



The Governing Body

Minutes of the Full Governing Board held on the 24th September 2018 at 7.00pm

Governors present

Hugh Haines (HH) – Chair
Claire Marsland (CM) - Headteacher

Beth Coates (BC)
David Daniels (DD)
Louise Jenkins (LJ)
Alexia Loundras (AL),
Neil McCormick (NM)
Brian Noctor (BN)
Sarah Priddle (SP)
Fiona Puleston (FP)

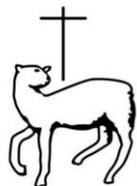
Attendees

Rosemary Conway (RC) Business Manager and Clerk to the Governing Body

Apologies

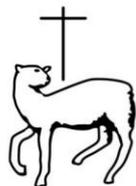
Reasons accepted for: Colin Alsbury (CA)
No reasons given for:

Agenda Item	Discussion, decisions and actions	
1	Opening Prayer	
2	Election of Chair and Vice-Chair Nominations were invited for the role of Chair. FP nominated HH, this was seconded by NM. HH left the room. Governors voted unanimously in favour. HH was duly elected as Chair for one year. Nominations were invited for the role of Vice-Chair. HH nominated FP, this was seconded by SP. FP left the room. Governors voted unanimously in favour. FP was duly elected as Vice-Chair for one year.	



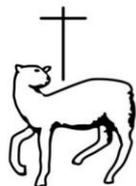
The Governing Body

3	Apologies and Declaration of Interests Governors completed the updated Register of Interests form. The following interests were declared; <ul style="list-style-type: none">• NM declared that he is churchwarden at St Johns Church, Frome	
4	Governor Business <i>Committee Terms of Reference</i> Governors considered the draft terms of reference for the Children and Learning and Business committees. A revised version of the draft terms of reference for the Children and Learning was tabled at the meeting and read by all present. Governors agreed that the terms of reference should be considered in detail by each committee and returned for Full Governing Body approval at the next meeting. Action: Update Children and Learning committee terms of reference and present at first committee meeting. Action: Update Business committee terms of reference and present at first committee meeting. <i>Meeting Calendar 2018-19</i> Governors agreed the following meeting dates; <ul style="list-style-type: none">• Business committee meeting to be held on 22nd October 2018 at 6.00pm.• Children and Learning committee meeting to be held on 13th November 2018 at 3.45pm.• Full Governing Body meeting to be held on 3rd December 2018 at 7.00pm <i>Code of Conduct</i> Governors agreed to adopt the updated Code of Conduct issued by Somerset Governor Services. <i>Training</i> FP has attended Headteacher Performance Management training through Governor Services. CA has attended the NSPCC safeguarding training. NM has attended the school safeguarding training.	FP HH/DD



The Governing Body

<p>5</p>	<p>Agree the minutes of the meeting held on 9th July 2018 The minutes were agreed as an accurate record, and duly signed by the Chair.</p> <p>Matters Arising Action: To draft terms of reference for the Business committee (HH/DD) This has been completed.</p> <p>Action closed.</p> <p>Action: SP to send the minutes of the last Family and Community committee to FP (SP) This has been completed.</p> <p>Action closed.</p> <p>Action: To draft terms of reference for the Children and Learning committee (FP) This has been completed.</p> <p>Action closed.</p> <p>Action: HH, CM and RC to meet to draft the yearly planner for 2018-19 (HH/CM/RC) This has not taken place.</p> <p>Action carried forward.</p> <p>Action 7.2 - All to notify Clerk when safeguarding training undertaken. (ALL) This has been completed.</p> <p>Action closed.</p> <p>Action: FP to research model policies for marketing materials sent out by school (FP) FP has looked at this area. Governors agreed that the action be delegated to the Business committee.</p> <p>Action closed.</p>	
<p>6</p>	<p>Headteacher's Report CM provided a verbal report with the following of note;</p> <ul style="list-style-type: none">• The start of term started well and children are back and settled.• New reception children are settling well. There are concerns about one feeder nursery that their profiling information has not been sound. This has been shared with the Early Years area SENCO. A Governor asked who oversees this? SP responded that there is no one really but there is an area SENCO who the nursery	



The Governing Body

should contact and liaise with school SENCO to do school entry plans.

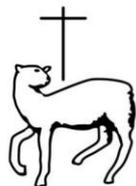
- There are currently 290 on roll.
- Open days will be taking place on 25th September and 3rd October. There has been a good amount of interest so far.
- There has been one fixed term exclusion for violent behaviour towards another child and a member of staff.
- There is currently a high level of stress amongst school staff. CM believes there are a number of contributory factors including;
 - Staffing is currently stretched to its limit, making absence difficult to accommodate. CM is currently taking on a significant amount of teaching to help with cover.
 - There is a high level of SEN need in one year group. A new morning nurture provision has been put in place but this is not working for one child. Work is ongoing to put an Educational Healthcare Plan (EHCP) in place and it is anticipated that alternative provision will be recommended. However, that provision is unlikely to have space until the 2019-20 academic year. A governor asked if the local authority is obliged to find a space in alternative provision if the EHCP recommends it. CM responded that it is not if there are no spaces available.

Governors discussed the current staffing structure, noting;

- The school must weigh up the needs of individual children, the rest of their year group and staff wellbeing.
- Two previous attempts to recruit a SEN TA were unsuccessful.
- There is currently one child at risk of permanent exclusion.
- There is currently no single member of the Senior Leadership Team who deputises for CM when she is absent. This cannot be added to anyone's job description unless they are moved to the leadership scale pay spine and terms and conditions. The Business Manager is currently looking at the financial implications of this. Governors agreed that having a single point of contact within the Senior Leadership Team was important for operational issues.
- Some reorganisation of teaching staff may be required in order to deal with an unacceptable level of stress in two year groups.

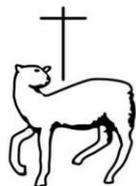
Governors agreed priorities for staffing should be;

- Appropriate provision of SEN support
- Investigating the financial implications of having nominated deputy duties added to the job description of a member of the Senior Leadership Team.
- Considering reorganisation of teaching staff to resolve current unacceptable levels of stress.



The Governing Body

7	<p>School Development Plan (SDP)</p> <p>Governors considered the previously circulated proposed priorities for the SDP for 2018-19.</p> <p>CM provided some updates on actions taken to date;</p> <ul style="list-style-type: none">• Year 4 have started the compass for life project.• CM expressed some frustration with the Local Leader of Education (LLE) programme and how long it is taking for any meetings to take place. A meeting due to take place in the last week was cancelled at short notice. CM is hoping to arrange for all teaching staff to visit Stoberry Park school on the November inset day. This would keep costs to a minimum as no cover will be required.• CM intends to re-title the engaging parents section.• The Parent Forum was very poorly attended in the past. CM is considering a working party of parents to assist with the parent section of the SDP. Governors agreed that it would be useful for a governor to attend such a working party.• Upper payscale teachers have been given the task to audit their subject and to fill in a plan to a set format. The plan must link directly to the SDP. <p>A Governor asked about what parent workshops would be for. CM responded that they would be to support parents to support their child's education.</p> <p>A Governor noted that the school website is out of date. CM responded that a new one is under construction.</p> <p>A Governor asked if the school should make use of social media to communicate with parents. CM responded that it needs careful thought. The school would need to have a presence on all social media channels and there would be a staffing implication to manage them.</p> <p>Governors approved the priorities for 2018-19.</p> <p>School condition update</p> <p>CM provided a verbal update on the agreed strategy to pursue a new school building and site.</p> <p>In July 2018 CM and HH met with representatives from the local authority, Diocese and Hookway. At the meeting it was agreed that a new building on a new site would be best for the school but it was also made clear that there was no money for a new school and that there are other schools in the area in greater need. There were various suggestions made to overcome some of the issues with the school building, including;</p> <ul style="list-style-type: none">• install a slide on the stairs.• use the sports field used by other Frome schools. The Diocese would buy a minibus. CM felt they had not thought through practical implications as this	
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The Governing Body

	<p>would involve moving 15 children at a time.</p> <p>CM has written again to David Warburton but has not received a response yet.</p> <p>CM feels that funding for a new school is unlikely to be forthcoming unless there is a significant policy change at government level.</p> <p>CM has looked into the possibility of changing provision to become a primary school. The local authority has stated that it does not currently have the capacity to support Frome to convert from a 3 tier to 2 tier system.</p> <p>Governors agreed that it would be appropriate to share the vision for a new school with parents.</p> <p>Action: Send a copy of the Diocese meeting notes to all Governors</p>	CM
8	<p>Policies</p> <p>The following policies were considered;</p> <ul style="list-style-type: none"> Data Protection Policy and Privacy notice Governors agreed that BN will look at the policy in more detail with the Business Manager. Child Protection Policy CM reported that a governor had questioned outside the meeting whether the policy was accessible to parents. CM responded that the policy is for staff rather than parents. There are leaflets for volunteers and parents. These could be updated. Governors approved the policy. <p>Action: Review the draft data protection policy and privacy notice with the Business Manager</p>	BN
9	<p>Updates</p> <p>Safeguarding CM informed governors that the Safeguarding audit is due to open in October. The Senior Leadership Team (SLT) are aware that there is currently inconsistency between safeguarding folders. Safeguarding folders will be reviewed regularly by SLT. CM is considering whether to have a lead SLT member for individual families. It is also planned to develop a rolling programme to review and update safeguarding folders.</p> <p>SP reported that she recently attended training on an upcoming inclusion audit.</p> <p>Health & Safety CM provided a verbal update</p>	

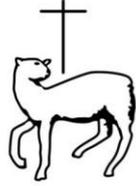


The Governing Body

	<ul style="list-style-type: none">• The large Copper Beech tree in the tiger mulch area of the back playground dropped two large branches during the recent heatwave. CM advised governors that the school has received a report from a tree surgeon. The report details when branches are most likely to drop and has included some recommendations, including;<ul style="list-style-type: none">○ a risk assessment be carried out to support decisions around when it is safe for people to be under the tree canopy.○ The school should consider moving the play equipment so it is not under the tree <p>CM asked governors to consider if they want to take the tiger mulch area out of use and whether they wish to look into having the tree removed. Taking into account that the area covered by the tree canopy equates to around a third of the school's outdoor area, Governors agreed to take the area out of use and to look into the option of removing the tree.</p> <ul style="list-style-type: none">• The wall below the pond area was buttressed over the summer to prevent the wall from falling down. The school has identified that the buttress heights allow children to easily climb on them and from there up to the top of the wall and potentially into a tree, or along the wall to get over the perimeter wall. Governors were not happy with the risk created by installation of the buttresses and asked CM to return to Hookway to seek a suitable solution to remove or manage the risk.• A legionella risk assessment has recently been carried out.• The Business Manager is currently working on an asbestos management plan.• A fire drill will be undertaken soon.• A lockdown procedure is required <p>Action: Send a copy of the tree report to all Governors</p> <p><i>Pupil Premium / Sports Grant</i> No update was provided.</p>	<p>CM</p>
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Meeting finished at: 9.00pm

Date of next meeting: 3rd December 2018



**ST JOHN'S CHURCH
OF ENGLAND (VA)
FIRST SCHOOL**

"LEARNING TOGETHER – AIMING HIGH"

The Governing Body

Summary of actions agreed

Action: Update Children and Learning committee terms of reference and present at first committee meeting.	FP
Action: Update Business committee terms of reference and present at first committee meeting.	HH/DD
Action: Send a copy of the Diocese meeting notes to all Governors	CM
Action: Review the draft data protection policy and privacy notice with the Business Manager	BN
Action: Send a copy of the tree report to all Governors	CM