

**MEETING 118 – PART 1 - MINUTES of Full Governing Board Meeting
25th of January 2024 - hybrid**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
AMANDA BURROWS	AB		5:15PM- 7:15PM	ALISON RUBENCHK	AR		5.15PM- 6:15PM
MARTIN BEVAN	MB		5:15PM- 7:15PM	MAXINE SHEPPERD	MS		5:15PM- 7:10PM
BEN MITCHELL	BM		5:15PM- 7:15PM	LORRAINE OVEY	LO		5:15PM- 7:10PM
HAYLEY HARDY	HH		5:15PM- 7:10PM	TAMSIN WINTER	TW		5:15PM- 7:10PM
CRAIG BANYARD	CB		5:15PM- 7:15PM	LAUREN HAYDOCK	LH		5:15PM- 7:15PM
Apologies	Initials		Reason	Apologies	Initials		Reason
JENNIE HARVEY	JH		Attending conference				

FOCUS	<ul style="list-style-type: none"> Ensuring clarity of vision, ethos, and strategic direction Holding the Headteacher to account for educational performance of the school and its students Overseeing the financial performance of the school and making sure its money is well spent 		
1.	118.233	Apologies	JH sends her apologise as she is away on a conference and Tamsin is attending on her behalf. James sends his apologies as he is not able to present tonight and will be part pf February agenda.
2.	118.234	Declaration Pecuniary/non-pecuniary interest	No declarations by any Governor.
3.	118.235	Minutes Part 1 Minutes	Part 1 minutes approved.

			Outstanding item – Clerk to locate governor training records (where they are kept in school)
4.	118.236	Premises, Health & Safety - Spot Checks Premises Updates	<p>MB explains the Issues of the heating in the new build but it is being looked in to. No staff have had training on the new system so if there is an issue a heating engineer must come out.</p> <p>AR let all governors know the roof is still leaking and the snagging list still has not been assessed.</p> <p>AB asks is it still leaking in various places. AR responds yes in all separate places, and it is from the guttering as it is backing up, it needs to be wider.</p> <p>MB said there is not enough depth and the entrance where the water goes down is not big enough. They made it smaller when doing the roof, now saying premises team need to go clean the guttering more often, but when checked there is nothing to clear.</p> <p>MB raised it with Fi-fields? AR outsourced their work and got contractors in so when DCC talk to them they are contacting the contractors who are then making excuses.</p> <p>AR let us all governors know the snagging list is huge.</p> <p>AB will draft letter to DCC to include the full snagging list.</p> <p>MB says the client was DCC not Lampard and he does recommend writing to DCC about how the contracts are being managed for outsourced work.</p> <p>MB thinks its best Paul works out the cost of the damage for the past 2 years.</p> <p>AB to set up teams meeting with MB and JH.</p> <p>ACTION-MB needs to sign off book.</p>
5	118.237	<u>Policies</u> <ul style="list-style-type: none"> - Admissions - Anti-bullying - Capability - Child in Care - Curriculum Statement - Governor Code of Conduct - Lettings 	<p>Admissions- Approved by all Governors unanimous vote.</p> <p>Anti-bullying- Approved by all Governors unanimous vote.</p> <p>Capability- MB mentioned the policies dating was incorrect as no history changes logged. ACTION LH to write to DCC. Approved by all Governors unanimous vote.</p> <p>Child in care-- Approved by all Governors unanimous vote.</p>

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		<ul style="list-style-type: none"> - Online Safety - Personal Care - SFVS - Behaviour support 	<p>Curriculum statement- This was already approved, Clerk to check.</p> <p>Governor Code of Conduct- This was not included, added to February agenda.</p> <p>Lettings-Approved by all Governors unanimous vote.</p> <p>Online safety-- Approved by all Governors unanimous vote.</p> <p>Personal care- Date needs to be changes to 2024 but approved by all Governors unanimous vote.</p> <p>SFVS- Approved by all Governors unanimous vote.</p> <p>Behaviour support- BM struggled to understand the policy and thinks it is hard to follow. Tamsin explained Nikki did not re do the policy she just added her appendix. AB said BM comments will be taken into consideration and Nikki will feed it through as the policy is reviewed. Approved by all Governors unanimous vote.</p>
6	118.238	Governors	<p>AB speaks over her draft Governor Development Plan, (GDP) DP and explains she is aware governors struggle to do this due to commitments, this is a starting point.</p> <p>AB explained to governors how she cross referenced the Ofsted report. Governor reports can be linked back to the GDP.</p> <p>MB thinks creating a transparent relationship with staff to think it through together. CB says it is all about accountability.</p> <p>AB asks Governors to submit any amendments by the 22nd of February, that will give AB a week to put it back together and bring it back to the meeting on the 29th of February.</p> <p>AB succession planning HH term of office ends in July. AB wants all governors to think about what they can bring to the next academic year. AB reminds all governors about training SLA agreement in terms of what training you want to do to develop your skills.</p> <p>Tamsin asks how many governors we need CB said 4 governors HH asks how we stand when she stands down. CB answers if you are actively seeking its ok.</p>
7	118.239	Term Dates	<p>LO asks about the day off in November, TW confirms the school gets two occasional days, so it was found more beneficial to be in November.</p>

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			All agreed 2024/ 2025 Approved by all Governors unanimous vote.
8	118.240	Finance	<p>AR SFVS talks over documents which is submitted annually to audit department.</p> <p>AR fills it in and send it to Chair and Head if there needs to be tweaks or changes. All approved unanimous vote</p> <p>AR uploaded month 9 monitor which showed extra funding, extra money and there were no further questions by governors. AR talks over the document and explains the school is in process of recruiting 3 new TA's and they will not start till after half term. Staffing figure has gone over because in March the school did not expect support staff to get a pay increase. However bottom line is the school is doing well.</p> <p>All governors thanked AR.</p>
9	118.241	Portfolio Holder Reports	<p>AB- All governors said report from Deidre, (school improvement partner – SIP) visit was helpful.</p> <p>Report from BM on SEND (Special Educational Needs and Disabilities) report had no questions by governors.</p> <p>GDPR to be moved to February documents. CB asked questions about training and how often, asked if you must do an online GDPR. Tamsin said no its part of the induction for the new staff.</p> <p>BM talks over the data breach before Christmas and how this is a potential future issue. BM wondered if there was a way IT can put a block on certain external emails such as a trigger in the software. CB asked "if on the pupil management system can emails be sent." Tamsin said unfortunately not.</p>

			<p>MB suggest paying for a review of the school's system.</p> <p>AB asked if BM does termly GDPR Visits and BM said no but it has worked like that in the past. BM will visit before summer to ask about the IT Data breach issue.</p> <p>HH said when Sam was head teacher all reports would be signed. ACTION- Jennie to sign all future governor reports. Back dating to September 2023.</p>
10	118.242	<u>Effective Governance</u>	<p>AB asks all Governors their thoughts on what differences this meeting has made. CB said what an enormous impact the GDP will have. MB said an important question on GDPR has been raised. CB agrees.</p> <p>AB- Asks if governors would like to introduce themselves to staff. LO mentioned at another school she was a governor at the governors attended a staff meeting. AB will speak to Jennie about it and get dates for the Governors. Tamsin ask if they would do one for the students also. AB agrees a great idea but beneficial to attend a staff meeting first.</p> <p>AB thanks all governors for their attendance.</p>