

DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING 12.11.2015 7pm

PRESENT: I Wilkinson, T Allen, M Russell, S Young, T Hutton, D Knight, G Lyden, P Cradock, P Dilks, T Fisk
CLERKED BY: S A Dodson. The meeting was quorate.

- 1) **APOLOGIES FOR ABSENCE** Apologies received and accepted from J Thody
- 2) **DECLARATIONS OF INTEREST/ELIGIBILITY** – Clerk requested that all governors complete declarations of interest /eligibility for the new academic year. No declarations of interest received for any agenda items for this meeting.
- 3) **MINUTES OF LAST MEETING – 10.09.2015** – The chair requested any queries in relation to the minutes. None received and therefore minutes agreed.
- 4) **MATTERS ARISING FROM LAST MEETING (10.09.2015)**
 - Review Website On A Termly Basis For Statutory Items – The head confirmed that this is now up to date and that a new website provider is being ascertained and should be in place by Jan 2016. The head also advised that the new website providers will advise of any new statutory requirements
 - Review/Update Website with 2015 KS2 Results – The head confirmed this has been completed
 - Update on appointment of Mr Cradock as Co-Opted Governor – The chair confirmed this has been completed and welcomed Mr Cradock to the FGB
 - Update on Jimmy D’s Staff Register for Keeping Children Safe – The head confirmed that Jimmy D’s staff have signed the register to acknowledge receipt of the document
 - Agree Format/Standardised Questions for Peer Review Groups. – Questions relating specific responsibilities also. **ACTION POINT TH: To ascertain standardised questions**
 - 2015/2016 SDP to be loaded onto website - The Clerk confirmed this has been completed
 - 2015/2016 SEF to be loaded onto Website - The clerk confirmed this has been completed
 - Review of Intimate Care Policy – The FGB acknowledged receipt and review and agreed the policy with a review by the FGB every 3 years
- 5) **HEADTEACHERS REPORT**
 - including Pupil Premium/Sports Funding and Impact – The head advised that this has been updated on the website in conjunction with request for HMI.
 - data on attendance/absence –
GC How many persistence absences have been ascertained.
ANS The head advised that 15 letters had been sent with 90% attendance, equivalent to 4 days absence. The FGB were reminded that even if the school is aware of an batch of illness in a class or classes, due process still has to be followed, because if there is a further absence of the same pupil in the following term, parents have to have been issued with the first letter.
ACTION POINT IW. Governors requested report on absences at next meeting.
 - recording/reporting on racial incidents**GC Is there a due process that we follow and would this be provided to FGB.**
ANS T Fisk would be supplied with the reports on any incidents and he would follow these up and signs the records to acknowledge the matter and that the correct procedure and process has been followed.
GC Has there been a victim in the past
ANS Not recently
The FGB were reminded prevent training being held on Jan 6th 6-7pm
The FGB acknowledged the Permanent Pupil Exclusion, that new benches had been ordered for the front of the school and that e4education were designing the new website which should be more accessible and easier to use for all stakeholders.
- 6) **REVIEW AND UPDATE ON SDP**

The FGB were advised by the head that this was now RAG rated with orange meaning that this point has been started and is in process. Reception baseline tests have been completed. The FGB were reminded that

all schools have to do a baseline assessment in EYFS in 2016 and therefore we are ahead of the game. And that the twilight training session on FGM and radicalisation has been completed.

ACTION POINT: ALL Govs need to review SDP, action and update their respective areas as necessary and send to M Russell to co-ordinate the latest version.

7) REVIEW SEF –

The head advised that this has been updated with the current 2015 data and priorities

8) REVIEW ANNUAL SAFEGUARDING REPORT – Defer to next meeting

9) REVIEW POST OFSTED/HMI ACTION PLAN – The FGB acknowledged that this is all included in the SDP for 2015/2016 and therefore reviewed in that regard. The head advised that the policy for promoting British values had been supplied for review as this was now considered statutory. Policy acknowledged as received, reviewed and agreed with a review date of 01.09.2016 and thereafter annually by the FGB.

10) REVIEW OF PROGRESS/UPDATE ON GOVERNORS ACTION PLAN – The FGB acknowledged that this was complete other than the peer self-reviews which are scheduled to be undertaken.

11) REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE

- Terms of Reference for Ratification/Agreement – Defer to next meeting

GC Are we going to log a claim for compensation due to the issues with Agresso

ANS The head advised that when the whole system is up and running correctly and a post mortem has been undertaken as to what caused the issues a flat rate of compensation will then be applied across all schools affected.

GC Have we had any potential meeting with bursars etc.

ANS Head advised that schools in cluster are not going as a group as unsure about leaving in April as the details that we could provide to any new provider are incorrect and cannot be verified as accurate. M Russell advised that potential providers are to be ascertained and that there is a further bursars meeting in the very near future and the bursars are working together to resolve issues. The FGB were advised that Serco have replaced their operations manager and that County have appointed recovery board.

12) POLICES REVIEW

- **Admissions Policy** – The head advised that this is issued under consultation with LCC. The head advised that this is not a policy more a procedure about ensuring school gets funds.

GC On the oversubscription criteria is point C applicable

ANS Discussion ensued and agreed to remove this criterion as not a church school.

- **Child Protection Policy/Procedure** – Clerk advised of policy from LCC and to supply to head for review
- **Health & Safety Policy** – Discussion ensued as to whether this policy should be reviewed in accordance with procedures etc. for bad weather and ice on grounds of school premises. Suggestion received that this should record that at 7am a decision was required on arrival as to whether salt/grit is necessary with a secondary decision/review at 7.45am. Discussion then ensued with regard to the start time for Jimmy D's and therefore whether these walkways should be assessed and actioned, if required, in the first instance.

GC Do we have a duty of care to staff to do the car park.

ANS Agreed that the ramp up to the doorway and a walkway should be considered.

ACTION POINT: DEFER POLICY TO TF/IW FOR REVIEW

- **Teachers Pay Policy** – annual review – threshold teachers and expectations need to be updated. Defer to Finance and Personnel Committee.
- **Home School Agreements** – Acknowledged as received and agreed.

ACTION POINT Clerk to supply alternative templates for review by head

13) UPDATE ON JIMMY D's

The FGB were advised that the move to upstairs has now been undertaken and this has afforded them extra space but that there is an issue with the doors and release system, but that the main issues are the actual doors as they do not close unless you pull them.

GC Are we sure that a fire escape is not required

ANS There are fire doors at bottom of stairs and as long as there is nothing stored under the stairs and therefore not a fire, trip or blocking hazard of these stairs, the fire officer has confirmed that a fire escape is not required.

14) CONSIDER EA MEETINGS AND AGREE GOVERNORS ATTENDANCE –

The FGB were advised that as the sats results and Raiseonline etc. have just been issued and meetings are to be arranged with the EA accordingly.

15) RECEIVE ANNUAL REPORT FROM EA AND SET TARGETS –

The FGB acknowledged receipt and review thereof and that the SDP and action plan had been established in accordance with the recent HMI inspection and this report.

T Allen Left 8.55pm

16) IMPACT ON GOVERNANCE

- Advise on highlights of Raiseonline
- Health & Safety Policy, matters and premises review
- Review of SDP – Governors to update with monitoring visits etc.
- Home school agreements – reviewed and suggestions for amendment
- Admissions Policy – reviewed and amended
- Short term monitoring Plan

17) AOB

- Safeguarding Training 1.12.15 – Ted Fisk to attend
- The FGB acknowledged the receipt and review of a monitoring and evaluation visit from T Fisk with regard to health & safety and safeguarding
- G Lyden advised that there had been no further responses on Parent view.
- P Cradock to join curriculum group 1 – T Fisk as Mentor
- J Thody now in curriculum group 3

Meeting concluded 21.15pm Next Meeting 10.02.2016

SUMMARY OF ACTION POINTS 12.11.2015 FGB	BY WHOM	TIMESCALE
Ascertain standardised questions for peer review groups	TH	10.02.2016
Report on absences	IW	10.02.2016
Update SDP with governors visits etc.	ALL	ONGOING
Defer review of H&s Policy	IW/TF	ASAP
Defer Teachers Pay Policy to Finance Committee	SAD	NEXT MEETING
Review templates for Home School Agreements	IW	Sept 2016