

**DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING 15.11.2017 7pm**

**PRESENT:** D Ludford(Chair) I Wilkinson, D Knight, T Allen, G Lyden, M Russell, P Cradock, J Purdy, A Bradshaw

**CLERKED BY:** S A Dodson. The meeting was quorate.

**1) APOLOGIES FOR ABSENCE** Apologies received and accepted from J Thody. The Chair welcomed the new governor's J Purdy and A Bradshaw

**2) DECLARATIONS OF INTEREST/ELIGIBILITY** Chair queried any amendments to governor's declarations of interest /eligibility from those already held on file. None received and no declarations of interest received for any agenda items for this meeting.

**3) MINUTES OF LAST MEETING – 27.09.2017** The chair requested any queries in relation to the minutes that had been supplied in advance of the meeting. None received and therefore minutes agreed

**4) MATTERS ARISING FROM LAST MEETING (27.09.2017)** Please see point 12 for all policies carried forward from 27.09.17

**5) REVIEW SUB COMMITTEE MEMBERSHIP**

The FGB reviewed and agreed the following committee membership

- Finance, Personnel & Premises Committee: -  
I Wilkinson, G Lyden, M Russell, P Cradock, D Knight, A Bradshaw
  
- Curriculum, Standards & Community Committee: -  
I Wilkinson, D Ludford, T Allen, S Young, J Thody. J Purdy  
  
Curriculum Group 1: - A Bradshaw, M Russell, P Cradock  
Curriculum Group 2: - D Knight, T Allen, D Ludford  
Curriculum Group 3: - G Lyden, J Purdy, I Wilkinson, S Young, J Thody

**6) HEADTEACHERS REPORT**

- including Pupil Premium/Sports Funding and Impact
- data on attendance/absence
- recording/reporting on racial incidents

The head advised that some classes are 1 over roll and one class 2 over roll and there have been 11 mid-year admissions that we have had to turn down. The Trim trail is now installed. The head advised that the data tracking will be reported at the next Curriculum, Standards and community committee meeting. Performance management has taken place and TA appraisals will be commenced next week. The NQT has been booked onto a training programme throughout the year. The head advised that he will be out of school from 25.11.17 for 2 weeks due to an operation. The head advised of various successes in events.

**GC Is this a quiet period/time for para athletes in their training etc as there seems a lot attending this term**

**ANS** Nov and Dec are quiet months regarding their training and events. Paul Ruddock is returning and will talk about why he did not do well at the Rio Olympics and others are coming in to talk about nutrition and mindfulness and therefore about attitude.

**GQ Wat happens when you are off – legally**

**ANS** Sarah Doud will cover along with other members of staff with delegated tasks.

**GA Grandparents afternoon was very enjoyable.**

**GC Absences says "too early" do we not send letters**

**ANS** Yes and we have and therefore we look at each individual and the absences are reviewed during each short term. We send letters for reference (we usually know of the absence) and if the pupils' attendance is under 90% we will ask if there is anything that we can do to help. We ask parents to ensure that the school is made aware of the absence by 9.30am

**GC What happens if the attendance does not improve**

**ANS** There is a ladder/scale. We review if there is a pattern of Monday mornings or Mondays or it might be that there are several absences as the child is having dental treatment either in the am or pm. The Educational Officer will get involved if required.

**GQ Do we have an issue with pupils being late**

**ANS** Usually this does not exceed 2-3 minutes and therefore the registers have not normally been handed in, but it is recorded and advised via report/parents evening.

**7) REVIEW ANNUAL SAFEGUARDING REPORT**

The head advised that there had not been a meeting recently with P Cradock and the head also advised that the Safeguarding audit tool has been updated by county and therefore he will update.

**ACTION POINT: Defer to next meeting.**

**8) REPORT FROM CURRICULUM, STANDARDS AND COMMUNITY COMMITTEE 19.10.17**

- Review and agree terms of reference – agreed. The FGB were referred to the minutes of the meeting and no queries or questions arose.

**9) REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE 06.11.17**

- Review and agree terms of reference – agreed. The FGB were referred to the minutes of the meeting and no queries or questions arose.
- Update on boiler - We have been advised that the temporary boiler will be located in the staff car if the old one is removed. Contractors/tender process is under way.

**GQ When was the boiler last working.**

**ANS** Do not really know maybe 6-8 months ago. We do know how to restart the other boiler.

**10) UPDATE ON HEADS AND CHAIRS MEETING**

- The Committee were advised that no meeting has taken place. This has been rearranged for early January 2018. **ACTION POINT: Defer to next FGB meeting.**

**11) UPDATE ON JIMMY D'S**

- The committee were advised that the before and after school club continues and that the mobile is at the end of life and therefore the school are looking for another temp unit for summer months and music practice area, but that this may need a grant and is just an idea. The FGB were advised of a staff change Jimmy D's in pre-school has had a resignation of the SENCO and they are looking to transfer/replace.

**12) POLICIES FOR REVIEW**

- Admission Policy – review date 01.09.2017 – The clerk reminded the FGB that at the meeting on 27.09.17 that they were to refer any queries to the head by 06.10.17. (Reserve list refers to 2013 and says distance by road.) The head was to send the up to date policy – agreed as provided by county.
- Child Protection Policy/Safeguarding Policy – review date 01.09.2017 sent 09.11.17 – agreed
- Sexting Policy – review date 01.09.2017 - referred to FGB 27.09.17 - agreed
- Send Policy – review date 01.09.2017 received from the head 03.11.17 sent 09.11.17 - agreed
- Home School Agreements – review date 01.09.2017 - referred to FGB 27.09.17 - agreed
- Health & Safety Policy – review date 12.11.2017 sent 09.11.17 – agreed (corrected version)
- Promoting British Values – review date 01.09.2017 – referred to FGB 27.09.17 - agreed
- Staff disciplinary procedure – review date 12.11.17
- Staff grievance procedure – review date 12.11.17

Referred from FPP committee 06.11.17 - agreed

- Teachers Pay Policy – review date 01.09.2017 - agreed
- Supporting Pupils with Medical Conditions – review date 12.11.2016 sent 09.11.17 - agreed
- Managing abuse against Pupils – review date 01.09.17 - agreed
- Emergency Management Plan – sent 03.11.17 – agreed – tri annual review.
- Lockdown Policy – sent 03.11.17 -agreed – tri annual review – Governor queried whether there was CCTV etc and what security measures we have in place and how can we identify earlier someone breaching the security measures.

### **13) IMPACT OF GOVERNANCE SINCE LAST MEETING**

Attendance at Curriculum group meetings to review progress of subjects etc

T Allen attended the Victorian Day and Egyptian day and has been into reception class

M Russell is to complete a Learning walk next week

Health and safety walk to be arranged by P Cradock

Governor to attend next lockdown practice

P Cradock to complete a review of the SCR

### **14) AOB**

- Allocation of governor updates in newsletters

Term 2 – Sarah Young

Term 3 – T Allen

Term 4 – Danny Knight

Term 5 – Alan

Term 6 – David Ludford

- The clerk advised the FGB that the governors board in reception needs updating. The head advised that school photos were being undertaken on 29.11.17 if governors wished to attend for their photos to be taken.
- The head advised that it is the 50 years anniversary of the school next year and asked for any – good ideas for celebrations etc.
- GDPR kicks in May 2018(Data Protection) – **to be deferred to next meeting**. G Lyden to send templates to I Wilkinson.
- The clerk suggested a social gathering with the staff in January 2018 with snacks, nibbles & drinks
- Peer Reviews - This was something that the governors implemented last year and a discussion ensued as to the progress/effectiveness of these in supporting governor development. The clerk advised of a Health check that governors could complete and reminded the FGB of the free in-house training session for governors within the SLA with PCC governor services.
- HTPR training – The clerk would contact PCC Governor services in this regard.

Meeting concluded at 20.55.

<b>SUMMARY OF ACTION POINTS 15.11.2017 FGB</b>	<b>BY WHOM</b>	<b>TIMESCALE</b>
Review Safeguarding Report	IW/PC	21.02.18
Update on heads and chairs meeting	IW	21.02.18
GDPR	IW/GL	21.02.18