**Minutes of the full governing board**

**Spaxton School CofE VC Primary School**

**Thursday 18th October 2018 at 6.30pm**

**Present:** Andrew Watson. Chris Fairbrass (Acting Chair), Dean Waghorn, Luke Kelly (Head Teacher), Suzanne Traynor and Becky Skews

**In attendance:** Claire Hudson (Bath and Wells Diocese), Mike Hodson and Heidi Moule (prospective co-opted governors), Eleanor King (prospective foundation governor) and Helen Roper (Clerk)

1. **Welcome and Apologies for absence**
   1. The acting chair welcomed Becky Skews to the board in her role of elected Staff Governor. He also welcomed Mike Hodson, Heidi Moule and the Revd Eleanor King attending as prospective governors. He thanked Claire Hudson for attending to advise the board on procedural matters.
   2. No apologies had been received; all governors present
   3. The Revd Eleanor King led the meeting in an opening prayer
2. **Co-option of New Governors**
   1. Mike Hodson and Heidi Moule left the meeting at 6.20pm as the board discussed their co-option. Both candidates had completed skills audits, had been interviewed by members of the board and had already visited the school. The vice chair explained it was not unusual to co-opt an experienced governor as chair if there were no suitable internal candidates.
   2. Suzanne Traynor proposed that Mike Hodson should be co-opted to the board; this was seconded by Dean Waghorn and agreed unanimously.
   3. Andrew Watson proposed that Heidi Moule should be co-opted to the board; this was seconded by Dean Waghorn and agreed unanimously.
   4. Mike Hodson and Heidi Moule returned to the meeting at 6.30pm
   5. It was agreed that Chris Fairbrass would induct and support Mike Hodson and that Suzanne Traynor would mentor Heidi Moule
   6. The Head requested that all new and prospective governors familiarise themselves with the contents of the guidance document “Keeping Children Safe in Education” KCSIE. He reminded other governors to sign the declaration sheet that they had read KCSIE which was available in the school office. **ACTION: Head to circulate KCSIE to all members of the board**
3. **Declaration of Interests**
   1. New governor present completed declaration of interest forms. **ACTION: other governors to confirm their interests by counter-signing their existing forms available at the school office.**
   2. There were no personal or pecuniary interest declarations related to agenda items.
4. **Business Items**
   1. **Confirmation of chairing arrangements** Mike Hodson left the room at 6.35pm as the meeting discussed his nomination for the position of chair. He was proposed by Luke Kelly, seconded by Dean Waghorn and the motion was agreed unanimously. Mike Hodson returned to the meeting at 6.38. He agreed to chair the remaining agenda items. It was agreed that Chris Fairbrass should continue in his role of vice-chair.
   2. **Confirmation of clerking arrangements** It was confirmed that Helen Roper had been contracted to provide clerking services on a self-employed basis
   3. **Confirmation of lead and link governor responsibilities** The meeting discussed the roles and responsibilities of lead governors. The following appointments were agreed:
      * + Safeguarding Governor – Heidi Moule
        + SEND Governor – Andrew Watson
        + Health and Safety Governor – Dean Waghorn

**ACTION: clerk to circulate details of training for lead roles**

* 1. It was confirmed that Suzanne Traynor and Dean Waghorn had been delegated by the board to conduct the Head Teacher’s Performance Management (HTPM). John Jeffrey had been engaged to act as the external adviser and would visit the school on 10th December. Andrew Watson would also attend the meeting.
  2. It was decided that other link roles would be allocated following the free “Monitoring the SDP” training offered by Claire Hudson. **ACTION: Clerk to circulate potential dates; governors to indicate availability**

1. **Committee Terms of reference**
   1. It was agreed that there should be a terms of reference document for HTPM. **ACTION: HTPM Governors to prepare document for approval of board; Clerk to provide exemplars**
2. **Minutes of the meeting held 19th September 2018 and matters arising not covered elsewhere**
   1. The minutes of the 19th September were agreed to be an accurate record and were signed by the chair
   2. (4.3) Claire Hudson confirmed that Julie Norman and the Haygrove Trust had been informed by Karen Sancto of the decision to extend acting head teacher’s contract
   3. (4.3) The head reported that a costed staffing plan had not been prepared as he was being mentored through the “Head Start” programme and received support and challenge from a Somerset Education Partner 3 times a year. The £1,000 allocated to advertising for a head teacher was now available for miscellaneous expenses including clerking costs.
3. **Code of Conduct**
   1. A code of conduct had been circulated in advance of the meeting. It was agreed that it should be signed by the Chair on behalf of the board
4. **Standing Orders**
   1. The meeting discussed the discrepancies between the standing orders agreed previously and how the board actually operated.
   2. It was agreed that the terms of Chair and Vice-Chair should be 1 year as stated
   3. It was agreed that the standing orders should reflect that the board operated without any standing sub-committees. **ACTION: Clerk to source best practice, no committee standing order exemplars**
   4. The meeting discussed the best structure to monitor financial efficiency and standards and quality. It was agreed that the chair should present a “linking structure” at the next meeting. **ACTION: Chair**
5. **Head Teacher’s Report**
   1. The head explained that as the November meeting was so close to this extra-ordinary meeting he had not prepared an updated report but would present one on the 6th. He drew the meeting’s attention to the previously circulated but not discussed September report.
   2. The planned talk to University of Bristol Post Graduate Certificate in Education (PGCE) students had taken place. The school had received money to cover supply costs which had not been required and a small amount of revenue had been generated by the invitation
   3. Statutory safeguarding training will be taking place but the costs were greater than originally budgeted.
   4. The head was pleased to report that Y6 pupils had made better than national progress. He was unable to report on KS1 progress as he had not received information about the national figures from the Fisher Family Trust (FFT).
   5. **A governor asked if the achievement and progress figures in the report were firm.** The head explained they were not the validated figures but that they would not be changing.
   6. The head had requested questions in writing in advance of the September meeting and completed his report by responding to each of the 20 questions in turn.
      * He reminded governors that as a small school, a single child represented a significant percentage of the cohort and seemingly large differences in target KS1 could be accounted for by one child achieving or not achieving as 1 child was 12.5% of the cohort.
      * There are currently 81 pupils on roll, the school is full at 84
      * A policy schedule has been circulated
      * The 97% attendance target is a whole school target not one to be achieved by every year group. **A governor asked what steps were being taken to achieve the target, for example, how the school dealt with term time holiday requests.** The head explained he held meetings with individual parent and explained the impact the absence would have on their child’s learning
      * The difference from the target phonics and greater depth achievements can be explained by one child failing to achieve as expected
      * A pupil premium mentor has been employed to endure that the money is well spent
      * There are 11 pupils on the SEN register, 3 have recognised high needs but only one pupil is on a band that brings in additional funding, this is £1,000.
      * The head proposed that the parent with experience of grant funding worked with the PTFA
      * The school covers training absences in-house; a higher-level teaching assistant (HLTA) covers short -term, unplanned absences
      * The head outlined how a moderation grid operated
      * An accountability meeting replaces a book scrutiny: staff meet as a peer group and share examples of good practice
      * The inter-school spelling bee competition is planned for the summer term. **A governor asked if there was any evidence that preparation for the spelling bee was improving spelling.**
      * Training needs and standards are aligned exactly to the Department of Education guidance document [“Teachers’ Standards”](https://www.gov.uk/government/publications/teachers-standards) ; they are statutory and the head assured the board they are met.
   7. The meeting discussed a number of submitted questions relating to the monitoring process. Governors had raised questions about the procedures, what they were expected to monitor and how it should be reported. It was agreed that there should be a regular governor monitoring item on future agendas. The processes would be more easily understood following the planned monitoring training
   8. It was agreed that in future, governors would forward any questions on non-agenda items to the clerk. She would forward them to the head to be answered under AOB
   9. The governors delegated authority to approve Category A visits (non-adventurous day trips with or without transport) to the head
   10. Governors resolved to apply the government pay awards to all staff not just those at the maxima and minima of the pay scales
6. **School Development plan**
   1. A copy of the school development plan had been circulated before the meeting. The chair requested that the plan be presented at an earlier point in all future agendas. He also requested that all objectives were RAG-rated for the November meeting **ACTION: Head**
7. **SMSC Verbal Report**
   1. The head outlined a range of activities and events that had contributed to the spiritual, moral, social and cultural development of pupils. He particularly welcomed the improved links with the church. Eleanor King said the children had very good listening and music skills. She particularly liked how pupils set new words to well know music
   2. This term’s theme is Trust and Truthfulness and as part of this Y6 will take Y1 on a poetry walk around the village
   3. The Holistic Afternoon timetable slot offered pupils a chance to try yoga, attend forest school, take part in gardening activities, table tennis and wellbeing workshops
8. **Safeguarding Report**
   1. The head, as DSL, reported that there had been a single engagement with Parent and Family Support Adviser
9. **Any other business**
   1. **The chair asked if governors attended parents’ evenings,** the head explained that rather than a single evening, there was a parent’ week and teachers nominated a number of evenings when they would be available for consultations. **ACTION: The head to ask staff if they would welcome a governor presence**
   2. Claire Hudson reminded the board of the importance of being prepared for an Ofsted inspection and for a SIAMS inspection
   3. The clerk requested that all governors used their EDUC email address for board business **ACTION: Clerk to arrange email addressed for new governors via the extended services manager, to request new passwords where required and to contact the helpdesk for a resolution to the problems associated with Andrew Watson’s email account**
10. **Meeting review**
    1. The board reviewed the decisions and discussions within the meeting
11. **Date of next meeting**
    1. Tuesday, 6th November beginning at 6.30.

There being no other business the meeting closed at 8.25pm

These minutes were agreed as a true record

Signed Date

**Summary of Decisions**

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| **2.2** | **Mike Hodson co-opted to the board** |
| **2.3** | **Heidi Moule co-opted to the board** |
| **2.5** | **Chris Fairbrass to mentor/induct/support Mike Hodson**  **Suzanne Traynor to mentor/induct/support Heidi Moule** |
| **4.1** | **Mike Hodson elected as Chair of the governing Board**  **Chris Fairbrass re-appointed as vice-chair** |
| **4.3** | **Heidi Moule appointed as Safeguarding Governor**  **Andrew Watson appointed as SEND Governor**  **Dean Waghorn appointed as Health and Safety Governor** |
| **4.5** | **Consider other link roles after/at monitoring the SDP training** |
| **5.1** | **Establish terms of reference for HTPM** |
| **7.1** | **Code of Conduct accepted** |
| **8.2** | **The term of office for Chair and Vice-Chair should be 1 year** |
| **9.7** | **Governor monitoring to be a regular agenda item** |
| **9.8** | **Non-agenda questions to be forwarded to the clerk as AOB** |
| **9.9** | **The head has delegated authority to approve Category A external visits** |
| **9.10** | **The pay award will be extended to all staff not just those at the maxima and minima of pay scales** |

**Summary of actions**

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| **Minute** | **Action** | **Responsibility and time line** |
| **2.6** | **Circulate/re-circulate KCSIE to the board** | **Head**  **ASAP** |
| **3.1** | **Sign declaration of interest forms** | **Governors**  **ASAP** |
| **4.3** | **Circulate training availability** | **Clerk**  **ASAP** |
| **4.5** | **Circulate dates available for “Monitoring the SDP” training; governors to confirm their availability** | **Clerk & All**  **ASAP** |
| **5.1** | **HTPM Governors to prepare ToR for board approval; clerk to provide exemplars** | **ST & DW**  **Nov meeting** |
| **8.3** | **Circulate examples of non-committee standing orders** | **Clerk**  **ASAP** |
| **8.4** | **Determine a linking strategy to ensure finances and standards and quality are best monitored** | **Chair**  **Nov meeting** |
| **10.1** | **RAG rate the school development plan** | **Head**  **Nov meeting** |
| **13.1** | **Ascertain if staff would like governors to be present on parents’ evenings** | **Head**  **Nov meeting** |
| **13.3** | **Organise new governor email accounts, new passwords and contact help desk re: Andrew’s account** | **Clerk**  **ASAP** |