

**PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS**

**ACTION SHEET**

**4 March 2019**

	<b>ITEM</b>	<b>BY</b>
3b	Finalise amendments to the Pay Policy	EB/NB
4	Attend Safeguarding training	ALL
	Submit further 'maid' comments	ALL
5	Pentraits for newsletter	LC/All
	Record thanks to all those supporting the school	NB

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY  
SCHOOL GOVERNORS HELD ON MONDAY 4 MARCH 2019, 7PM,  
AT THE SCHOOL**

**Present:** Rachele Upton (Chair), Parent Governor; Neil Baker, Staff Governor (Head); Simon Baldock, Co-opted Governor; Emma Barr, Foundation Governor; Paul Cooke, Co-opted Governor; Lindsay Long, Co-opted Governor; Tim Novis, Foundation Governor; Judy Pitts, Co-opted Governor; James Rothwell, Co-opted Governor; Joyce White, Local Authority Governor

**In attendance:** Dan Neal (School Challenge and Support Partner);  
Laurien Carter (Clerk);  
Catie Coulston (Governance Consultant)  
Mary Mundy (Deputy Head Teacher)

**Apologies received and accepted:** Paul Matthews, Co-opted Governor

This was an additional meeting to cover items held over from the February Meeting and those arising following the appointment of Neil Baker as Interim Head Teacher

The meeting opened with a prayer

The Clerk read a statement reminding Governors of confidentiality:

As a Corporate Governing Body  
Governors

- Observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- Will exercise the greatest prudence at all times when discussions regarding school business arise outside a governors' meeting.
- Will not reveal the details of any votes.
- Will not mention school business or the names of individuals on social media

There can be many and wide-ranging discussions as part of the meeting. The only public record of any meeting is the **approved minutes** and supporting papers produced for any meeting.

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## **A REGULAR BUSINESS**

### **1. Update to Register of Interests or Other Interest with Regard to Items on the Agenda**

There were no changes to the Business Interests and there were no interests declared in any agenda item.

### **2. Approval of Minutes – 7 February**

The Minutes meeting held on 7 February 2019 were approved and signed accordingly.

### **3. Matters Arising**

#### **a) Circulate Outcomes of Investigation (7)**

Rachelle Upton reported that there had been an appeal lodged against the investigation outcome and it was not therefore possible to share the report.

#### **b) Pay Policy (11)**

Emma Barr would meet with Neil Baker to finalise the amendments.

#### **c) Clarification of Item – Long Term Future of the School**

The Clerk requested that the item be noted as relating to premises matters and nothing relating to the School management which could have been inferred in recent months.

It was agreed that the item be listed as Long Term Future of the School premises.

## **B. REPORTS**

### **4. Update by Neil Baker, Interim Head Teacher**

Neil Baker reported that:

He had met with a number of parents following the parental engagement meetings held on 11 February.

He had met with all teaching staff.

He had visited all classes.

He had looked at School priorities with the Deputy Head Teacher.

Two Parent Forums had been held.

Safeguarding training sessions were planned for 12 and 13 March to which Governors were invited.

The recent training day had proved very worthwhile. Subjects covered included: the language of learning; well being; ethos and values.

Actions had been developed:

To look at the curriculum to reflect the new OFSTED framework.

Maths would be a key focus.

Leadership would be coordinated.

The profile of the School would be raised; starting by attending sports festivals.

The response to marking was being looked at.

Ways in which information was held was being collated to centralise it.

Neil Baker had spent time teaching in every class.

Neil Baker explained about the language for learning in relation to the School 'Live Life, Love Learning' statement and shared details of learning types and how negatives could become positives. Following the session with Staff, they had been challenged to consider ways in which these language types could be used in the classroom. An example was seen in the location of the meeting. Another class had looked at creative presentation.

The document could also be used as part of the performance management process.

The document originated from the University of Bristol ELLI (Effective Lifelong Learning Inventory) initiative.

Neil Baker also showed Governors a format for looking at well-being, using five strands – Self; Relationships; Policy and Practice; Professionalism; Environment.

He explained about each strand and how there were items further down the lists suggested for his own School. Preshute staff would be developing their own phrases for the School.

Governors were given a task to consider items in the form of an acronym, MAID; maintain, amend, introduce, discard. These sheets would be collated with others from the School community. Once agreed these would form the basis of a document to which each stakeholder could be held account. The MAID approach could be used at various levels eg looking at individual policies or parts of the School day such as break times. Governors were invited to submit any further comments to him.

#### **5. Review of Governance: David Marriott's Report; Circle Governance**

Emma Barr expanded on the documents she had previously circulated and explained about the need to consider the way forward. She reported that David Marriott did not want the document shared publically and his reasons were noted, including the OFSTED guidelines relating to such reviews.

There was a robust and wide ranging discussion considering items including: the follow up information from David Marriott; the report related to a snapshot in time; there had been a number of changes since the review had been undertaken; the strengths and actions items; the need to 'move forward'; the way in which the actions should be approached; the need for a collective decision and response.

Deliberations included input from all present. It was recognised that there was not often an opportunity to review in depth and make changes.

The Circle Model of Governance was also considered and recognised to have both strengths and weaknesses. It was accepted that the need for at least two Governors to be involved in the monitoring had not always been possible. Governors had previously been involved in different ways; including the preparation of the SDP (School Development Plan) and visits to the School. Governors were not managers but had an over sight role.

It was agreed to produce a short report looking at strengths and actions; including items already considered during the discussions. The Review had been considered; Circle Governance had been reviewed; a communication strategy would be developed, including items in the School's Newsletter from Governors; the report would focus on outcomes.

Lindsay Long and Judy Pitts agreed to prepare a first draft to be shared with Governors within a week for comments. The report would be sent out on 29 March

Emma Barr was thanked for all her work on this.

Governors also noted that the community had recently been involved in improving the environment, both inside and outside the School – led by the Grandgestures group. It was noted that numerous local people supported the School in various ways and the School would record their appreciation and ensure the individuals were invited to the end of year helpers' tea party.

Tim Novis suggested that the College Chapel host a service for the School, as part of Neil Baker taking on the role of interim Head Teacher, as was usual in a Church school, and invite all those involved with the School.

**6. Safeguarding**

Joyce White had nothing to report.

Safeguarding training sessions were planned for 12 and 13 March to which Governors were invited.

**7. General Update from Chair, within confidentiality boundaries**

Joyce White informed Governors that she had completed the Stage 2 Complaint and the report sent to those listed earlier in the day.

*Subsequent to the meeting it was noted that any appeal should be lodged within five school days of the report being sent out.*

**8. Update from Paul Cooke, within confidentiality boundaries**

Paul Cooke informed Governors that procedures were being followed.

**9. Long Term Future of the School Premises– update**

*Confidential item*

**C AGREE/APPROVE/NOTE**

**10a) Constitution**

**Update re Co-opted Governors**

**Update re parent Governor and Staff Governor Vacancies**

The Clerk had circulated a paper. Due to time constraints a discussion was not possible and due to a number of other factors any decision relating to the Governing Body Constitution could not be determined.

The Clerk would update Governors should additional Governors be co-opted, as approved at the February meeting.

**10b) Finance**

Emma Barr had made the monitoring report available.

It was noted, and agreed, that it may be necessary to submit the SFVS (Schools Financial Value Statement) later than 31 March and Wiltshire Council would be informed accordingly.

It was agreed to reinstate a Committee overseeing the finance and associated matters. This would comprise Emma Barr, James Rothwell, Neil Baker, Simon Baldock, Paul Matthews and Joyce White. The Scheme of Delegation would be reviewed and an appendix added to detail which items would fall into the remit of the committee until the end of the year.

**D OTHER ITEMS**

**11. Traffic Calming in the Village**

Lindsay Long explained about proposals to apply for yellow lines and reinstate the virtual footpath by the Green, leading to Preshute Lane.

The Town Council had approved this and it had been referred to Wiltshire Council Highways before a wider consultation is undertaken.

It was recognised that the parking issues in that area were at various times and related to the pub customers as well as to the School and village community.

**12. Any Other Business**

Emma Barr explained that she would be seeking time off as a Governor due to recent emails circulating the parent body about the Governing Body. It was agreed to grant Emma Barr a sabbatical for as long as necessary. It was noted that other Governors were feeling abused but would continue to give their goodwill and time to support the School.

Dan Neal and Neil Baker would be dealing with the issues relating to the emails as a matter of urgency.

**13. Dates of Meetings**

**2018/19**

Tuesday 14 May 2019

Thursday 4 July 2019

Consideration would be given to an additional meeting to further consider the review and the constitution before May.

The meeting closed at 9.25pm