

Tittensor CE(VC) School

Minutes of the Meeting of the Full Governing Board held in the School on Thursday 21st March 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 Hendry, Miss S Peddie, Mrs E Price, Mrs O Williams, Mrs M Woodhouse.

In attendance: Mr B Jones, Clerk to the Governors

Mrs F Bishop opened the meeting with a prayer.

1. **Apologies:**

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

2. **Governing Board Matters:**

a) **Membership**

Miss Peddie was welcomed to her first full governors' meeting.

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**

Mrs Proffitt declared that her husband now works for Wave 9, a provider of ICT services to education. Miss Peddie has completed her register of interests.

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**

Miss Peddie and Mrs Price have signed the code of conduct.

3. **Minutes of the Previous Meeting:**

Resolved - That the Minutes of the full Governing Board meeting held on Thursday 29th November 2018 be approved.

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

4. **Matters Arising from the Previous Meeting:**

Action points from the previous minutes have been completed.

5. Review of committee membership

No further review has taken place.

6. Reports:

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

No actions were reported.

b) Committees

The minutes of the Curriculum and Standards and the Finance committees had been circulated with the agenda papers. There were no questions from governors.

Finance – A meeting has taken place, minutes to be produced. EP reported that the accounts are likely to end with a small balance remaining. Governors questioned EP about the effects of in-house catering and were told that Entrust would have charged £7000 to run the canteen, but the school is buying better quality food and has increased canteen staff hours and is still making a profit. Governors asked about suppliers and were told that Morrisons deliver fresh produce and Bri-Ton who deliver every day to a local restaurant deliver frozen food. Governors were concerned about the impact on the budget and were told that despite more children taking lunch some of the profit is being used to replace kitchen equipment.

7. 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 7th March 2019.

8. Safeguarding Updates:

- i) Keeping Children Safe in Education – Governors were asked to read Part 1 again. Training will be organised for the autumn term.
- ii) An assembly has been held using NSPCC materials.
- iv & v) The school marked Safer Internet Day.
- vi) All volunteers have had safeguarding induction.
- vii) Three people are trained in safer recruitment.

9. Strategic leadership - these points were covered in depth and debated fully by governors:

a) Governors were referred to the SIAMS action plan. The strands in the document will be addressed over coming terms. Timing of worship has changed; worship leaders are beginning to use 'Roots and Fruits' material, recommended by the diocese.

An A4 leaflet has been produced on values that can be used at home and it is on display in the hall. A meeting will be arranged to obtain the views of parents.

The school intends to do level 1 training for all staff in Philosophy for Children (P4C).

Mental health first aid training has been arranged.

There is a shared anti-bullying policy with Barlaston First School.

The school is using Stonewall resources to develop inclusivity.

b) Scheme of delegation – This has not changed.

10. Accountability

a) Pupil absence – EP reported a record high attendance of 97.6%

b) Homework – The policy was changed last year to only include repeated aspects such as reading and learning spellings. Governors asked if the school was aware of any issues with parents who might have limited reading skills, but none have become evident.

c) Schools financial value statement (SFVS) has been signed by the chair.

d) Procurement – The school is always looking at saving money on purchases.

e) Sports premium – a report was presented to Curriculum and Standards meeting.

f) Teachers' pay – Finance committee have agreed all details.

11. People – no updates were presented

12. Structures – there are no governor vacancies.

13. Compliance

Governance procedures – All staff take ownership of health and safety; AL is expert on it and EP does an evaluation and audit. A Local Authority H&S expert helped with risk assessment in the kitchen. EP has had asbestos training.

Staff well-being – Teacher workload has been considered along with the financial implications. Governors were concerned that the new Ofsted framework is going to increase workload.

Education – RE has been considered in 9 (a). The multiplication tables check will take place for Y4 in June. Mrs Acton is providing well-being support in school.

14. Evaluation – Coasting schools and floor standards have been clarified by the DfE. Tittensor falls into neither.

14. Other information

EP outlined some aspects of the Ofsted Inspection Framework currently out for consultation. She explained that it focusses on the whole school curriculum but uses external data for English and maths. The gradings remain the same with Outstanding schools still being exempt from inspection. Tittensor is not likely to be inspected for the next two years so the school has some time to prepare.

15. AOB:

The following policies were approved by the governors:

Children's anti-bullying policy

Feedback and marking policy

E-safety policy

Literacy policy

Educational Visits policy

Health and safety policy

Well-being policy

Governors asked if the anti-bullying policy is explained to the children and were told that it is.

EP issued a summary of feedback from the student body and explained that Google Forms had been used to create the questionnaire.

Dates of future meetings:

Curriculum and standards – 20th June 2019

Full Governing Board – 11th July 2019

Finance – EP will email governors with some suggested dates.

Governors were invited to a Global Learning link morning on 19th June 2019 at 9.30am followed by lunch if they wished. Please let EP know if you want lunch.

15. Confidential Items:

Two items should be recorded in a confidential appendix.

The meeting closed at 6.10pm and governors visited the playground.

Chair _____ Date _____