RA said Prince of Wales School have that. Sponsorship by a company was suggested. This could be followed up. The register is updated termly and pupils are tracked to their specific needs. External agencies are involved. We are a small school and have helped a lot of children not just SEN children and have developed a good reputation. The Governors have a greater awareness of the policy. SM asked if it should go on the Agenda once a year and RA said yes. KS-S said she found it very useful in general to see as she was not very involved and not engaged with parents with children but it speaks volumes and made her feel incredibly proud to be able to talk to the community about the achievements and work put in as it is really important particularly with a high intake of SEN children and shows what a great job the school are doing and congratulations be given.</p>	
19/225	<p>School Council Minutes : This had been put in to show that the School Council did meet. SM asked why there was nothing under “strengths” and did they need a bit of direction as to what their strengths are. KM said the next meeting is down as this week although may not happen due to Ofsted’s visit.</p>	
19/226	<p>Governor led training feedback (Jax and Suzie): This was changed due to the Ofsted visit by Wendy Merriott on Tuesday and Wednesday. The Ofsted visit was discussed and what Governors should expect. It was confirmed that she would like to speak to Governors and KM suggested the afternoon for about half an hour and as a group. Those available are RC, KR, KS-S, AL, JC and SM. LW confirmed that she was unfortunately unable to attend as would be away. A discussion then took place as to what would happen and it was agreed to meet with the Ofsted Inspector at 2.30pm.</p> <p>LW left the meeting at 7.10 pm</p> <p>There would be a meeting on Wednesday at 4.30 pm when they would hear the feedback from the Inspector. This result could not be discussed for at least 3 weeks with anybody. RC and KR would be there for the feedback. It was indicated that Mike Randall wished to attend.</p>	
19/227	<p>Closing Prayer : This did not happen due to no Reverend being in attendance.</p>	
	<p>Meeting closed at 7.25 pm Next Meeting : Monday 15th July 2019 at 5.30pm in school</p>	

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