

**FROXFIELD CofE PRIMARY SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT THE SCHOOL ON FRIDAY 1st MARCH 2019**

Present: Nik Ammar (NA)
Tanya Darlow (TD) – until 5.50pm
Vickie Farrow (VF) – Headteacher
David Handley (DH)
Lorraine Harriott (LH)
Gillian Hollis (GH) – Chair
Natasha Oakley (NO)
Rev. John Owen (JO) – from 4.40pm
Edward Sadler (ES)
Ben Vickery (BV) – until 4.20pm

In Attendance: Helen Evison (HE) - Clerk

Apologies: Joanna Brown (JoB)
Janice Butcher (JanB)

The meeting opened at 4pm

19/59 Welcome & Apologies

GH welcomed all, particularly incoming governor, Natasha Oakley. Apologies were received and accepted from JoB and JanB; JO had advised that he would be late.

19/60 Constitution & Committee Membership

Governors agreed to appoint Natasha Oakley as a Co-opted Governor with immediate effect. It was agreed that she would join the Resources Committee.
It was noted that the next governor's term of office was that of LH, staff governor, at the end of July.

19/61 Declaration of Interests

DH and NO submitted Register of Interest forms to the Clerk. TD advised that she was now employed at Bedales School.

Standing declarations:

NA gives music lessons, potentially to pupils. BV is married to a member of staff at the school. JoB'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 as self-employed. LH's brother was tutoring a sibling of a pupil.

No interest was declared in any specific agenda item.

19/62 Minutes of the last meeting

The minutes of the meeting 17th January 2019 were agreed as an accurate record and signed by the Chair.

19/49	Governors' Awards – award of termly certificates	The first award was to be made this term at the Easter Service. It was agreed that VF would send names to GH to circulate so governors could decide. ACTION: VF & GH (ALL)
19/51	Revise draft Code of Conduct for Visitors - ES	Agenda item
19/53	Trace Safeguarding File and pass to DH – NA	Now in the office.
19/53	Whole GB training 4pm 23.05.19 -	Scheduled.

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

	ALL	NB: Apologies from DH and NA.
19/55	'Open day' for villagers	Agenda item
19/57	FGB 1.3.19	Today's meeting

19/63 Chairman's Action, Report and Correspondence

GH advised that there had been no emergency action although she had checked the depth of snow for VF one day. The school had not closed for snow, although parents had been advised that if they felt it was unsafe to travel and decided to keep their child(ren) at home their absence would be authorised.

Governors were concerned that the weather had deteriorated during the day and that by 3pm Stoner Hill had become dangerous. VF explained the factors that she considered when deciding whether to close or close early and advised that they had checked the weather forecast throughout the day. It was noted that the conditions were very localised and that the weather forecast was not reliable.

4.20pm BV left the meeting

It was concluded that if there was a significant probability of snow consideration would be given to opening for a short day, closing after lunch, rather than a full day.

19/64 Headteacher's Report

VF took questions arising from her report, Attachment 1, previously circulated.

Q: Did she know when the art display at the United Reformed Church was open?

A: No; they had been slightly disappointed to be in the Church rather than one of the shop windows. Organising the display was quite a lot of extra work so they may alternate, KS1 one year and KS2 the next.

Q: What was the source of 'problem of the day'?

A: There were lots on the White rose maths website.

GH suggested that examples might be included in the parish magazine and/or the school newsletter.

TD commented that she had been delighted to see how much was going on; the importance of the broader curriculum came out strongly.

Q: Now that number on roll had reached 105, was being at capacity okay?

A: Generally yes. VF and LH needed to be more involved at lunchtime especially when it was not nice enough for anyone to eat outside. 105 was a good number and allowed things like inter-house competitions.

ES noted that the Lead Learning Partner's report gave a clear sense of the issues faced by the school and how these were being addressed.

Q: TD noted that the school was working with Primary Behaviour Support and asked whether this was new.

A: No, it was not new but they had not been used for a while. The Behaviour Service went in to children's homes, too; they offered strategies to help meet children's needs.

Q: What was a moderation visit?

A: When the LA came to check that they agreed with the school's judgements in teacher assessed subjects at the end of YrR, Yr2 or Yr6.

VF said that she was pleased with the impact of 'personal spelling cards' in YrR.

Q: Were these used in all year groups?

A: Only in YrR at present. VF added that they were organising an inter-house 'Spellathon'.

19/65 Lead Learning Partner (LLP) Report

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

VF noted that the visit had been made in September and that the actions were consistent with the School Improvement Plan. The role of Middle Leaders was becoming more important as a consequence of the wider curriculum. ES observed that it was a very good report and congratulated the school.

19/66 Committee Minute, Reports and Matters Arising

Governors noted receipt of the draft minutes of the committee meetings:

- SDG 9th January 2019
- H&S 28th January 2019 and
- Resources 8th February 2019

4.40pm JO arrived

Further to discussions at Resources VF advised that Paul Heath from HCC had visited and suggested that the good parts of the rubber surface and the associated equipment be retained as the rubber was superior to fake grass; the plan was that some new equipment would be added and blue rubber 'splashes' used to unite the design.

Q: Had he been able to explain the cause of the splits in the rubber?

A: He thought that his was just because the surface was old; it would be okay to patch it. VF advised that reducing the scope of the project made it more affordable and that they had been able to secure discounts on equipment by agreeing to do the work in term time; they would start one Friday; it was expected to take a week. The area would, of course, be fenced off.

VF reported that, with one month to go to the end of the financial year, the budget was on track.

19/67 School's Financial Value Standard (SFVS)

Governors reviewed the SFVS circulated with the agenda. GH highlighted that the governing body had corporate responsibility for financial probity. VF explained that a series of financial checks were made each year by members of the Resources Committee.

Q: ES asked whether there was an audit process.

A: VF explained that the school was part of HCC and the local authority accounts were audited. The LA financial adviser reviewed budgets and accounts with the Finance Officer.

The SFVS report was agreed and signed.

19/68 Christian Character and Church Matters Report

ES explained that he and JO were 'Foundation Governors', appointed by the Diocese and that they had a particular responsibility to monitor religious aspects of the school. ES highlighted the new SIAMS (Statutory Inspection of Anglican and Methodist Schools) evaluation schedule and advised that he was working with VF to review how the school measured up to the new benchmarks; there was now a greater emphasis on the impact of the school within its community and the wider world.

ES advised that the main area of relative weakness was the lack of engagement between the Parish Church and the school; 'Messy Church' and 'Ignite' had been discontinued; this was for the Parish Church to address.

Unfortunately as Easter was late this year Ascension Day was in half-term so it was not practical to have an Ascension Day service; an alternative would be sought.

GH added that she had attended a briefing for Church School Chairs which had included an update on the SIAMS structure; the probability of being judged 'excellent' under the new framework was smaller than the probability of being judged 'outstanding' under the

old one; there was a renewed emphasis on impact and understanding of other communities.

JO advised that resources had been stretched as one of the clergy was on sick leave. JO noted particular praise for LH's lesson comparing versions of the story of Jesus' birth.

19/69 Data Protection Report

VF advised that there were no data breaches to report. DP was a regular item on Staff meeting agendas. Staff were aware and matters were under control.

19/70 Development & Training

TD advised that she had realised that on this occasion it did not make sense to invite governors from other small schools to join the whole governing body training (WGBT) session as it was all about reflecting on Froxfield GB's own skills.

TD highlighted the remaining spaces on courses advertised in HCC's recent training update.

GH advised that governors were welcome to join the GB at East Meon for their training session 'Governors Monitoring and Evaluation' on 13th March.

BV reported that he had attended safeguarding training at Steep School on Monday.

Q: DH asked whether training was a personal responsibility and NO asked whether there was a list.

A: The school had one whole GB session each year but generally training was a personal responsibility. New governors were required to attend induction training and all governors safeguarding training and updates. HCC offered a whole programme and governors were free to book as many as they wished as the school paid a single annual subscription giving unlimited access.

19/71 Governors' Monitoring

VF reported that Pam Simpson of HIAS had advised that one school had gone from 'outstanding' to 'RI' at a recent inspection as, although they demonstrated compliance, they had failed to demonstrate a culture of **safeguarding**. In order to enable governors to monitor the culture of safeguarding within the school VF proposed that governors ask a member of staff or a pupil a safeguarding-related question whenever they visited.

Governors supported this proposal. It was agreed that VF would suggest some suitable questions (and answers) and that she would advise staff that governors might, from time to time, ask them a safeguarding-related question.

Q: NO asked how often staff were trained.

A: Every year.

NO suggested that material could be displayed in the staff room and that they could review at case studies or discuss a 'scenario of the week'.

Q: TD asked whether safeguarding was a standing item on staff meeting agendas.

A: Yes, but only teaching staff attended staff meetings.

Q: TD asked how VF felt that culture was.

A: Staff knew how to and did report things. The children knew how to keep themselves safe and who to report any concerns to.

Q: Were potential asked safeguarding questions at interview?

A: Yes, but these were general as they may not have worked in school before.

It was agreed that VF would circulate some questions (and answers) to governors for use on visits starting after Easter.

ACTION: VF (ALL)

It was agreed to include safeguarding case study reviews on the agenda of FGBs.

ACTION: VF (HE)

It was noted that there were no visit reports to receive and agreed to review the Governors Monitoring Plan at the next meeting.

ACTION: GH (HE)

19/72 **Governors' Extra-Curricular Visits**

GH encouraged governors to check the school newsletter and when possible to attend extra-curricular activities.

Q: Who should they contact?

A: Usually the school office.

GH advised that Parents' Evening were scheduled on 2nd April from 4.30-8pm and on 4th April from 4-5pm and asked governors to come for an hour or two. Parents Evenings provided a good opportunity to meet parents informally and it was very helpful to staff to have someone to man the door.

ACTION: ALL

GH reported that she had attended the 'Growth Mindset' workshop for parents. It was noted, with thanks, that NA had driven the bus for the trip to Marwell Zoo and the BV had joined the trip to the Mary Rose; Governors were always welcome to join trips.

Q: TD asked whether there was a system for tracking when people were available.

A: LH suggested that governors tell the office when they were likely to be available to help.

19/73 **Policies & Required Documents**

VF proposed that the school adopt the new **Complaints Policy** that had been drafted by the DfE.

NO noted that parents picking up the Complaints Policy were likely to be stressed so she asked whether this could be changed and, if not, could it be 'softened' and simplified in some way, perhaps by the addition of an introduction and a flow chart?

It was agreed that this was good idea, that VF would draft something and circulate this to governors for review.

ACTION: VF (ALL)

Governors considered the revised draft **Code of Conduct for Parents, Carers and Visitors** and, following discussion, it was agreed subject to the removal of the Appendix giving examples.

Q: NA asked how this related to the Home School Agreement (HSA).

A: VF said that the HSA would make reference to the Code of Conduct.

Governors agreed that latest revision of Managing Sickness Absence from HCC's Manual of Personnel Practice (MOPP).

Q: TD asked whether it was statutory that pregnancy related sickness triggered maternity leave.

A: VF said yes, the policy reflected the statutory position.

5.50pm TD left the meeting

19/74 **Open Day**

GH explained that she would like to remind everyone that the school was the heart of the village and open the school up to Church and village visitors more often. It was suggested and agreed to invite the congregation and all villagers in for scones after the May dancing.

ACTION: VF & GH

GH said that she would also like to do something to link the congregation and the school regarding the 'run to Ghana'.

19/75 **Meeting Review and Self-evaluation**

Governors considered the potential impact off their actions. They had:

- approved policies
- promoted safeguarding
- agreed to open the school more

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

- considered actions to be 'SIAMS-ready'
- discussed the Head's and LLP's reports and
- encouraged more involvement in extracurricular activities.

19/76 Diary dates & dates of forthcoming meetings

Next FGB 6pm Thursday 16th May 2019
Full schedule given below.

ACTION: ALL

The meeting closed at 6pm

Chairman Date

Resources Budget approval	1330 Fri 3/5	
FGB	1800 Thurs 16/5	Changed from 1830
WGBT, topic 'Governors' self-evaluation'	1600 Thurs 23/5	
H&S Committee	1330 Fri 7/6	Changed from 0915 on Mon 3/6
SDG	0915 Tues 30/4	
Resources	0930 Fri 5/7	
FGB	1600 Fri 11/7	Changed from 1830 Thurs11/7
SDG results review	tba	

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