

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY  
SCHOOL GOVERNORS HELD ON WEDNESDAY 29 MARCH 2017, 7.15PM,  
AT THE SCHOOL**

**Present:** Andy Houchin (Chairman); Lucy Brenk; Julia Dowdeswell; Zoe Garbutt;  
Claire Graham; Miri Keen; Jess Knowles; Laura Leeming; Murray Paul; Judy Pitts;  
Rachelle Upton; Joyce White

**In attendance:** Laurien Carter (Clerk)

**Apologies received and accepted:** Emma Barr; Lindsey Long; Ali Mack;  
Lorraine Perry

Murray Paul was welcomed back, after his sabbatical as a Governor for work reasons

Miri Keen explained about a paper she had prepared looking at the church aspect of the Governor role in a controlled School. This would be shared.

The meeting opened with a prayer

Miri Keen suggested that maybe a prayer should be written for all Governors' meetings

**1. 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 declared in any agenda item.

**2. Minutes of the Last Meeting**

The Minutes of the meeting held on 2 February 2017 and Confidential Minutes of the meeting held on 22 February 2017 were approved and signed accordingly.

**3. Matters Arising, not covered in the agenda  
2/2/2017**

**a) Finalise Scheme of Delegation - for approval (3a)**

The Scheme of Delegation had been reviewed by each Committee and was approved.

**b) Circulate Information about Visits (3b)**

The information had been circulated.

**c) Speak to the Outside Chance about Pruning Trees (3d)**

Miri Keen reported that she had spoken to Howard Spooner; Andy Houchin had spoken to the manager. They were happy to prune the trees. Miri Keen would follow up if necessary.

**d) Meet to Consider ways to Achieve Objectives (4)**

A paper had been circulated about Communications, prepared by Lorraine Perry and Lucy Brenk.

Lucy Brenk explained about the principles and the way in which it may be progressed. This led to a discussion considering: priorities; any quick fixes; the various surveys; who would undertake the work; the capacity of the Office staff; the involvement of a professional in PR/marketing.

It was suggested that a small group meet to consider this work further, to include Claire Graham and/or Jess Knowles and others who had an interest in this. All Governors were encouraged to consider whether they knew of anyone who may have the necessary skills to support the School. Skills could also be sought from the parent survey.

The channel map will be populated to set out some of the aims.

Andy Houchin would be in contact with the other groups, to further the discussions from the previous meeting about the other Objectives. It was accepted that some of the current Objectives may roll over to future years.

**e) Teachers' Redundancy Policy (10)**

The Policy, with Option 1, was approved.

**f) Issues Relating to Speed at A4 Crossing (13)**

Claire Graham reported that she had included information about taking care at the crossing in the Newsletter. She had also used an assembly to remind pupils about using the crossing and road safety leaflets had been issued to Years 5 and 6, as those most likely to use the crossing without an adult.

In addition Tina Giles, Road Safety Officer visited 8.30 to 9am on Friday 17 March and observed the following:

Traffic flow was busy in both directions.

The crossing was well used with parents/carers/children travelling to Preshute Primary school.

- 24 children crossed at the site. 2 children crossed unaccompanied safely;
- 1 child cycled across unaccompanied but safely.

All cars did stop for the red light.

There is not much gap between the 40 sign to the lights considering the previous limit was 60.

Slight bend and lots of trees, damaged barrier.

A report will be sent to Stephen Hind – principle engineer; Andrew Jack, Community Engagement Manager, will inform the police

It was recognised that this was a long standing problem and would continue to be monitored.

Claire Graham was thanked for all her work on this.

**22/2**

**Confidential Minute**

**4. Head Teacher's Report**

The Report, previously circulated, was noted.

**Confidential Minute**

In response to a question about embedding good practice, Claire Graham informed Governors of the latest SIA (School Improvement Adviser) visit on 28 March which had focussed on Teaching and Learning. This was a very thorough visit including: a learning walk to every class; teacher observation; a book review; and the involvement of Jess Knowles. The SIA had reported that the School continued to be outstanding in every year group. Governors recognised the hard work of Staff in this achievement and recorded their thanks accordingly.

Claire Graham explained about the IRIS initiative, responding to a question. It is a tool which can be used to improve good practice. It was hoped to be able to use it as part of the Marlborough Cluster Action Plan item to look into coaching and action research. Three teachers had agreed to be a part of the first group using IRIS to improve their practice.

Claire Graham was questioned about recent changes to Health and Safety matters.

She informed Governors of the placing of Staff in zones to ensure all parts of the playground could be seen; this did not preclude Staff playing with pupils so long as they did not move outside of the zone.

The Playpod was an amazing addition to activities but it had been recognised that some play became too rough and needed to be managed. In order to assist Staff a number of Year 6 pupils had volunteered to become play leaders and give guidance of safe play. This was a recent initiative but was working well. Concerns that Year 6 needed to be able to have their own time had been addressed when asking for volunteers for this role.

It was recognised that pupils needed to be able to undertake rough play and learn to assess risk taking.

It was suggested that injury report letters could be replaced with festival style bands so that they were not lost before reaching the parent.

The cost of additional Staff had been covered by the PE premium as the PE specialists were used in this capacity at lunchtimes.

The risk assessments for offsite visits were now being considered by the Staff involved and items shared with volunteer helpers.

Claire Graham was thanked for her report.

## **5. Safeguarding**

The Report had been circulated.

Joyce White highlighted the way in which the report had evolved over the years to take into consideration changes, especially internet safety.

Jess Knowles tabled a paper about Radicalisation information and Governors were encouraged to undertake Prevent training. It was not known if this was compulsory for Governors.

## **6. Reports from Committees**

### **a) Strategy and Finance Committee**

The Minutes of the Meeting held on 16 March 2017 were noted.

The survey for the breakfast and after school provision had been sent and a reminder would be included in the Newsletter. The Bursar had looked at the various costs and the implications, should changes be made to the length of sessions.

It was noted that some schools included a response to each comment on surveys; it was agreed that this could be considered for the upcoming surveys.

A grant application had been made for a welly shed to enable greater use of the outdoor classroom.

The SFVS (Schools Financial Value Standard) was approved.

### **b) Teaching and Learning**

The Minutes of the Meeting held on 3 February 2017 and 17 March 2017 were noted.

A small sub group were working on the Parent Survey. This would be shared with Governors for comments before being sent out. It was recognised that it was important to canvas views following all the changes.

Pupils will also be surveyed.

**c) Parent Forum**

This was suspended until further developments had been considered. See also 11.

**d) Staffing Working Party**

The Minutes of the Meeting held on 10 March 2017 were noted.

The Redundancy Policy had been considered – see item 3e.

Claire Graham explained about the proposals to recruit an additional teacher. This had been agreed by Finance and Strategy, from a financial perspective.

Subsequently David Byrne had handed in his notice.

Interviews would be held on 5 April with a view to appoint two teachers.

The allocation of Staff for September had yet to be finalised.

Parents would be informed of the appointments, leavers and deployment of staff as and when appropriate. Governors were reminded that resignations from teaching staff could be received until 31 May.

Governors were to remind parents to address any issues relating to speculation about staffing matters to Claire Graham.

An additional MDSA appointment had been made, on a flexible basis.

Responding to a question, it was noted that the leave of absence was for two days.

**7. Governor Objectives**

This had been covered in item 3d.

**8. Monitoring and Visits**

Miri Keen had met with the School Council to consider the Christian Concept. She had also looked at opportunities for writing across the curriculum. She would produce written reports for both.

Joyce White had deferred her SEND visit until next term

Laura Leeming would undertake a Health and Safety visit on 3 April.

**9. Long Term Future of the School**

**Confidential Minute**

**10. Policy Approval**

The RE policy and Phonics and Early Reading policy, considered by T&L were agreed.

The Sickness absence management policy; “Some Other Substantial Reason” termination policy and Teachers Redundancy pay policy were agreed.

The Anti-bullying policy would be considered in more detail by the T&L Committee

**11. Housekeeping Items, not covered in agenda**

It was agreed to include a question about the Parents Forum and whether parents were able to attend, as part of the Parents’ Survey being drafted.

**12. Dates of Meetings 2016/17**

Thursday 11 May; Thursday 29 June.

**13. Any Other Business**

Ali Mack had agreed to be the Governor responsible for overseeing training.

Protocols would be drawn up for the use of Dropbox; recently introduced for storing papers.

The photoboard needed to be updated.

The meeting closed at 9.15pm