



Minutes of Full Governing Body Meeting
held on Wednesday 22 March 2023 at 3.30pm

Present: Angela Wrighton (Chair), Roger Billings, Marie Greer, Harvey Barrington, Duncan Mackenzie, Peter Godfrey, Clare Male, Viv Harrington, Sarah Young and Shelley Taylor (Co-Heads). Also present: Gill Leah (Minutes Secretary), Mick Kelly (Assistant Head Teacher).

Governors' questions and comments are in bold and italics.

1. Welcome

The Chair welcomed Mick Kelly to the meeting; Governors introduced themselves.

2. Presentation by Mick Kelly

He gave Governors an overview of his job and his progress so far since starting in January regarding getting to know children, staff, parents, etc.

Do you think the induction process has been right for you? Yes, it had given him the opportunity to spend time in classes and get to know the children and teachers.

How have you been received by staff? They have been very welcoming.

Shelley Taylor was thanked for her induction timetable.

He explained the future changes to CPOMS so that it is more streamlined and reporting will improve.

[Mick Kelly then left the meeting.]

3. Consideration of apologies for absence

Received and accepted from Lloyd Johnson.

4. Vacancies / Clerk vacancy

A second Parent Governor is about to start and a new Co-opted Governor has been found.

It is proposed that the job of the Clerk should be included in the job specification for the new administrative post.

5. Declaration of Conflict / Business Interests

None.

6. Confirmation of the minutes of the meeting of 7 December 2022

The minutes on Governor Hub had been signed as agreed by 8 Governors. They were agreed to be an accurate record and were signed by the Chair.

7. Matters arising from the minutes of 7 December 2022

DPO had now been appointed as the school's official GDPR Advisor and were providing documentation.

Peter Godfrey had sent a GDPR checklist which could be used as a monitoring tool.

A privacy notice for Governors would be put on Governor Hub when available from SBM **ACTION: Chair**

All matters on the Action List were in hand, had been actioned or were an agenda item. There were no further matters arising.

8. Headteacher's Report and SEF

Headteacher's Report

The Headteacher Report had been on Governor Hub and signed by 7 people.

Shelley Taylor reported that staff attendance was a particular problem, due to long-term medical problems and an outbreak of Covid. There had also been 4 strike days by some teachers with picket lines which had prevented some TAs from coming into school. This had impacted on the behaviour of children and the workload of relating to boarding, transport, free school meals. Some trips had had to be cancelled.

A Governor stated her support for the school's actions under the difficult circumstances.

How great was the disruption to pupils? Some were confused; their routine was changed completely.

Some staff appointments had been made to start after Easter.

Have back-to-work interviews been taking place? No, but they are planned. She intends to meet HR and put in place a new Absence Management policy and Absence policy as well as disciplinary procedures in order to address the problem.

Response to starting the Breakfast Club has been positive.

There are 5 tribunals pending in November/December. Pen pictures will be written by teachers for all children so that the case can be made to refuse a child.

SEF

Shelley Taylor had been working on this in a new format. Sarah Young still needs to add to it. It will be uploaded to Governor Hub when completed.

9. Safeguarding Report

Sarah Young had just completed this. She distributed some hard copies and would provide it electronically for inclusion in the meeting folder on Governor Hub.

Staff training on Prevent would be done in April. A twilight session on Pupil Voice had taken place recently which staff had found useful. Interventions had been impacted by staff absences; Thrive is generating the information needed from pupils, as they are happy to talk to staff. Fiona Drake now has additional access to CPOMS. Marie Greer, as the named Governor, has checked the Single Central Record, etc. Policies are being updated.

There would be a new format to the report for the July meeting. MK will be taking more of a Lead DSL

Marie Greer and Sarah Young had met to go through the monitoring of safeguarding checklist. They will get together again after Easter to complete it.

She explained that she had broken the checklist down into 6 sections; the plan would be to review one section per half-term.

The safeguarding role has been shared so that a specified DSL (Designated Safeguarding Lead) will be the key person for particular pupils. The Deputy DSL will be in place after Easter and able to visit families at home.

In view of the recent suicide of the Headteacher who had been downgraded by Ofsted, a Governor asked how Governors could play their part. The monitoring being done by Marie Greer will help. The Head said that Governors are very supportive.

10. Update on HTPM Review Progress

11. Progress on the process to appointment of new Headteacher

Targets have been linked to the appointment of the Head Teacher. The Business Manager and the Chair had spoken to a representatives of HR from the LA. It was hoped that advertising externally could be avoided and this has been agreed. The Chair had written a document to justify the Governors' reasons to appoint the current Co-Head; a job description / Person spec will be written. A representative from HR will be appointed by the LA as an advisor. A formal meeting will take place. The Chair said she would keep Governors updated.

12. Website update progress

There had been some improvements. The equality objectives had been removed. Curriculum information was still awaited. Some of the policies were not necessary. Governors were asked to check the website periodically.

ACTION: Governors

13. Budget 23-24 – April meeting FPP

There was a FP&P meeting scheduled for 26 April to discuss and agree the Budget. Any Governor should mark as signed as ratification by FGB was needed.

14. Report from meeting re new building plans

There had been a meeting recently, and would be a further meeting the next day when plans would be presented. The documents which referred to the new building are in the folder on Governor Hub. There needed to be further discussions, e.g. concerning the position of the new building and a new or widened entrance. CM has been delegated Gov rep for this project.

Peter Godfrey declared an interested as he works for a company that provides consultants for building works.

15. Ratification of Policies

The following policies had been on Governor Hub but not agreed in Committee:

CCTV (marked as signed by 9 people). A Governor expressed concern re whether it would be used to monitor playground behaviour, etc. If so, this needed to be included. ***It was agreed that this would be discussed further at the next FP&P.*** **ACTION: FP&P**

Disciplinary procedure (marked as signed by 7 people) – A small change was suggested in 1:7.

Disciplinary Dismissal and Appeal Committee procedure (marked as signed by 8 people)

Domestic Abuse (marked as signed by 8 people)

Safer Workforce (marked as signed by 4 people)

Transgender (marked as signed by 9 people)

Subject to the above amendment, all the above policies except for CCTV were agreed and ratified.

16. Review business of Committees

Questions and comments were invited from Governors on the minutes which were in the meeting folder on Governor Hub.

17. Feedback from any additional Governor Training

Safer Recruitment training would be done by Duncan Mackenzie; the Chair would send a link

ACTION: Chair

The Chair had included the document listing training on Governor Hub. She stressed the importance of adding any training done by a Governor to their own profile on Governor Hub.

18. Any other business

- It had been agreed by FP&P that the Business Manager would look into purchasing an electric car to transport pupils. The electric car was no longer available but a hybrid model might be.

- ***A Governor took the opportunity to say that she had greatly enjoyed the Christmas events put on by the School.***

- It was necessary that there should be a named Governor whose role was to monitor drugs. ***This would be Marie Greer.***

The Chair thanked all Governors for reading documents in advance of the meeting and for their contributions.

The meeting closed at 5.15pm.

LIST OF ACTIONS

Action	By whom?	By when?
7. Privacy notice re GDPR to go on website.	Chair	When available
12. Website to be checked periodically.	Governors	
15. CCTV policy to go on next FP&P agenda.	Chair	
17. Duncan Mackenzie to be sent the link for The Key's Safer Recruitment training.	Chair	ASAP
18. Clare Male to attend building plans meets	Clare Male	ongoing
19. Safeguarding report emailed to Chair for upload	Head	Asap