

Tittensor CE(VC) School

Minutes of the Meeting of the Full Governing Board held in the School on Thursday 17th October 2019 at 4.00p.m.

Present: Mr A Lowe (Chair), Mrs E Proffitt (Headteacher), Mrs J Avann, Mrs F Bishop, Mrs J Cresswell, Mr S Johnston, Miss S Peddie, Mrs E Price, Mrs O Williams, Mrs M Woodhouse.

In attendance: Mr B Jones, Clerk to the Governors

Mrs Bishop opened the meeting with a prayer.

1. Apologies:

Resolved - That apologies for absence be received and accepted from Mr M Walsh.

2. Election of chair – Mr Lowe was nominated and seconded and elected unanimously.

3. Election of Vice chair – Mr Johnston was nominated and seconded and elected unanimously.

4. Governing Board Matters:

a) Membership

Mrs Hendry is not able to attend this meeting as her DBS check is not complete.

b) Confidentiality

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

c) Register of Business Interests

Governors were reminded of the requirement to update the register of business interest on an annual basis and are aware that this must be kept in school and should be included on the school website. Governors present completed this.

d) Declaration of Interest Business and Pecuniary

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

e) Code of Conduct

Governors were reminded of the need to follow the agreed code of conduct and signed to agree to do so.

5. Minutes of the Previous Meeting:

Resolved - That the Minutes of the full Governing Board meeting held on Thursday 11th July 2019 be approved.

That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

6. Matters Arising from the Previous Meeting:

Item 13 (1) – RSE – EP confirmed that the training session will be held in school on 14th November 2019 at 6.00pm and all governors are invited.

7. Review of committee membership

Governors discussed the committee structure and resolved that all current committees are vital. Governors asked for a link governor to cover Literacy. Mrs Hendry will be invited to take this position.

Governors were reminded that the next link governors' morning will be on 21st November 2019.

8. Reports:

a) Chair's and Vice-Chair's actions

No actions undertaken other than calling the extraordinary meeting to discuss recruitment, which had been minuted.

9. Headteacher's Report:

The Headteacher's report had been circulated with the agenda papers and had been discussed fully at Curriculum and Standards meeting on 3rd October 2019.

10. Inset days – The dates for 20-21 will be decided when cluster dates have been agreed.

11. Safeguarding Updates:

Governors present signed to confirm they had read at least part1 of the Sept 2019 version of Keeping Children Safe in Education.

12. Accountability

Data - EP tabled the school Analysing School Performance document (ASP). She explained that this refers to the 2018 data and it will be updated along with the Inspection Data Summary Report (IDSR).

Governors agreed that EP gave a very informative commentary to the document.

Finance – The school budget has been prepared.

Action point – A meeting will be arranged to carry out the School Financial Value comparisons.

Pupil premium – The school has only one PP child.

Governors asked about the 'adopted from care' category and were told that this is a different part of the budget.

13. Compliance

Action point – EP to book a time for her Performance management.

Admission arrangements – The PAN is 15 and the school will follow the LA admission policy and procedure. **Governors asked about the possibility of including regular worship as an admission category. Action point** – AL agreed to circulate information about this to governors.

Premises – EP reported that there had been a break in over the summer. Following heavy rain, the playground became flooded and surface water went into the library. **Governors discussed ways of preventing this and were told of the unhelpful professional advice received.**
Governors supported allowing the guides to use the school on Sundays for rehearsals.

14 Evaluation

Skills audit – Governors were given a copy of the 2019 NGA skills audit and were asked to complete and return this to the school by 24th October 2019.

Safeguarding – **Governors evaluated the safeguarding knowledge of the board and were satisfied that governors are well briefed.**
Action point – EP to circulate the date of the Level 1 training in November and invite all governors, staff and volunteers. **Governors noted that free on-line training is available through the NSPCC.**

Inspections – EP reminded governors that information about the forthcoming SIAMS inspection was included with the papers for this meeting. **Governors asked who the inspector might want to meet and were told that pupils, parents and governors will be included.**

School attendance – The overall attendance rate is better than the National figure.

14. AOB:

Mrs Proffitt – Governors placed on record their thanks for everything that Emily has done to improve the education provided by the school. She has worked tirelessly and Tittensor is now a small rural school that punches well above its weight and is held in regard by the diocese. Emily should have no reservations about leaving as the school is now in a better place than when she arrived.

Emily wished to put on record her thanks for the support of the governing body and the way it had encouraged her own development.

15. Confidential Items:

The discussion on recruitment is in a confidential appendix.

The meeting closed at 6.25pm with a prayer.

Chair

Date