



SIDE STRAND HALL SCHOOL

Minutes of Full Governing Body Meeting held on Wednesday 3 April 2019 at 3.15pm

Present: Angela Wrighton (Chair), Roger Billings, Vivien Harrington, Paddy Bennett, Fiona Hall, Dianne Davis, Liam Davis, Sarah Young (Head), Gill Leah (Clerk). Also in attendance: Debbie Woods (ICT Manager) [part-time] and Shelley Taylor (Deputy Head)

Governors' questions and comments are in bold and italics.

1. Welcome

The Chair welcomed all the attendees. She thanked those Governors who attended the Keeping Children Safe in Education training just before the meeting. She reported that Ed Maxfield had now resigned.

2. Short Briefing from Debbie Woods, ICT Manager, re website/blog

Debbie Woods showed the Governors a selection of pages on the website, which had been designed by her, including the blogs. Governors were invited to send her information that could be incorporated into, for example, a Fundraising page and Parents as Partners page; however, if they wished to have an individual log-in to upload the information directly, they could request that. Pages could have links to other areas of the site. When the Vision was completed, it would go on the website.

Governors thanked her for her hard work.

3. Remarks from Shelley Taylor on her first term as Deputy

She showed Governors a presentation on her first term. She explained that she wanted to develop a whole school reading scheme. In response to a question, she explained that the phonics in Key Stage 2 and Key Stage 3 had been taught differently. The Read Write Inc. programme would be rolled out from KS2 to KS3.

Why is the focus on Key Stage 3? It is because other key stages have had more put in previously. Food technology and outdoor learning will be developed and standardised. Behaviour needs to be recorded consistently in order to ensure that the reporting data is more accurate –reports will be sent to Governors twice a year. Some of the areas she highlighted will be incorporated into the SIDP (School Improvement Development Plan).

Governors were pleased that she had been able to identify areas of concern.

The Head said that she had made a big difference in her first term.

4. Consideration of apologies for absence

Apologies were received and accepted from Marion Saunders, Rachel Middleton and Joanne Callender.

5. Governor vacancy / vacancies

Ed Maxfield had resigned. Marion Saunders may also resign as her job has changed which makes it difficult for her to attend meetings. The Chair advised that she was looking for a new Governor with some appropriate skills and would advertise locally. She invited Governors to make suggestions. She and the Head would meet with potential candidates before making a decision.

Should we develop an improved induction process? The Clerk was asked to consider this.

ACTION: Clerk

6. Agree and sign Code of Conduct and Register of Interests (if not already done)

This is now all up to date.

7. Invitation to extend Term of Office - RM

Rachel Middleton had agreed to another term as Governor. The Clerk would change this on Governor Hub.

8. Confirmation of the minutes of the meeting of 5 December 2018

These were agreed and signed as a true record by the Chair.

9. Matters arising from the minutes of the meeting of 5 December 2018

Fiona Hall and Angela Wrighton would be Data Governors.

Angela Wrighton would take on the Key Stage 2 Link Role.

E-Safety: Dianne Davis and Rachel Middleton would discuss this with parents. It was noted that, if a pupil was under 14, their Facebook account should be taken down.

ACTION: Parents as Partners

Educator Solutions did not provide a training session on GDPR. Mark Fincham had talked to Governors in Committee about this and could do so again.

Re Middle Leaders – no one had wished to take up the offer of training.

Keeping Children Safe in Education training had been provided before this meeting.

All other items on the action list had been actioned.

10. Amended Terms of Reference 2018-19 to be agreed

These were agreed, but still needed to be amended before uploading to Governor Hub, i.e. changes required by Ed Maxfield's resignation. **ACTION: Clerk**

11. Headteacher's Report

This had been available on Governor Hub.

Governors thanked her; it had been very informative.

She also reported, in accordance with the Complaints Policy, that there had been no complaints.

Re attendance: ***The 6th form attendance figure is low.*** There are two non-attendees, one of whom is medically unfit; the other has ASD. Both will move on to other provision after the Summer.

Could we have the figure omitting the two non-attendees?

In the main school a child is leaving to live with his father elsewhere. She said that she has parents' holiday requests to sign on a frequent basis, although she is not able to authorise them. ***Do parents get fined?*** No.

The attendance data had been explained in detail at the PDBW Committee meeting.

12. Budget 2019/20: Explanation and Procedure

Under normal circumstances, the budget would now be agreed and ratified.

However, this year it is not ready. The Business Manager had investigated a number of issues affecting the budget; there were also some significant staffing changes. In addition the final download had only just been received, and that was not correct.

At the FP&P meeting it had been agreed that the budget would be finalised on 29 April. It would be emailed out in the morning to Governors, for agreement by midday. ***Governors requested that it be emailed out on 26th to allow time for questions to be asked. Each Governor will need to email the Business Manager back with their agreement.***

ACTION: All Governors

13. Ratify policies

The following policies had been agreed in Committee:

- E-Safety and Data Security
- Use of Photographs and Video
- Residential Statement of Purpose
- Leave and Time Off
- Dignity at Work
- Cyberbullying
- Pay

These were ratified by Governors. They were signed by the Chair.

14. Agree updated Policies Index / Procedures

This had been compiled by the Chair and the Head and considered by the School Improvement & Standards Committee. ***This was ratified by the Full Governing Body. The Chair will countersign those policies and procedures authorised by the Head Teacher and the Senior Leadership Team.***

15. Discussion and Decision re Leave of Absence of Ashley Hale

The Head and Chair had met with him; the Chair sent a letter refusing the application; there had been a further meeting; he had sent letters to all Governors. 6th form staff had written a letter in support of his application for time off. Governors were advised that he had requested time off before. This had been granted in 2015 but not in 2017. He had had 7 leaves of absence last year which were all paid.

Views were expressed as follows:

- Governors' decisions need to be consistent.
- In the past a request to attend a family wedding had been granted. However, a visit to Australia had not been allowed and the member of staff had resigned.
- The decision should be based on the previous policy as that was in place at the time of his application.
- His value as a member of staff was not in question – he is skilled and well liked.
- The needs of the children are paramount; the beginning of the Autumn term can be a difficult time for pupils settling in.
- It is important not to set a precedent.

After a vigorous debate, by a majority of 7 votes to 2, Governors decided not to grant his request. The Chair would send him a letter explaining Governors' decision not to grant the leave of absence.

ACTION: Chair

16. Update from Fundraising Group

There was a fundraising progress report on Governor Hub. Vivienne Harrington said that a new fundraising committee had been set up which had met twice. They had compiled a wish list which was also on Governor Hub. She explained that there were many organisations to which we could make bids for money. Currently the main source of money was the Strands Charity whose AGM the members of the fundraising committee had attended. At present the accounts do not show where funds are committed so they are working with Strands to get a true financial picture. They have decided to set up a list of local and national foundations as a starting point. There is currently a grant application being prepared for £8000 of books, to be ready for September. Easy Fundraising, an online fundraising organisation, was suggested. It was noted that the Baptist Church in Cromer is for sale.

17. Update from Ethos / Vision Values Review

Fiona Hall reported that she had received interesting and varied feedback from pupils. Her recommendation is that the order for consultation should be: Senior Leadership Team, Teachers, Children, Governors. She would pick out 10-15 key words and the School Council would vote for 7 of them. ***A Governor requested that parents should also be consulted.*** Fiona Hall would prepare a questionnaire and draft a piece for the newsletter to get it out to parents. ***Governors thanked her for her work.***

18. Report from Committees

The minutes of the last meetings of the Financial, Personnel and Premises Committee, the School Improvement and Standards Committee and the Personnel Development, Behaviour & Welfare Committee had been available on Governor Hub. Questions and comments were invited from Governors.

19. Governor monitoring Key Stage Links

Governor reports were on Governor Hub. The Chair had monitored KS2, Fiona Hall KS3, Paddy Bennett KS4.

The Chair had done a learning walk in KS3 with the Deputy Head.

The Chair had attended the staff meeting when Mark Fincham demonstrated CPOMS and the Head explained about the staff absence data and budget cuts.

Roger Billings had seen Mark Fincham on Monday to talk about CPOMS, a new secure online monitoring tool for child protection and safeguarding issues. This would provide a joined-up picture about a child. Mark Fincham receives an alert when information is added. There are about 5 alerts per week. Low level concerns are also registered. ***Is feedback provided?*** Yes, relevant staff are alerted to information and informed about what action has been taken.

All reports had been or would be on Governor Hub.

20. Feedback from Governor training

None.

21. Any other business

- Parents as Partners: Rachel Middleton had emailed the contact details for the Diamond Centre at Sprowston. This would be the location for the Norwich Group of parents. The cost would be £20 every 2 months. ***Governors approved this.***
- The Residential inspection had taken place yesterday. The Chair had talked about the reporting with Mark Fincham; he would prefer the shorter version of report to be used.

[The Head, Deputy Head and Liam Davis, as Staff Governor, were asked to leave the meeting for the next item.]

There is a confidential item here.

The meeting closed at 5.30pm

ACTION ITEMS

Action	By whom?	By when?
5. Review of induction paperwork to be done.	Clerk	ASAP
9. E-Safety to be discussed with parents at next Parents as Partners meeting.	Rachel Middleton / Dianne Davis	
9. GDPR – Mark Fincham to be asked to inform Governors about this if required.	Chair	
12. Budget to be agreed.	All Governors	29.4.19
15. Letter to be sent to Ashley Hale re Governors' decision about leave of absence.	Chair	ASAP