

**FROXFIELD CofE PRIMARY SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT THE SCHOOL ON THURSDAY 24th SEPTEMBER 2019**

Present: Nik Ammar (NA)
Joanna Brown (JB)
Tanya Darlow (TD)
Vickie Farrow (VF) – Headteacher
David Handley (DH)
Lorraine Harriott (LH)
Gillian Hollis (GH)
Natasha Oakley (NO)
Rev. John Owen (JO) – from 6.30pm

In Attendance: Helen Evison (HE) - Clerk

Apologies: Ben Vickery (BV)
Edward Sadler (ES)
Simon Matyear (SM)

The meeting opened at 6.07pm

20/09 Welcome & Apologies

GH welcomed all. Apologies were received and accepted from BV, ES and incoming governor SM.
HE read a letter from ES thanking GH for stepping-up to be Chair last year.

20/10 Declaration of Interests

Those present updated the Register for 2019/20.
Standing declarations:
BV is married to a member of staff at the school. JB's father is a governor at Selborne Primary School. JO is a governor another HCC school. HE clerks for other schools in Surrey and Hampshire, for SCC and TKAT.
Considering interests in specific agenda items, item 16, 'Development of the School as a registered childcare provider', it was noted that in order to avoid any possible conflict GH's husband had resigned from the Privett Village Hall Management Committee and VF had resigned from Froxfield Village Hall Committee. It was also noted that TD was on the marketing team at Dunannie.

20/11 Constitution

- It was noted that the Instrument of Government was unchanged.
 - No appointments had been made since the last meeting. It was agreed to appoint Simon Matyear to the Co-opted vacancy. **ACTION: HE**
 - GH advised that NA had decided to resign. It was agreed that his resignation would take effect from 7th October 2019. Further it was agreed to nominate GH to the LA vacancy created by NA's resignation. **ACTION: HE**
- Once GH had transferred there would be Co-opted vacancy to fill.
- It was noted that JB had given notice to resign at the end of term. It was agreed that a Parent Governor election would be organised this term in order that the incoming Parent Governor could meet every one this term and officially take up their place as soon as JB's resignation took effect. **ACTION: VF (HE)**
 - There was discussion regarding the availability of candidates to fill the Co-opted vacancy expected to arise once GH became the LA governor. It was suggested that a candidate with knowledge of innovation and technology would be useful; perhaps the

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Skills Audit should be updated? It was agreed that VF would check with MF regarding the availability of candidates on 'Governors for Schools' and 'Inspiring Governance'.

ACTION: VF

20/12 Contact Information

- SM to be added to the Contact List.
- It was agreed that the data in the Contact List could be shared with other governors, HCC, the Diocese and school office staff.
- Governors noted that governance arrangements, membership and attendance data were published on the school website and that additional information was provided to the Secretary of State for Education via "Getting Information About Schools", (GIAS).

ACTION: HE

20/13 Appointments for the Educational Year 2018/19

20/13.1 HE sought nominations for Chair. Gillian Hollis was nominated. There being no other nominations GH was confirmed as Chair until 30th September 2020.

6.30pm JO joined the meeting

GH resumed the chair. GH advised that Edward Sadler was willing to be nominated on the clear understanding that his personal circumstances prevented him from becoming Chairman at some future time. There being no other nominations ES was duly elected as Vice-Chair for 2019/20.

20/13.2 Further appointments agreed were:

Governor responsible for liaison with LA in the

event of a CP allegation against the Headteacher

Chair, i.e. GH

Training Liaison

TD

Safeguarding, Child Protection and LAC

NO

Special needs

JB

Gifted & talented

JB

Local Governor Forum Representative

vacancy

It was agreed that HE would establish when and where the next meeting was to be in the hope that someone could go.

ACTION: HE (ALL)

Pupil Premium

JO

H&S

BV

English

DH

Maths

GH

Trust Deed & Christian Distinctiveness

ES

Data Protection

ES

Q: What was the remit of 'Governors for Cohorts'?

A: LH said that his was fluid and might be discussed with the teacher involved; typically governors might join the children on a trip or come in to see a display; It was good for the children to know that they had an 'attached governor'.

Q: What would the outcomes be?

A: Governors would gain a better understanding of what went on at school during the day. VF would address this in the monitoring plan.

ACTION: VF

Q: What were the teachers told?

A: LH suggested that this be clarified at a staff meeting.

ACTION: VF

Governors for cohorts were agreed as below:

	2019-20
Yr R	TD
Yr 1	JO
Yr 2	NO
Yr 3	ES

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Yr 4	JB
Yr 5	DH
Yr 6	BV

20/14 Appointment of Committees

20/14.1 Committee memberships were agreed as follows:

Resources

TD, VF, DH, GH, NO and Melody Fry (MF). Clerk HE. Chair TD.

Pay Committee

JO, ES and GH. Chair ES. Clerk ES.

School Development Group

JB, DH, GH, ES and VF. Clerk HE. Chair ES.

Welfare (Health & Safety)

SM, NO, BV, VF and MF. Clerk HE. Chair BV.

Headteacher's Performance Review Panel

NO, TD and BV. Also NA if needed in the next couple of weeks. Chair TD.

VF advised that the LLPR, Tamsin Austini, had given a date for the HTPM meeting that was unlikely to be possible. It was agreed that VF would attempt to reschedule.

ACTION: VF

Appeals/Grievance panels

It was agreed that eligible governors would be invited to join any panel in alphabetical order as required.

20/14.2 It was agreed that the **terms of reference** of the committees would be reviewed at the first meeting of each committee this term and brought back to the December FGB for agreement.

ACTION: Committee Chairs (HE)

20/15 Procedural matters

20/15.1 Code of Conduct

Governors confirmed agreement to the 2019 version of NGA model Code of Conduct.

20/15.2 Open or closed meetings

It was agreed that existing arrangements be extended, i.e. meetings would continue to be open to observers, anyone planning to attend would be asked to give '48 hours' notice and also be required to leave the meeting for any confidential items.

20/15.3 Alternative Voting Arrangements

After considerable discussion it was agreed that where routine business was under discussion a minority of governors could participate in a meeting remotely by 'phone, Skype or similar although they would need to be 'present' for the whole of any meeting in order to vote. Further it was agreed that in exceptional cases governors might be required to physically attend a meeting in order to vote and that in any such case the requirement to be present would be highlighted on the agenda which would be sent out in accordance with the usual notice requirements.

NO advised that she had some guidelines for the conduct of remote meetings that she would make available.

ACTION: NO

20/15.4 Professional Negligence Statement

The governors agreed to record the proposed professional negligence statement:
 "Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity"

20/16 Annual adoption of HCC policies and procedures

It was agreed to adopt *HCC Schools' Manual of Financial Practice and Procedure*, *Manual of Personnel Practice (MOPP)* and in –year revisions and the *Governors' Good Practice Guide*.

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20/17 Approval of School Trips 2019-20

• VF explained that, as previously discussed, there was a move to reduce the number of visits; staff now had to complete a form and explain why they were going. VF showed governors the 'matrix' now used to provide an overview of visits.

Q: Was there evaluation, follow-up and sharing of learning after visits?

A: LH said that staff did evaluate visits but not formally in writing. Visits required a lot of organisation and were not undertaken unless they were considered to be of value. However it was agreed that more could be done to capture the outcomes from and impact of visits.

•Governors gave general approval for 'local visits', i.e. trips to sites less than 20 miles distant, provided that these did not include hazardous activities or overnight stays.

• VF advised that:

- rather than going to a pantomime, this year they hoped to go to the real life Nativity at Wintershall on 18th December

- it was planned for Class 4 to go to the British Museum after half-term to see the Egyptian collections

- the residential in June was to be to Tile Barn, an HCC centre in the New Forest, a venue that was considered to be good value at £220 each for 4 night; Years 4 and 5 would sleep in a bunkhouse and Year 6 under canvas.

• Governors agreed these three trips subject to the completion of all the standard paperwork and procedures.

20/18 Minutes of the last meetings, action points and matters arising

The minutes of the meetings of 12th July 2019 and 6th September 2019 were agreed as accurate records and by the Chair. As the draft minutes of the meeting of 13th September had been circulated only shortly before the meeting it was agreed to carry approval of these forward to the next meeting.

ACTION: HE

NO advised that, further to minute 19/103, she was now unable to the Ofsted training so there was space should another governor wish to attend.

20/19 Chairman's Action, Report & Correspondence

• GH confirmed that the school was going to participate in the Open Gardens event, 2-4pm on 21st June 2020. GH would attend, and other governors were encouraged to come along. VF noted that it would be advisable to rope off the adventure playground.

• GH explained that she understood that some villagers felt that they were adversely affected by the presence of the school and encouraged everyone to be sensitive to all.

20/20 Headteacher's Update

VF reported that term had started well. There were 106 pupils on roll. The new YrRs were in full time this week and all was good.

One member of the support staff had resigned but, as the number had been one more than required this post will not currently be filled, helping the budget situation.

Current support staff were taking on some extra hours to ensure this did not have an impact on the quality of provision. Another was expected to go on maternity leave so it would be necessary to recruit for a temporary post to start in January 2020.

20/21 Staff Survey

TD reported that there had been 10 responses out of a possible 20. Governors discussed why staff might have been reluctant to respond; it was felt that this was probably due to the publication of the additional comments last year, some of which had been attributable to individuals.

It was noted that it had already been agreed that only the scores in response to the questions, not the comments, would not be published in future. Further it was agreed to make it clear that the questions on the back were optional, responses were confidential and would be sensitively handled.

Responses were very largely positive except in relation to workload, 50% disagreeing with the comment that 'My personal workload is manageable'. Governors were in agreement that the issue of staff welfare had to be addressed; it was important that staff took breaks and did not routinely take work home. Following a lengthy discussion it was agreed to write a brief, immediate response acknowledging this issue, that GH would come and meet staff to discuss on 19th Dec at 1.45pm. **ACTION: GH** and that VF and LH would then lead a session to develop workload reduction ideas at the INSET day on 20th December. **ACTION: VF & LH**

20/22 Safeguarding

• It was confirmed that JO had attended safeguarding training on 5.9.19 and BV had attended on 2.7.18.

Q: Should all attend?

A: Yes. VF would arrange safeguarding induction for new governors. **ACTION: VF**

• It was confirmed that GH had attended Safer Recruitment training on 7.11.18

• GH advised that she planned to attend Prevent Training

ACTION: GH

• VF confirmed that she and NA, Safeguarding Governor, had worked through the Annual Safeguarding Audit and that this had been submitted to HCC.

• VF advised that the key priorities were to:

- improve monitoring procedures

- complete safeguarding training for governors

- review curriculum plans to incorporate further opportunities for teaching safeguarding

• It was agreed to take the Safeguarding File for review at Welfare (H&S) Committee.

ACTION: VF (HE)

Clerk's note: Appropriate on-line training can be found at:

<https://learning.nspcc.org.uk/training/schools/safer-recruitment-in-education-training/>

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

20/23 Development of the School as a Registered Childcare Provider

VF reported that:

- consultation with parents had been held

- the age range of the school had been revised

- advertisements for a Manager and an Assistant were out; it was hoped to interview on 3rd October

- she had started applying for grants.

Q: *Would the role of the governors be different?*

A: No, but it would be useful to have a governor with pre-school focus, preferably some on from Resources Committee. **ACTION: HE**

20/24 Strategy for Sustainability

NO reported that Lou Feldon-Lawrence (parent of a pupil) had set up a school Facebook page and that her husband was working with the office staff and FOFS to update the school and FOFS websites.

Q: *Was there a 'custodian/editor' for the Facebook page?*

A: Yes, Lou was doing this.

Open Day was to be held on 9/11/19 from 1030-1200. Parents would be encouraged to bring a friend. A 'flyer' would be e-mailed to parents and governors. **ACTION: VF**

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It was agreed that flyers would be posted on local notice boards and GH informed of the locations. **ACTION: ALL**

It was agreed to ask attendees where they had heard about the Open Morning. **ACTION: VF**

It was suggested to offer an 'open session' during the week so that people could visit and see the school in operation. **ACTION: VF**

It was agreed to further discuss ideas to maintain pupil numbers at the next meeting. **ACTION: ALL (HE)**

20/25 Policies & Required Documents

• VF advised that the 'Whistleblowing', Performance Management and Capability policies and the Staff Code of Conduct circulated with the agenda were HCC models. These were agreed.

• As the Pay Policy for 2019-20 had not yet been received from HCC it was agreed to delegate authority to approve this to the Pay Committee. **ACTION: PayCom**

• It was agreed that it was reasonable to reimburse GH for the provision of bacon sandwiches for staff and to consider a revised version of the Governors Expenses Policy at the next meeting. **ACTION: VF (HE)**

20/26 Diary dates & dates of forthcoming meetings

Friday 27th September Social at Gilly's 7.30pm

Thursday 3rd October 6pm Whole GB training

Next FGB Thursday 21st November at 4.30pm

Committee dates for the autumn term:

SDG Monday 21st October at 9.15am

PayCom to follow SDG on Monday 21st October

H&S (Wellbeing) Friday 8th November at 2pm

Resources Friday 15th November at 1.30pm

Extra SDG Tuesday 19th November at 9.15am

FGB dates for the year:

Thursday 16th January at 6pm

Thursday 5th March at 4.30pm

Thursday 30th April at 6pm

Thursday 25th June at 4.30pm

20/27 Reflection/evaluation

GH asked "What have we done at this meeting that has improved education for the children in our school?"

- review and approval of trips
- development of the pre-school
- appointments to the committees
- developing ideas to promote the school
- focus and staff welfare and reduction of workload
- building links with the community.

The meeting closed at 8.30pm

Chairman Date

"What have we done at this meeting that has improved education for the children in our school?"