

| | | |
|----------|---|--|
| 4. | <p>MINUTES AND MATTERS ARISING</p> <p>The minutes of the previous meeting held on 23rd May were approved as a true record.</p> <p>Item 5, The Clerk had sent out the agreed password to absent Governors. Action complete</p> <p>Item 6, The Headteacher, Mrs R. Mole (RM) and AW had not yet met regarding charges for clubs. Action ongoing</p> <p>Item 8, YLC clarified that data processors are those in charge of the IT systems, the Data Controller would be the Data Protection Officer. Action complete</p> <p>Item 8, YLC has met with Ms L. Drake (LD) re GDPR and will report back under Item 5 below. Action complete</p> <p>Item 9, This action was no longer necessary but Ms C. Green (CG) will look at finance training for the two new Governors in September.</p> <p>Item 10, The Head confirmed that she has today sent out another request for a volunteer for Treasurer and she might put out an A-Board in the playground in September. Action complete</p> <p>Item 14, The Head is pursuing two contacts – a recommendation from AfC and the Executive Head of the Coombe Group of Schools, who have just gone through the process – about speaking to Governors about the academisation process and pros and cons. Action ongoing</p> <p>Item 15, Governors visits reports have been uploaded to the Governors' secure area but it was noted that a Health and Safety visit report needs to be added.</p> | <p>Approve</p> <p>Head/ RM/AW</p> <p>Head</p> <p>Clerk</p> |
| 5. 5a | <p>PROCEDURAL</p> <p><u>Progress towards compliance with new Data Protection Regulations</u></p> <p>YLC reported back on her meeting with LD and informed Governors that the school has bought into a service to fulfil the role of Data Protection Officer. A Privacy Notice has gone out to parents and LD commissioned an Audit, which recommended a few actions to ensure full compliance. The Head outlined those recommendations, noting particularly that Governors should not download any documents in the Governors' Secure Area to their personal computers that contain any reference to specific children. However, she confirmed that any documents sent to Governors would always be anonymised.</p> <p>A Data Protection Policy is on the school website but it will be reviewed in September to ensure it reflects school practice. The Head and LD will also be drafting a Record Management Policy in the Summer holidays for approval in the Autumn term. FGB/F&P Autumn Agenda Item</p> <p>It is also recommended that the Data Protection Governor do termly monitoring visits while it is embedding and report back to Governors. YLC confirmed that she could do this to coincide with the termly PC&C meeting.</p> <p>Other actions include:</p> <ul style="list-style-type: none"> • SENCO files to be stored securely in a lockable cupboard. • Paperwork in the loft has been sorted through and papers identified for shredding. A Destruction Log must be set up to ensure there is a record of when something was shredded. • Head to remind teachers to lock confidential papers away. • All old IT equipment has to be disposed of through a safe disposal procedure and a certificate of destruction obtained. • The Acceptable Usage Policy for Staff to be updated over the summer (but that would happen anyway). | <p>Clerk</p> |

| | | |
|----|--|---|
| 5b | <ul style="list-style-type: none"> An agreement needs to be reached with the DFE, Ofsted etc in terms of personal data that is shared with them. They are expected to produce that guidance by September. School to seek advice on the lawful basis for displaying staff members' photo on website . <p><i>AW arrived at 7.40 pm.</i></p> <ul style="list-style-type: none"> Re the photo consent form, the school must specify to parents a reasonable time frame for continuing to display photographs on the school website of children who have left. School to check public right to view CCTV footage and ensure there are visible CCTV notices near the cameras. The Head has spoken to Energy Kidz staff about ensuring that their l pads with children's details on are not left out. <p>Action: Head to forward YLC a copy of the audit report.</p> <p>LD will arrange training in the new data protection regulations for all Governors during working hours. It was noted that it would be helpful for staff to have GDPR training but the only feasible time would be during a staff meeting. Action: YLC to send out Doodle Poll for possible dates for GDPR training.</p> <p>Most Governors have been issued with school email addresses. Action: Clerk to follow up with LD re school email addresses for Ms R. Hazelwood (RH) and Mr L. Gurdenli (LG) and send her necessary details to enable address to be set up for Ms Cullen and Mr Safo.</p> <p>A Privacy notice had been circulated to Governors and they will be asked to sign up to this at the first meeting of the Autumn term. FGB Agenda Autumn 1</p> <p>The new statutory requirements for the school website were noted and the website will be reviewed over the summer to ensure it complies with the new requirements.</p> | <p>Head</p> <p>YLC</p> <p>Clerk</p> |
| 6. | <p>STRATEGIC SELF-EVALUATION</p> <p>Governors discussed whether they had achieved their key objective agreed at the December 2017 meeting to ensure the school is really supporting Disadvantaged Pupils (DPs) to improve their life It was agreed that this should be rolled forward to the next year for further development because, although it has been agreed that the cost of individual interventions will now be more clearly monitored within the budget sheet going forward and Mr M. McKiernan (MMK) did a visit during the first half of term to look at minimising barriers to learning, there was further work to be done in terms of Governors impacting on the progress of DPs. It was noted that progress of DPs without SEN had been good or better this year and attendance has gone up significantly but there was work to be done in school in terms of DPs with SEN.</p> <p>It was agreed that Governors would set strategic objectives to sit over the SDP, which will be written over the Summer. Action: Governors should reflect on and propose over-arching Governor strategic objectives at the first meeting of the Autumn term. Action: Head to send SDP to Governors when complete.</p> <p>Apart from that, Governors agreed they have been in school much more than in previous years so there has been higher visibility.</p> | <p>Account- ability</p> <p>All Gov- ernors Head</p> |

| | | |
|----------------------------|---|--|
| | <p>The Head observed that it has been useful having Governors at transition meetings because that has indicated to parents that there is a strong GB.</p> <p>Governors have been asking challenging questions in committees and should continue to ask the right questions so that minutes can evidence their impact. It was agreed that at the end of each meeting, Governors will evaluate what we have done at that meeting to work towards their target.</p> <p>There has been a successful recruitment campaign to fill vacancies according to identified skills gaps.</p> <p>Governors discussed how they are going to evidence their impact without being too self-referential and agreed that it was about demonstrating how they have been a critical friend through challenging questions and about setting a strategic goal for the SDP to feeds into.</p> <p>Governors' target of building relationships with other Governing Boards, which has not been met this year. It was agreed that the Chair would seek advice from AfC Governor Support about GBs of other schools with whom to make contact. Action: Chair to talk to Clare Meadows at AfC FGB Autumn 1 Agenda – strategic vision.</p> | <p>Chair</p> |
| <p>7. 7a</p> <p>7b</p> | <p>HEADTEACHER UPDATE <u>Attainment and Progress</u> This had been discussed in detail by the Quality & Standards committee. Phonics screening was slightly down on last year but Year 2 figures are improved especially in Maths and the combined figure for Reading Writing and Maths (RWM) (77% vs 64% NA). Key Stage 2 SATS results are also up, especially RWM where 83% achieved in line with Age Related Expectations (ARE), which will go up to 85% if two pupils who did not sit the tests are disappplied. It was noted that AfC had written to congratulate the school on particular successes in KS2 Maths working at a higher standard, KS1 Science working at expected standard, KS1 Greater Depth in Reading, Writing and Mathematics with further improvements in Mathematics and Year 1 Phonics. Governors added their congratulations on these excellent results.</p> <p>The Chair, CG, MMK and Mrs R. Gibbs (RG) went in to observe the actual SATS tests and all agreed that they had been impressed with how calm pupils were and with the way that staff had handled the tests in both key stages, noting that children who needed support went to a different space for their tests.</p> <p>Q&A: In response to a question, RM explained that targets had been set very high because of the context of the pupils at the school.</p> <p>It was noted that progress measures will come out in November and validated progress measures will be reissued in January. Action: RM to circulate the summary sheet of SATS results</p> <p><u>Parents Survey</u> There had been 96 responses in total which is lower than in previous years because parents are now filling out one per family instead of one per child so overall the Head was pleased with the response rate. The Head highlighted the areas that stood out as ones to focus on next year:</p> | <p>Support</p> <p>Account-ability</p> <p>RM</p> |

| | | |
|-------|---|---|
| | <ul style="list-style-type: none"> • Home Learning – 78% are satisfied with the amount of homework, which is a higher percentage than in previous years. However, it was noted that there are always strong opposing views on home learning. However, last year the school did consult with parents on home learning and amended the policy in line with their responses and the views of staff. • The school has high expectations of my child – only 84% strongly agreed but the Head opined that this was more about communicating to parents the very high expectations that staff do have of their children. • The school has a clear system of rewards – 80% agreed, which was the same as last year. Again, the Head believes that this is an issue with communicating better to parents the clear rewards system that is in place. • 89% agreed that there is a good range of extracurricular clubs – the Head reiterated that logistically the school cannot accommodate any more clubs and that there is already a huge number and good variety of clubs for such a small site. The school also often signposts parents to new clubs and all the opportunities in the local area. • Only 84% strongly agreed that there are good opportunities for physical exercise and she has talked to PE leads about this. Again, she believes this is a question of communicating better to parents the opportunities available • Only 87% strongly agreed that administrative staff deal quickly and effectively with queries and the Head acknowledged that there have been staffing changes in the school office but it should run more smoothly next year now that there is a permanent staff member on the front desk. • Only 88% strongly agreed that the website and newsletter give them clear information (down from 92% last year). This would require further consideration, bearing in mind that certain information is mandatory so cannot be streamlined and the website is audited regularly. CG opined that it may be to do with home learning because not all teachers are equally good at putting home learning on the website. • Q&A: Governors expressed concern about the 64% who agree or strongly agree that taking children out of school during term time can negatively impact their child’s education and the Head agreed that the number of parents taking children out of school for term-time holidays was unacceptably high and that she never authorised these absences. She would be sending out a letter in September to those families and they will be a focus for the EWO next year. It was noted that one child was taken out of school during SATS week for a wedding, which 2 Q&S Governors had felt strongly should be challenged by Governors. Governors said that it should be communicated to parents that this will not only impact on their children’s results but could also affect the standing of the school. | <p>Account-ability</p> <p>Account-ability</p> |
| 8. | <p>SEN UPDATE RM reported that there was a mixed picture of progress for SEN pupils so they will be a focus next year, especially DPs wit SEN. A more detailed analysis will be available by the Autumn meeting.</p> | |
| 9. 9a | <p>SAFEGUARDING Updated guidance on Keeping Children Safe in Education will be effective from 3rd September and all Governors will be asked at the next FGB meeting to sign to confirm that they have read KSIE Part One. FGB Autumn 1 Agenda</p> | |

| | | |
|--|---|--|
| | <p>The Head outlined the changes:</p> <ul style="list-style-type: none"> • Emphasis on DSL and Deputies having the contextual picture. Q: How has that changed? A: A lot has come from the consultation with schools. This has been our normal practice but other schools are not so good. • Some of wording has been changed – there is an emphasis on all staff making a referral and understanding the role they may play. Q: Is there a worry that might put people off? A: No, we brief our staff really well so the culture is already in place. • Clarifying the categories of children who may benefit from early intervention and help and there is a real emphasis on identifying young carers and on children who go missing. • Emphasis on mental health and making sure the school is aware of contextual circumstances for mental health issues. • There is an emphasis on ensuring that all staff who report a safeguarding concern have feedback as to what the next actions have been. However, that already happens at this school. • A Safeguarding Lead should be on site at all times. (It was noted that this school now has 4 DSLs now so there should always be someone on site.) • A big change is the need for immediate action if the school feels somebody is at risk of harm. Q: Do you have a specific person to contact? A: Yes. But we'd dial 999 if it was that serious. • A key change is the focus on peer on peer abuse and sexual violence. However, that is already included in this school's safeguarding policy. • Schools must have more than one emergency contact number, which this school does. • There must be a clear process for ensuring a child's safeguarding file is passed on to next school. (This school does have a clear process.) • There is a focus on pupils needing extra pastoral support and that will be a focus for the SENCO next year. • There is new wording about reasonable force, which is about having a clear behaviour policy. • References must be sought even for internal candidates. • Alternative provision – if a child is going off site regularly, the school remains responsible for ensuring they are safe during school hours so must have sight of the written safeguarding agreements of the provision the child is going to. • There are some changes in the words about allegations of abuse. <p>9b <u>Safeguarding Governor's Report</u> The Chair confirmed that her Safeguarding Governor's report was uploaded to the Governors' Secure Area today. She reported that she had reviewed the Single Central Record and the office staff are looking at manageable ways of ensuring that all parent volunteers renew their DBS checks every 3 years. She confirmed that the action points from her last visit were all complete apart from training. RM is delivering safeguarding training for staff at 9 am on 3rd sept and Governors were invited to attend. Action: Chair to invite the new Governors to safeguarding training.</p> <p>The Chair and CG reviewed the action points from the comprehensive safeguarding audit conducted by the Head and RM.</p> | <p>Inform</p> <p>Account-ability</p> <p>Account-ability</p> <p>Chair</p> |
|--|---|--|

| | | |
|------------|---|-----------------|
| 10. | <p>SCHOOL DEVELOPMENT PLAN (SDP) 2018-19</p> <p>The summary SDP had been uploaded to the Governors' Secure Area with the papers for this meeting but the Head will be working on the detailed plan - assigning actions to each objective - over the summer holidays. The Head outlined the following key objectives:</p> <ul style="list-style-type: none"> • Maths Mastery to continue to develop and roll out, with Year 2 coming on board. It was noted that it is working well and that Marie Hedges is an excellent subject lead – so much so that both Maths Mastery and the Maths Hub have approached the school about releasing her as a trainer for other schools. The Head has agreed to this because it is good CPD for MH, who has chosen to be a trainer for Maths Mastery. They will also be filming an NQT in Year 1 delivering a lesson. • To continue to develop writing strategies – Regan Prinsloo, Becky Bennett and Kate Sanderson-Turner will be working as a team looking at texts to inspire children to write and have been given budget of £500 to replace texts. • To continue with further improving standards and quality of teaching because there have been 6 NQTs over the last few years (but there will be none this year). • To continue to embed the new assessment system, Target Tracker • To promote pupil wellbeing by increasing the focus on SMSC. There is a good team working on that and will include many different aspects of mental health curriculum. <p>Q: Does that look at staying safe online? A: Yes, there will be an aspect of that in the SDP. We do run parent training workshops on that. Apple are looking at producing products with highest level of parent settings as default.</p> <ul style="list-style-type: none"> • To continue to develop the quality of PE lessons throughout school and that will be how the Sports premium is spent. • To continue to develop the curriculum to ensure it is broad, rich and deep because the national curriculum is actually very dry. This has the added benefit of building the skills of the subject leads | Account-ability |
| 11. 11a | <p>COMMITTEES AND PANELS</p> <p>PC&C: The minutes had been uploaded to the Governors' Secure Area. The Chair reported that the committee had looked at staffing structure, the current year's SDP, staff work-life balance, the parent and mental health surveys and at ways of increasing attendance of DPs at clubs especially lunchtime clubs.</p> <p>Comment: RM said that the latter has happened and children have been targeted for clubs that will support them well. Some the school has paid for through DP funding and others were free places that the clubs offered in exchange for reduced rent.</p> <p>Re Governors' DBS checks, YLC's DBS check is still outstanding because there have been issues around her ID because of changing to her married name. LG has applied for his but RH has to do hers.</p> <p>Action: RH to apply for her DBS ASAP</p> | RH |
| 11b | <p>Q&S: RG reported that RM had given an overview of the attainment data and it was noted that, as it was the first year using Target Tracker, this makes it look like attainment has dropped but actually reflects the fact that teachers are ensuring pupils are really secure before moving them on. The committee had talked about writing and looked at the breakdown of attainment by groups. Governors had asked questions around the gender gap and what is being</p> | |

| | | |
|-----|--|---|
| 11c | <p>done about it and looked at how More Able pupils can be challenged given that they are capped in terms of not being able to go to the next year's curriculum.</p> <p>The committee had also looked at quality of teaching, the reasons why the school is not going for the Gold Skills Quality Mark and the introduction of a Parent Forum, as an outcome of the SEN Futures Conference attended by the SENCO and another senior leader.</p> <p><u>F&P</u>: These minutes had been uploaded to the Governors' Secure Area. And CG highlighted the following:</p> <ul style="list-style-type: none"> • The decision had been taken not to pursue using the Apprenticeship Levy for CPD at this time as none of the training seemed appropriate for the school. The committee will review this in the Spring. • Voluntary fund – the Chair and CG are meeting in early September to with Santander to set up a bank account. She will email the committee if it is necessary to slightly alter the constitution. • Energy Kidz did presentation • Budget monitoring now needs to be submitted quarterly to LA. There was nothing major to note, any discrepancies being to do with timing issues re expenditure and receipt of PTA funds. IT expenditure will be higher than budgeted so the school may approach the PTA • CG did a H&S walk through on outside areas. • There had been £23K in lettings income this year but the committee didn't have last year's figures to compare like for like. <p><i>Regan Prinsloo left at 9.20 pm.</i></p> | |
| 12. | <p>SPORTS PREMIUM UPDATE</p> <p>AW reported that PE is in a good place and he has been really impressed with the PE subject leads, who have a good strategic outlook around outcomes although the report could be improved in terms of presenting outcomes. In his view, a good investment next year would be in supporting and developing the curriculum in a more strategic way through doing learning walks with them to find the evidence of impact of Sports Premium expenditure (and he explained the process for doing that.)</p> <p>Q: Did you get good feedback from Sports Day?</p> <p>A: Yes, it was very well-attended. Children really liked using St Mary's running track and it was a positive experience for them.</p> | Inform |
| 13. | <p>POLICIES</p> <p>SEN Policy was deferred to the next meeting. FGB Autumn 1 Agenda</p> <p><u>Disciplinary</u> Policy was approved subject to the Head checking with Schools HR on the following queries raised by Governors:</p> <ul style="list-style-type: none"> • Was the term 'without prejudice' the correct term in the template letter in Appendix 8? Governors thought it would be more accurate to state 'Your suspension is pending further investigation' • Page 10, Section 9 – can examples be given as to when the different levels of disciplinary sanctions might apply? • Page 5, Item 7: Stage 2 seems to jump a stage because it refers to an investigation report that has not been mentioned under Item 6 (Stage 1 – Informal Management Meeting) <p><u>Marking and Feedback policy</u> – it had not been possible to approve this policy at the Q&S meeting because it had not been quorate. Governors approved</p> | <p>Approve</p> <p>Challenge</p> <p>Accountability</p> <p>Accountability</p> |

| | | |
|-----|--|-----------|
| | this policy, as recommended by the Q&S committee. | Approve |
| 14. | <p>GOVERNOR VISITS</p> <p>The following visit reports had been uploaded to the Governors' Secure Area:</p> <ul style="list-style-type: none"> • Behaviour/Mental Health Visit • Safeguarding Visit • Audit Update <p>CG has written a Health & Safety visit report and this will be uploaded to the site for the next meeting.</p> <p>The following reports are still outstanding:</p> <ul style="list-style-type: none"> • Inclusion/Diminishing the Difference (Action: MMK to write) • SATS (Action: RG to write) | MMK RG |
| 15. | <p>GOVERNOR TRAINING</p> <p>CG did the second part of the School financial training and reported back on this to the F&P committee. She is booked onto the Safeguarding training.</p> <p>The Chair attended the AfC update, where the focus had been on SEN (including the suggestion that surveys be undertaken with parents of children with SEN). They had also talked about ensuring that safeguarding is embedded.</p> | |
| 16. | <p>ANY OTHER BUSINESS</p> <p>AW agreed to be Governor of the Month for September.</p> <p>The Chair thanked Ms N. McGlone for her support and input over the last 3 years.</p> | |
| 17. | <p>GOVERNORS TO CONSIDER ...</p> <p>Governors agreed they had achieved the following at the meeting:</p> <ul style="list-style-type: none"> • Reviewed progress towards compliance with the new data protection regulations • Evaluated GB's performance this year and how well the GB's work this year had met their target of ensuring the school is supporting DPs • Agreed to develop a new strategy document that the SDP would feed into and agreed to evaluate at the end of each meeting whether decisions/discussions at the meeting contribute to meeting their targets. • Received AW's update on how well the Sports Premium was contributing towards developing the teaching of PE at the school • Received a report to the forthcoming changes in safeguarding guidance and were pleased to note that the school is already there in terms of meeting many statutory requirements or are ahead of the game • Completed the recruitment process with the appointment of two strong candidates to vacancies. | |
| 18. | <p>DATE OF NEXT MEETING</p> <p>The next meeting will be held on Wednesday 17th October 2018</p> | |

The meeting finished at 9.45 pm.

Signature: _____ Date : _____

Actions Arising:

| Item | Action | By Whom | By When |
|------|---|--|--|
| 4. | <ul style="list-style-type: none"> Meet re charges for clubs Follow up with the two contacts about talking to Governors about academisation Obtain and upload Health & Safety visit report to Governors' Secure Area | Alan Watkinson/Jane Evans/Rebecca Mole Jane Evans Clerk | ASAP 3/9/2018 31/7/2018 |
| 5a | <ul style="list-style-type: none"> Undertake termly GDPR visits Send YLC GDPR Audit Report Send out Doodle Poll for GDPR training Follow up with Lauren Drake re email addresses for Rajbir Hazelwood and Levent Gurdenli Send Lauren Drake necessary details for setting up email address for new Governors | Yeing-Lang Chong Jane Evans Yeing-Lang Chong Clerk Clerk | Ongoing 2018/19 31/7/2018 3/9/2018 31/7/2018 31/7/2018 |
| 6 | <ul style="list-style-type: none"> Reflect on and propose over-arching Governor strategic objectives Send out detailed SDP 2018/19 Talk to Claire Meadows at AfC about contacts with other school GBs | All Governors Jane Evans Alex Axiom | 3/9/2018 3/9/2018 3/9/2018 |
| 7a | Circulate SATS summary sheet | Rebecca Mole | 31/7/2018 |
| 9b | Invite new Governors to safeguarding training on 3 rd September 2018 | Alex Axiom | 31/7/2018 |
| 11a | Apply for DBS | Rajbir Hazelwood | 31/7/2018 |
| 14 | <ul style="list-style-type: none"> Write Inclusion/Diminishing the Difference Report Write SATS report | Mark McKiernan Rebecca Gibbs | 3/9/2018 3/9/2018 |

Agenda Items Arising:

| Item | Action | By Whom | By When |
|------|---|--------------------|----------------------|
| 5a | <ul style="list-style-type: none"> Review Data Protection Policy Governors to sign up to Privacy Notice | F&P FGB | Autumn 1 Autumn 1 |
| 6 | Governing Body Strategic Vision | FGB | Autumn 1 |
| 9a | Governors to sign to confirm they have read and understood KSIE Sept 2018 | FGB | Autumn 1 |
| 13 | SEN Policy | FGB | Autumn 1 |
| 14 | <ul style="list-style-type: none"> Diminishing the Difference Report SATS Visit Report | Q&S/FGB Q&S/FGB | Autumn 1 Autumn 1 |