

**DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING 09.05.2018 7pm**

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

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

**1) APOLOGIES FOR ABSENCE** G Lyden J Thody, apologies received and accepted

**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 – 21.02.2018** 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 (21.02.18)**

- Review Annual Safeguarding Report – This was deferred. The head advised that termly meetings had been regarding safeguarding meetings and 2 meetings had been held and 3<sup>rd</sup> and final meeting is scheduled for 27.06.18. The Annual safeguarding report was to be completed after the 3 meetings had been undertaken.

- Update on Heads and Chairs Meeting – The chair advised that this had taken place at Linchfield and was a productive meeting. The main area of discussion was academisation and Langtoft was looking into it and the other schools were placing this on the back burner for now. An agenda item was as a cluster of schools, how we could collaborate with one another easily and how governors could collaborate and self-evaluation, which resulted in a meeting of the chairs of governors to see how they run their governor's meetings. It was a very open meeting, more so than the past and collaboration was also an agenda for heads meeting 2 weeks ago. A discussion was undertaken regarding exactly what service providers the clusters use, if any of the schools were looking for more than one position and we had good candidates, whether the details could be passed on. Team teach was discussed and the potential of Educational Psychologist being used across the cluster. **P Cradock arrived 19.10.** Every headteacher is on board for the collaboration and the acting head at Linchfield was very interested in collaboration.

- Update on GDPR and Agresso data – The committee were advised that GDPR was being co-ordinated by Michelle and that we have 2 privacy notices, one where we share data and how we share it and how we protect that data; this is for parents and children and the other is for staff which is slightly different. The head advised that there is a new tick sheet indicating areas that we are asking permission from the parents and using their data. If there are Photos in the press we have to list which papers etc that we are sharing these with. We also have asset register and the data that we collect, how we store it and where we get rid of it and when. The FGB were advised that by 25.05.18 we will have privacy notices on the website.

**GC Would we get privacy notices from education city for example and our website owners etc.**

**ANS** Yes we will. Privacy statements, Permission slips and asset registers of data will be in place, but the asset register is like a living doc.

**GC FPP mins says we will not be compliant**

**ANS.** 25.05.18 we will not have been able to get rid of data that we need to and therefore this is where we will not be compliant, but we will have permission slips and asset registers of data in place.

**GC Laptops for teachers, are these incl.**

**ANS** Teachers laptops are password protected and we have been told that these need to be encrypted. Looking into buying encrypted memory pens.

The committee were advised that the Agresso system was not available for 2-3 weeks over year end and now it is on and off.

**5) HEADTEACHERS REPORT**

- including Pupil Premium/Sports Funding and Impact
- data on attendance/absence

- recording/reporting on racial incidents

Report issued in advance of the emerging and governors confirmed receipt. Pupil numbers were discussed in detail. The FGB were advised that there is the potential of other pupils, but 9 pupils down on an intake of 30 is approx. £90k lost in the budget and therefore we need to take extra pupils into other year groups if they have siblings as well.

**GC MDCP have 2-year groups why have LCC not said to reduce it to 1 and therefore distribute the second-year group pupils to the other local schools.**

**ANS** Because we are full in other year groups they need to keep MDCP as 2-year form entry. The head advised that there may be a trickle of pupil interest from the website as people thought that we were full as per previous years.

**GC Any news on birth rate for next year.**

**ANS** It is low for next 3 years.

The FGB discussed staffing/recruitment. The head advised that there was very little interest for reception maternity cover, but the advert for year 1 job share has received more interest.

**GC We have had an issue with year 1 job share and staff leaving. Is this an issue.**

**ANS** Staff have left for different reasons. The job share staff do have joint PPA time.

**GC Is there anything we need to do differently.**

**ANS** Nothing in particular.

**GC Do you do an exit interview.**

**ANS** Possibly.

**GC Did you ask the question if there was an issue with the job share**

**ANS** No I did not.

**GC Do potential candidates have the opportunity to meet the job share.**

**ANS** We have not but the other year 1 teacher does make herself available to have a chat.

**GC Do new staff have mentor**

**ANS** Yes.

**GC What is the thinking between applicants for reception class.**

**ANS** Deadline is Monday 14.5.18. We have a lot of interest in job share and we are enquiring within the cluster if there is anyone that they consider would be a strong candidate from their interviewees. This is the 2<sup>nd</sup> time this reception class post has been advertised and we have therefore had 2 applicants in total, but only 1 available as the other has a post/job.

**GC Have any of the current staff had EYFS training.**

**ANS** Only 1 and she is in yr 2 and is not necessarily interested. The head advised that there is the option of a job share in reception year.

**GQ Is there any progress on the boilers and the noise that they make.**

**ANS** The boilers were turned off and the neighbour that was complaining was still indicating that there was noise from boilers waking him up. The boilers have been sorted and the neighbour is quite happy at the moment.

**6) UPDATE ON 2017-2018 SDP** The head advised that this is on website and is R.A.G. rated. The head advised that the SDP for 2018-2019 was being prepared and was well under way.

**7) REVIEW UPDATE ON SEF 2017-2018** The head advised that this will not fundamentally change until the results from the tests at the end of the academic year are received and therefore this should be on the agenda at the beginning of each academic year i.e. Sept 2018.

**8) REPORT FROM CURRICULUM AND STANDARDS COMMITTEE 15.03.18** – The FGB were advised that this meeting had been cancelled and therefore there was no report available.

**9) REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE 23.04.18**

The FGB confirmed that the minutes were available for review prior to the meeting. The head requested the availability of 3 governors for a Private & Confidential matter either on 21.06.18 or 28.06.18

The FGB formally approved the budget,

**10) UPDATE ON JIMMY D's** The FGB were advised that since the last meeting Ofsted had completed an inspection at Jimmy D's and a RI rating was awarded. This was due to paperwork-based issues and the main issue was one of the people regarding DBS and Early years training, but they had not had any contact with children at any point and they had not attended for over a year. Tracking of pupil's progress was not up to date and the tracking was not up to date. Ofsted will be back in Summer 2018.

**11) IMPACT OF GOVERNANCE SINCE LAST MEETING**

- Competency procedural review
- Easter social with staff
- Prevent training attended at William Hildyard
- Governors attended the spring concerts
- Governors attended Parish council meeting
- Governors had undertaken walks to swimming classes with pupils

**12) AOB**

- Peterborough Governor services SLA agreement
- Registration 8.50am – Parents need to be reminded
- Terms of office of governors – check and update

Meeting concluded at 20.47pm

<b>SUMMARY OF ACTION POINTS 09.05.2018 FGB</b>	<b>BY WHOM</b>	<b>TIMESCALE</b>
Review of Annual Safeguarding Report	IW/PC	11.07.2018
Governor Services SLA Agreement	IW/DL	11.07.2018
Reminder to parents of registration at 8.50am	IW	11.07.2018
Terms of Office of Governors	SAD	11.07.2018