

Tittensor CE(VC) School

Minutes of the Meeting of the Full Governing Board held in the School on Thursday 29th November 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, Mr M Walsh, Mrs O Williams, Mrs M Woodhouse.

In attendance: Mrs V Longson (Diocese) for confidential minute 1, Mr B Jones, Clerk to the Governors

The governors were introduced to Elaina and Dylan, chair and vice chair of the school council.

1. **Apologies:**

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

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**

A vacancy still exists.

Action point – Governors to look at possibilities taking account of skills and succession planning.

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.

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 5th July 2018 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 9 – EP reported back that no charge would be made for access to personal data under GDPR regulations.

Item 14 – EP has sent governors the new Visions and Values action plan.

7. Review of committee membership

Mrs Price has joined the Finance committee.

Governors discussed the desirability of an additional member of finance to ensure sufficient representation during pay reviews. Mr S Hendry agreed to join.

Action point – EP to update the Get Information about Schools website.

8. Reports:

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

The chair had already reported his actions under confidential minute 1.

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 – EP and JA left the meeting during pay discussions – see confidential minute 2.

School budget – EP reported that the budget was likely to end with a surplus. Changes to the catering was profitable although working hours will be adjusted, and the nursery was generating income.

Link governors – The Science morning incorporating use of English in Science was very successful. Governors remarked on how well every class was engaged. Mrs Price had led some group work in Science.

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 4th October 2018.

10. Inset days – The proposed dates for 2019-20 were the cluster dates and had gone out for consultation.

11. Safeguarding Updates:

The safeguarding policy was ratified by governors.

12. Accountability

EP tabled the school Analysing School Performance document (ASP). She explained that it summarises attainment but has little on progress. The school had received a letter from Nick Gibb (Minister of State for School Standards) congratulating the school pupils on their outstanding achievement in phonics. **Action point** – EP to put letter on the website.

Mr Walsh had done a statistical analysis of the reading results and they were significantly good.

13. **Compliance**

Early Learning Goals - JA reported that the proposals for new early learning goals is out for pilot and a report has gone to governors.

RE - Mrs V Longson will do some training on SIAMS – **Action point** – EP to forward date to governors.

SEND - Governors discussed the LA proposals to delegate SEND funding and were concerned about accountability. EP will attend a NAHT summit on the funding crisis for SEND.

Data Protection - EP reported that her emails had been compromised. This has been reported to the DPO, but no personal details were accessed so the incident will not be reported to the ICA. The school system is now clean of malware and has been set to warn about future incidents.

Admissions – Governors discussed the arrangements for admission to nursery. They agreed to use the same criteria as reception but have a closing date of 1st March. Applications would go to the school rather than the LA Prime website.

14. **AOB:**

- a) Governors discussed the use of GovernorSpace online training and Mr Lowe explained that whilst he has done the initial evaluation, other governors can complete the training modules.
- b) There is training for new governors on Wed 23rd January 2019 at 7.00pm at Pirehill First School, Tilling Drive, Stone
- c) The Diocese is holding a development day for small schools on 21st January, 2019.
- d) EP informed governors that the LA categorisation of Tittensor is grade 1 which means no concern, but also no support.
- e) The school planning review was tabled.

15. **Confidential Items:**

Two items should be recorded in a confidential appendix.

The meeting closed at 6.10pm with a prayer.

Chair

Date