

PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS

**ACTION SHEET
3 December 2019**

	ITEM	BY
1	Committee allocation	BC
2	Complete Business Interest forms	BC/MS
7	Write up Governors' morning visit	PM
8	Check Single central Record	PMc
9	Liase with Christ Church wellbeing Governor	MS
11	Check any outstanding Policy approvals	LC

**Any items for the agenda by 23 January
and paperwork
by 28 January**

**MINUTES OF A MEETING OF
PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS
HELD ON TUESDAY 3 DECEMBER 2019, 7PM,
AT THE SCHOOL**

Present: Peter McGuigan, Co-opted Governor – Chair; Simon Baldock, Co-opted Governor; Brian Crowe, Foundation Governor; Claire Hann-Perkins, Staff Governor (Head); Paul Matthews, Co-opted Governor; Barry Seed, Co-opted Governor; Michael Scheepers, Parent Governor

In attendance: Laurien Carter (Clerk);
Mary Mundy (Deputy Head Teacher)

Apologies: None (all present)

The Meeting opened with a prayer

Peter McGuigan welcomed everyone to the meeting and reminded everybody of confidentiality requirements. He particularly welcomed Michael Scheepers. During the meeting items were explained to enable Michael Scheepers to understand them and the background, where necessary.

**1. Update re Governor Vacancies
Parent Governor Appointment**

It was agreed that Michael Scheepers be appointed Parent Governor as there had been no nominations earlier in the term.

One vacancy remained.

Governors appointed for Appeals Panel

These Governors had completed the work for which they were appointed and had been removed from the Governing Body accordingly.

Committee Allocation

Barry Seed would chair the Curriculum Committee and Michael Scheepers would serve on this committee. Peter McGuigan would chair the Finance Committee. Brian Crowe would inform Peter McGuigan of which Committee he would join. Simon Baldock and Paul Matthews would continue with the work relating to the School premises.

Claire Hann-Perkins would be the substantive Staff Governor (ex officio) as Acting Head; Neil Baker was entitled to attend meetings.

2. Update to Register of Interests or other interest with regard to items on the agenda

There were no updates to the Register of Business Interests and there were no interests in any agenda item.

New Governors would complete the forms.

Staff left for item 3

3. Recruitment of Head Teacher

Peter McGuigan reminded Governors of the steps required, following his email setting out the procedure, to recruit a Head Teacher. It was agreed to start the recruitment process, as set out in the information. There was a discussion about the salary scale and it was agreed to advertise the post at L14-20 pay scale.

Governors would be involved in due course in the process and a meeting to ratify any appointment would be needed at the end of the interview day.

Staff returned to the meeting

4. Approval of Minutes

The Minutes and Confidential Minutes of the meeting held on 24 September were approved and signed accordingly.

5. Matters Arising, not covered in other items on the agenda

a) Meet with Christ Church Governors in October (5c)

Peter McGuigan reported that he had had a phone conversation with the chair of Christ Church Governing Body and it was agreed that the support would continue until July 2020, with Claire Hann-Perkins becoming Acting Head.

b) Governors' Visit (6)

This had been a very enjoyable morning. See item 7.

Governors were invited to join the School for various Christmas events.

c) Health and Safety Policy

The Lockdown information was noted. It was agreed that it should be tested with the pupils. Staff needed to have a clear understanding of the requirements.

Paul Matthews' report was noted.

It was agreed that this should remain a confidential document.

6. Head Teacher's Report

Claire Hann-Perkins was thanked for the report in the new format which made items very clear.

She reported on the staffing changes; not yet shared with parents.

Claire Hann-Perkins was investigating a complaint, following procedure. Nothing further could be shared with Governors.

The attendance was very good.

The information relating to the School Improvement Plan (SIP) was noted. Governors were reminded of the need to complete the relevant items.

Questioned about the safeguarding information, Claire Hann-Perkins explained that this related to reported incidents but there were no referrals.

In response to a question Governors were informed that pupils were engaged in the learning and their attitudes were positive.

LA Review of the School

The report was noted

Claire Hann-Perkins reported that the items covered were not a surprise and further improvements had been made since the visit. A lot of work was being undertaken to support the staff to raise standards and become consistent.

The strengths were noted. The SIA (School Improvement Adviser), Dave Smith, had talked through the report to understand the School as he was recently appointed to the role. His report would be shared with Governors in due course.

Wiltshire Council would be supporting the School as necessary and work with local schools would also be undertaken. This had previously proved very worthwhile. The Governors' view was that schools that were outward looking performed better.

IDSR (Inspection Data Summary report)

Governors were informed about items in the IDSR. The new OFSTED Framework would not look at internal data but would use this information as background. The information had informed the SIP. The discrepancy in some information was explained eg numbers were based on different information timings such as the census date or end of year.

Responding to a question, Governors were reminded that, in a national sense, Preshute was a small school and the finances were therefore statistically below average for a primary school.

Governors were encouraged to note the strengths and areas for improvement.

7. Governors' Morning in School

Peter McGuigan, Brian Crowe and Paul Matthews had spent time in the School on 7 November. They had an enjoyable time meeting staff and talking to pupils whilst numerous activities were taking place, including a visit from the Fire Service. They had also looked at pupils' books.

Paul Matthews would write a report of the visit.

The pupils were engaged in their work and examples of this were given. The topics are engaging with a launch and then a celebration at the end, showcasing the work.

It had proved a very worthwhile and enjoyable time. A further visit would be planned for the spring. Governors were also invited to attend class assemblies, giving an opportunity to see the pupils and their work.

8. Safeguarding

Training had been undertaken for Staff and volunteers.

The Safeguarding Audit had been completed. There were a few actions but nothing was recorded as being 'not effective'. The online safety policy was being prepared.

The School would keep a running record of items to make the overview easier in the audit.

Peter McGuigan would check the Single Central Record which had been further updated.

9. Update from the Chair

Peter McGuigan reported that the outstanding Grievance Appeal had run its course.

It was agreed that staff well-being was a key matter for Governors and Michael Scheepers agreed to take on this role. He would liaise with the wellbeing governor at Christ Church.

Peter McGuigan had previously approved, out of Committee as Chair's action, the following policies - Staff Behaviour; Child Protection; Grievance Procedure; School Absence Management; Disciplinary Procedure. Governors agreed with these approvals.

The Pay Policy was approved.

10. Long Term Future of the School Premises

Governors were updated on items since the last meeting.

Confidential

11. Policies

From item 9 above, Staff Behaviour; Child Protection; Grievance Procedure; School Absence Management; Disciplinary Procedure.

The Pay Policy was approved.

The Health and Safety Policy was approved.

Due to IT problems the Clerk had been unable to check about further policies for approval. She would check and approval be made by email if necessary.

12. Correspondence

The Governor Services newsletter had been circulated.

13. Any Other Business

Claire Hann-Perkins informed Governors of various IT issues which she was looking into, including: the use of iPads; laptops for staff; wiring. This led to a robust discussion concerning the need for such provision for the education of the pupils and the efficient running of the School. Governors would support her as she continued her audit.

It was agreed to start meetings at 6pm.

- 14. Dates of Future Meetings, at 6pm**
4 February; 24 March;
19 May; 2 July.

The meeting closed at 8.55pm