

# Tittensor CE(VC) School

## Minutes of the Meeting of the Full Governing Board held in the School on Thursday 8 March, 2018 at 4.00p.m.

**Present:** Mr A Lowe (Chair), Mrs E Proffitt (Headteacher), Mrs J Avann, Mrs F Bishop, Mrs J Cresswell, Mr S Hendry, Rev S McKenzie, Mrs E Price, Mrs O Williams, Mr M Walsh

**In attendance:** Mr B Jones, Clerk to the Governors

The meeting opened with prayers led by Mrs F Bishop.

1. **Apologies** – Apologies were given and accepted from Mrs R Chandler Rogers and Mr S Johnston.
2. **Governing Board Matters**
  - a) **Membership**

Mr M Walsh was welcomed to the meeting.
  - b) **Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.
  - c) **Declaration of Interest – Business and Pecuniary**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.
3. **Minutes of the Previous Meeting**

**Resolved** - That the Minutes of the full Governing Board meeting held on 9 November, 2017 be approved.

That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.
4. **Matters Arising from the Previous Meeting**

All action points from the minutes have been completed.
5. **Review of Committees and Nominated/Link Governors**

Mr M Walsh to become a member of the Curriculum and Standards sub-committee and be invited to sit as an observer on other committees before joining another.

## 6. Reports

### a) Chair's and Vice-Chair's Actions

The chair had approved the closure of the school because of snow.

### b) Committees

The Curriculum and Standards meeting had been postponed because of school closure. Items for discussion would be included in this meeting.

The Finance meeting had taken place but will need to be reconvened because of a lack of up to date financial information from the LA.

### c) Nominated / Link Governors

The recent link governor day focussed on grammar. It was well attended by governors. Governors thanked the staff for being so tolerant of them in lessons.

### d) Church report – The governors were informed that the procedure of the church providing the option for children and parents to experience communion before confirmation is ongoing and parents have been informed in writing about this.

## 7. Headteacher's Report

The Headteacher's report was tabled and EP explained the format of the report. Please see also documents on school development priorities, school development plan review, Ofsted targets 2018 and attainment summaries for Autumn 2017.

EP explained that the Ofsted inspector agreed with the report and its gradings.

EP expanded on each section of the report.

Governors asked about the work the school had done to improve attendance and were told that the LA workforce has been cut and up to now no parents had been fined for non-attendance.

Governors asked what would happen to the revenue from fines and were told it is used to pay court fees.

Governors asked about the procedure for obtaining funding for extra hours for those pupils with special needs and were told that it can take up to 30 weeks.

Governors discussed FSM and were told the school does ask parents to provide this information. Governors were given a Pupil Premium strategy statement.

Governors were concerned about the questions from Ofsted regarding funding of swimming. Swimming is an important life skill, particularly as the village is surrounded by rivers and a canal and resolved to look at continuing to fund swimming.

Governors were told that the Inspector asked about the impact of the Sports' Premium.

**Action point** – Miss Peddy to ask the Sports' Advisor to provide clearer criteria on what the funding can be spent on.

EP explained that although the quality of leadership and management is close to grade 1, outcomes for Y4 are not yet outstanding. The inspector agreed. EP summarised by outlining the key priorities for the school.

The governors thanked the staff for their hard work in bringing about such an improvement in standards during the year.

## **8. Safeguarding updates**

EP has attended a conference on Child Protection.

## **9. Accountability**

a) HT performance management - This is an ongoing process rather than an annual event. Governors reported that there is a considerable degree of challenge and EP is on target to meet the challenges.

b) DfE documentation on school performance had been discussed at a previous meeting.

c) Religious Education – Tittensor First School has become a local hub for Christian Distinctiveness for other schools.

Governors plan to meet with the Diocese to discuss the 'Controlled' status of the school and what implications there might be in changing to 'Aided' status. Governors discussed academisation in the local area and noted that all schools in the cluster are currently 'good' and this puts them in a strong position to remain autonomous.

d) Ofsted report – This has been circulated to governors and is now on the Ofsted website.

## **10. Financial update**

Governors were critical of the minimal level of financial information coming to the school from the LA. They are confident that internal controls have improved and are now adequate, but regular income and expenditure information from the LA is not being provided.

Consideration was given to the catering arrangements in school. The school currently has a SLA with the LA, but the service from Chartwells is poor. A visit will be made to the Aurora Hanley School to look at the way they manage their own catering and then EP will produce a paper for all governors.

Governors discussed the pros and cons of the school managing its own catering. They asked that an assessment be made of the state of the kitchen equipment.

**Resolved** – that an exploration of managing the catering be undertaken, including assessing the risk involved and opening discussions with Chartwells and the LA. A proposal should then go to Finance governors. (Unanimous agreement by governors)

## **11. Data Protection - GDPR**

Governors were given a copy of the 12 steps to prepare for GDPR published by the Information Commissioner's Office and were assured that many steps are already in place.

Governors asked if a DPO has been appointed and were told that this is yet to be done.

**12. Confidentiality**

No items require a confidential appendix.

**17. AOB**

EP presented a new mission statement which has been produced in line with the SIAMS report on Christian Distinctiveness. This is now on the website but signage and letterheads still need to be changed and it will be communicated to pupils.

**Action point** - Governors were asked to look at draft policies on Behaviour, e-safety and Educational Visits which are on the website and to ratify them by contacting the school.

The school thanked an anonymous donor of two chairs for early years teachers. They have gone a long way towards improving the posture and comfort of the staff.

If governors find their emails are not working they should contact the school.

The meeting closed at 6.02pm with prayers led by Rev McKenzie.

**13. Dates and Times of Future Meetings**

FGB – 5 July 2018

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**Chair**

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**Date**