

# Tittensor CE(VC) School

## Minutes of the Meeting of the Full Governing Board held in the School on Thursday 5 July 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 S Johnston, Mrs O Williams.

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

### 1. Apologies:

**Resolved** - That apologies for absence be received and accepted from Rev S McKenzie and Mrs E Price.

### 2. Governing Board Matters:

#### a) Membership

Rev McKenzie (Foundation governor) tendered his resignation by letter. Governors thanked Steven for his contributions and agreed that the school should send a suitable token of appreciation of his service (flowers or a plant). The Diocese will find a replacement governor.

#### 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.

### 3. Minutes of the Previous Meeting:

**Resolved** - That the Minutes of the full Governing Board meeting held on Thursday 8 March 2018 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:

**Resolved** - Item 17 AOB – Governors have ratified the policies mentioned.

**5. Reports:**

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

The Chair and/or Vice-Chair reported that they had not undertaken any actions on behalf of the Governing Board since the last full Governing Board meeting.

**b) Committees**

The minutes of the meetings had been circulated with the agenda papers. There were no questions from governors.

**6. 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 21 June 2018.

EP reported that Mrs Avann and EP would be attending school self-evaluation training and will adapt the SEF accordingly.

**7. Safeguarding Updates:**

Keeping children safe in education has been revised for 2018 and will come into force on 1 September. All governors have received a copy and those present (see above) signed to say that they had read part 1.

**Action point** - Those governors not present must read part 1 and sign to affirm this when they next visit the school.

There have been some changes to the Disclosure and Barring Service checks so staff will need to sign a new declaration.

Looked After Children (LAC) – EP explained that she is the designated teacher and as such she has to justify how the funding is spent and report on the progress of LAC to social services.

**8. Strategic Leadership:**

EP outlined the content of the NGA document. Governors recognised that the strategic direction of the school is influenced by the Diocese as well as the government. They thought there was value to having a 3 year plan and asked the chair to look at the document and put this on the Autumn term agenda.

**Action point** – Strategic leadership to be considered in the Autumn.

**9. Accountability:**

- (i) Data for 2018 – Presented to Curriculum and Standards subcommittee, phonics has now been validated.
- (ii) Education Endowment Foundation Latest News – TAs and volunteers are fully involved in the life of the school
- (iii) Finance Accountability
  - a. Approved School Budget – Maintained Schools – Has been submitted.
  - b. HCSS Budgeting Tool – The school is using this but it is not without faults. There is no cost in year 1.

(iv) The charging policy has not changed and was approved. The Data Protection policy, Privacy notice and Complaints policy have all been sent to governors and were approved.

Governors asked if a charge can be made for access to personal data.

**Action Point** – EP to check and report back to governors.

## **10. People:**

- (i) NJC (Green Book) Pay Award 2018/19 - There has been no agreement yet and budgets contain no extra money for an award.
- (ii) Governor Training – Mrs E Price has attended new governor training.
- (iii) GovernorSpace – The chair has enrolled and will start using it in September 2018.

## **11. Compliance**

### **(i) Governance Procedures**

- a. My Health and Safety Incident Reporting System – Governors asked if the paper-based system still exists and discussed the benefits of keeping paper records in school for analysis and reporting.
- b. Asbestos Management Assurance User Guide released – An audit of the school has been done and there is a poster on display in the staffroom telling staff what to look for.

### **(ii) Education**

- a. Multiplication tables check trials to begin in schools – EP commented that the test checks speed rather than computation.
- b. Attendance Policies – school policy is up to date.
- c. SEND – Governors discussed options for having a trained SENCO. EP outlined proposals to employ Ms L Barber for 6 hours per month and she would deal with SENCO work at the school including the paperwork. Governors resolved unanimously to employ LB for one year in the first instance and evaluate the success. They instructed EP to attempt to withdraw from the SLA for this area.
- d. Pupil wellbeing – Free school meals update  
EP has updated the pupil premium strategy on the school website and its impact has been evaluated. The figures for attainment and progress have been removed to preserve the anonymity of the one pupil.
- e. Data Protection in the Digital World – GDPR changes – A GDPR elements box is to be added to risk assessments.

## **12. Evaluation:**

- (i) Strong 'Self-Improving School System' – EP assured governors that the school was following this procedure and that was confirmed by the Ofsted report.
- (ii) Consideration of self-evaluation activities for your board – Governors discussed using self-review in the autumn to inform the appointment of new governors.

## **13. Other Information:**

- (i) Bold Beginnings – reception curriculum – This is not statutory, but the school has taken those ideas that are appropriate from it.

**14. AOB:**

- a) The school has a new Visions and Values action plan  
**Action point** – EP to email this to governors
- b) Miss Peddy has been on an Inspire Advocate day as part of the maths development work and found it worthwhile.
- c) Governors were invited to the official opening of the Mural in early years on 18<sup>th</sup> July at 2.00pm. Radio Stoke will be present and governors suggested something be put on the Village Facebook page.
- d) There will be a Music Share afternoon on Thursday 12<sup>th</sup> July.
- e) Governors are welcome to the Leavers' Service at 9.00am on Friday 20<sup>th</sup> July.
- f) The log cabin has not yet been installed as the school is waiting for a response from the LA (landlord) and a concrete base has to be laid.
- g) The Gardening club have relocated a bed nearer to the kitchens and a water supply.
- h) Governors asked about the area of 'No man's land' and suggested it might be developed as perhaps an orchard.
- i) A bid to the lottery fund has been made to provide an adventure trail.
- j) Mr Allen has successfully completed his NQT year.

**15. Confidential Items:**

That no items were identified as requiring to be recorded in a confidential appendix to the minutes.

**16. Dates and Times of Future Meetings:**

**Resolved** - That the first full Governing Board meeting for 2018/19 will take place as follows:

Thursday 18 October 2018 at 4.00p.m.

Curriculum and standards – Thursday 4 October 2018 at 4.00pm

Finance – Friday 5 October 2018 at 8.30am

Worship – Monday 17 September 2018 at 1.30pm – all governors invited.

The meeting closed at 5.45pm with a prayer.

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**Chair**

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**Date**