

PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS

ACTION SHEET

25 April 2019

	ITEM	BY
3	Review Constitution at May meeting Scheme of Delegation Staff Governor election	ALL PMc/NB NB
5	Audit website	PMc
6	Safeguarding checks	PMc
7	Meet with SENCo ICASP Monitoring	JD DN
8	Liaise with NB re premises	SB/PM
9	Check policies and liaise with TG	LC
10	Business Interests	LC
13	Share Review actions with parents Attend Parent Forum 2/5	NB/PMc PMc
15	DBS checks	JD/PMc

**Any items for the agenda by 10 May
and paperwork
by 14 May**

**MINUTES OF AN EXTRAORDINARY MEETING OF
PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS
HELD ON THURSDAY 25 APRIL 2019, 7PM,
AT THE SCHOOL**

Present: Peter McGuigan (Co-opted Governor) – Chair; Neil Baker, Staff Governor (Head); Simon Baldock, Co-opted Governor; Jane Davies, Local Authority Governor; Paul Matthews, Co-opted Governor

In attendance: Dan Neal (School Challenge and Support Partner);
Laurien Carter (Clerk);

Apologies received and accepted: None

Neil Baker welcomed everyone to the meeting. It was agreed that the agenda was fluid to reflect the changing situation and the need to re-establish the Governing Body

1. Co-option/Appointment of Governors

Simon Baldock proposed that Jane Davies be appointed Local Authority Governor. This was seconded by Paul Matthews and approved.

Paul Matthews proposed that Peter McGuigan be appointed Co-opted Governor. This was seconded Simon Baldock and approved.

2. Election of Chair

Jane Davies proposed that Peter McGuigan serve as Chair. This was seconded by Simon Baldock. There being no further nominations, Peter McGuigan was elected Chair.

3. Constitution of Governing Body/Election of Parent and Staff Governors

It was noted that Simon Baldock had been Co-opted with a specific role to do with the future of the School Premises and undertook very little other Governance work. Paul Matthews was similarly appointed but did undertake Health and Safety responsibilities.

It was agreed that the Constitution should be considered in due course, as additional Governors were appointed. The need for seven Co-opted Governors was unlikely. However due to the appointment of independent Co-opted Governors to undertake an appeal hearing and an investigation, there were additional Co-opted Governors over and above the agreed seven on the Instrument dating from May 2018.

Limited information was shared about the Appeal and Grievance process.

Peter McGuigan would be contacting two other Governors who may be able to support the School. The Clerk was meeting Dan Roberts, of Salisbury Diocese and Sarah Musgrave, Local Lay Reader for Preshute Church, to consider the Foundation Governor vacancies.

The Constitution would be an item for the May meeting.

With a smaller Governing Body, it was agreed to consider working groups or committees for specific tasks. The ICASP (Intense Challenge and Support Partner), Dan Neal, would be ensuring that the Head was challenged and that appropriate scrutiny of the learning would be undertaken.

The roles of the admin support staff were being reviewed to ensure all tasks were addressed as needed. This would ensure that that premises maintenance was considered and this could involve Governors in small groups as required.

The Scheme of Delegation would need to be revised.

The review report submitted by the Head reflected work undertaken since his appointment in February and he informed Governors of the way in which he was noting changes and improvements, week by week. The community support for the School, particularly through the Grandgestures Group was noted.

The Clerk explained about the requirements to elect parent governors, as prescribed and following set timescales. It was therefore decided that it was appropriate to hold the election in September to enable new parents to be involved. If the election was held in May and a ballot was required the election may not be finalised until term 6. Neil Baker would be holding a parent forum on 2 May and would explain about the election process and the responsibility requirements for any parent governor.

Neil Baker would oversee the Staff Governor election during May.

4. Appointment of Safeguarding Governor, Disadvantaged Learners governor etc

Peter McGuigan had undertaken the necessary training and was appointed Safeguarding Governor.

Jane Davies had undertaken the SEND training and was appointed Governor for vulnerable pupils.

Other appointments would be made in due course.

5. Work to be Undertaken

The Budget would need to be approved by 30 June. The close down of 2018-19 accounts was due the following week.

The May meeting would be held on 21 May; the July meeting on 4 July.

The meetings for 2019-20 were agreed:

24 September; 3 December;

4 February; 24 March;

19 May; 2 July.

Peter McGuigan was trained to undertake the Head's Performance Management meetings.

Peter McGuigan would audit the website.

6. Safeguarding

Peter McGuigan would undertake a safeguarding check. Neil Baker updated Governors about things being put in place to ensure all the safeguarding requirements and checks were in place. He had also undertaken training to reflect the KCSIE (Keeping Children Safe in Education) updates for September 2018 for all staff and volunteers.

7. Monitoring

Jane Davies would meet with the SENCo.

Dan Neal would undertake the ICASP visits and monitoring.

8. Long Term Future of the School Premises

Simon Baldock and Paul Matthews informed new Governors about the situation relating to the long term future of the School premises both in the past and more recently.

This led to a robust discussion about the way forward and support that the new Governors could give.

Simon Baldock and Paul Matthews would follow up some of the suggestions and liaise and work with Neil Baker as necessary.

9. Policies

The Clerk would send through a list of recent policy approvals and liaise with Trudi Granger.

Paul Matthews reported on changes to the Health and Safety Policy and items relating to the administration of medicines. Neil Baker reported on changes to titles and not names.

The revised Health and Safety Policy was approved.

10. Business Interests

The Clerk would liaise with the admin staff to ensure that forms were reissued to those currently required to complete them and sent to new staff and governors and the record updated.

11. Report from Head Teacher

Neil Baker had prepared a Self Evaluation Review document relating to his time in the School. This was not a standard Head Teacher's report to Governors and would not be made available as a supporting paper for the meeting. The document would remain confidential.

The paper included a review and an action plan.

Neil Baker had undertaken lesson observations and spent time in all classes.

He had taken the opportunity to reconsider all aspects of the School and involved all the various stakeholders. A number of things had already been put into place including well being strands. The changes to break and lunch times were noted and were already showing an improvement in behaviour and timings.

The offices would be reconfigured to make better use of the spaces available to accommodate the staff and enable them to undertake the various tasks.

The short term actions were noted. Neil Baker explained how some were already being implemented, including the introduction of the White Rose planning for Maths and involvement in local events to raise the profile of the School.

Neil Baker reported on improvements in pupil's progress.

Neil Baker explained about proposals relating to his role going forward into 2019-20 and how he would involve staff from both schools in a management role. There was also support work being undertaken between the two schools. This had already proved very worthwhile.

Governors questioned Neil Baker's own work life balance and well being with the travelling and distance between the schools. He reassured them that this was being considered and would become less of an issue going forward.

Both Governing Bodies would need to approve the proposals and then each School could issue a letter to inform staff and parents.

Governors welcomed these proposals and approved them. Dan Neal reiterated the need for stability and continuity in the short term.

Governors recorded their thanks to Christchurch Governing Body for agreeing to the proposals.

Responding to a question, Neil Baker explained about the financial implications. These would be clarified once the new budget had been drafted.

Neil Baker reported on the need to establish a suitable tracking system for the School. The two schools would be working together on this as the system used at Christchurch was being discontinued.

Governors questioned the way in which progress had been tracked in the past. It was noted that there had not been the rigour in tracking and assessment nor the moderation that was expected.

Neil Baker assured Governors that he had undertaken detailed scrutiny, especially in books, since his appointment.

Year 2 would be externally moderated and the staff were already liaising with their counterparts at Christchurch to undertake pre moderation discussions.

Staff at the School were now working in phase teams to allow more support and moderation.

12. Finance Update

Close down for 2018-19 would take place the following week.

The draft budget would be available for the May meeting.

The role of the School Business Manager was part of the admin review and Governors were informed about plans for the immediate work needing to be undertaken.

13. Review of Governance

It was recognised that this was now a document relating to previous Governors and therefore historic.

It was agreed that actions would be shared with the School community, as they related to the new Governing Body.

Peter McGuigan would attend the parent forum meeting on 2 May to support Neil Baker in relation to governance items.

14. Any Other Business

The Governing Body recorded their considerable thanks to the previous Governors for all their work under difficult circumstances. It was recognised that being a Governor could be a difficult job and was undertaken as an unpaid volunteer.

New Governors would be required to submit the necessary documentation for DBS (Disqualification and Barring Service) checks.

15. Date of Next Meeting

The next meeting was now scheduled for Tuesday 21 May at 7pm in the School.

The meeting closed at 9.10pm