

**MINUTES OF A MEETING OF
PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS
HELD ON TUESDAY 24 SEPTEMBER 2019, 7PM,
AT THE SCHOOL**

Present: Peter McGuigan, Co-opted Governor – Chair; Neil Baker, Staff Governor (Head); Simon Baldock, Co-opted Governor; Brian Crowe, Foundation Governor; Paul Matthews, Co-opted Governor;

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

Apologies; Barry Seed, Co-opted Governor

Peter McGuigan welcomed everyone to the meeting and reminded everyone of confidentiality requirements. He particularly welcomed Brian Crowe, recently appointed Foundation Governor. During the meeting items were explained to enable Brian Crowe to understand them and the background, where necessary.

The Meeting opened with a prayer

1. Election of Chair and Vice Chair

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

Peter McGuigan proposed that Barry Seed be elected Vice Chair. This was seconded by Paul Matthews. There being no further nominations, Barry Seed was elected Vice Chair, subject to checking his agreement to this.

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

All Governors completed the confirmation document for 2019-20 verifying their acceptance of the Code of Conduct; their continuing eligibility to serve as a Governor; acceptance of GDPR requirements; the limited sharing of information with the Diocese and no changes to the Register of Business Interests.

Brian Crowe would complete the Business Interest form as part of his induction.

There were no interests in any agenda item.

The way in which documents were stored and made available needed to be considered. Sending emails with documents through the School emails was permissible in the interim.

3. Update re Governor Vacancies

There had been no nominations for the two parent Governor vacancies. The Governing Body could now appoint parents to these positions and ways to recruit them was discussed.

Neil Baker would discuss the Staff Governor vacancy with Staff.

In order to convene an appeal panel two external Governors were to be Co-opted for this purpose: Annette Foster and Nigel Jones. This was approved.

Peter McGuigan had also registered with Inspiring Governance to seek additional Governors.

4. Approval of Minutes

The Minutes of the meeting held on 4 July were approved and signed accordingly.

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

a) Safeguarding Checks (5c)

Peter McGuigan reported that he had undertaken a check of the Single Central Record and was satisfied that it had been fully updated and the few outstanding items were being sorted. The culture of safeguarding within the School was much improved.

b) Governors Annual Report (6)

This had been agreed by email and was uploaded to the website, with parents informed of a link to access it.

c) Meet with Christ Church Governors (9)

Peter McGuigan had met with three of the Governors at Christ Church and it was agreed to meet again in October when the new arrangements for Neil Baker's dual role had been in place for a time to assess it.

He would also be involved in Neil Baker's performance management in association with the Christ Church panel. The Schools would use the same SIA (School Improvement Adviser) to assist in this.

d) Mandatory Policies (12)

Work was continuing to prepare a schedule but the DfE had issued a new document the previous week which would be used as a check. Paul Matthews would work with Neil Baker in undertaking this.

6. Head Teacher's Report SEF (Self Evaluation Form)

LA Review 4 October

The report, in the form of the SEF was noted and Neil Baker highlighted points and took questions.

Governors should familiarise themselves with the document and especially the detail on page 7.

The School Improvement Plan priorities were noted.

Neil Baker had evaluated the key areas of the School, as per page 7. The LA Review would give an opportunity to validate the judgements; after six months as Interim Head and the changes implemented.

Governors were invited to be involved with the Review.

Governors would need to undertake monitoring and seek evidence to support the judgements. This would become a role for the Committees once additional Governors were appointed and elected and the Committees re-instated.

Data

Given the recent events in the School, Governors recognised that the data was a testament to the work of the staff and thanks were recorded to the staff for the results. There was a dip on the three year trends but this was being addressed going forward as the School was aware of the gaps. It was noted that the EYFS (Early Years Foundation Stage) cohort for 2018-19 had not been assessed over the whole year; only since January. It was anticipated that the progress scores for this cohort would show improvement in future years. The LA Review would look at this aspect of the School.

Governors should note the data summary included in the SEF.

Governors questioned the way in which communication had been changed and were informed that there would be a termly parent forum. Numbers attending those since March had decreased.

Governors were given a copy of the revised OFSTED questionnaire which had been sent to parents. The returns would be considered at the next Parent Forum on 30 September.

In response to a question, Governors were informed that staff understood the need for the LA Review. Some staff had not experienced an OFSTED and this was an opportunity to see how the School would be evaluated and their part in it. At a recent Staff meeting there had been a chance for staff to question one another to consider their responses and possible issues and questions that may be raised. Neil Baker and Mary Mundy reported that the School now had a culture of learning together and that the learning was more visual. Governors were shown the learning wall in the classroom where the meeting was held. The SLT (Senior Leadership Team) were able to check standards by walking into classrooms. Staff were also asking questions of one another and adopting ideas. The Staff were also more proactive in contacting SLT for support.

Governors questioned the way in which the NQT (Newly Qualified Teacher) had settled and were informed that all was going well.

Neil Baker explained that the new OFSTED Framework put more emphasis on the role of the Subject Leaders. However, due to the various changes, the SLT had decided that class teachers should focus on understanding their role, developing their practice and ensuring quality first teaching was a priority. The Subject Leader roles would be undertaken by Neil Baker, Claire Hann-Perkins and Mary Mundy. Claire Hann-Perkins would be in School every Wednesday to check the overview. Mary Mundy cited an example of work she had followed up relating to spelling in her SENCo role and was working with the Phonics lead to ensure this was addressed. The learning walks had also looked for evidence of pupils using manipulatives (resources) in Maths. Anything found in need on a learning walk would be worked on with the teacher. Governors noted that this was a more coherent approach to working.

Governors were also reminded that the staff was relatively young with, in the majority, limited experience and less CPD (continuous professional development) in the previous year.

Governors questioned what training plan was in place and were informed that Claire Hann-Perkins time on a Wednesday would be spent in supporting staff with planning. In a single form entry school all staff were working solo and this need would be addressed by Claire Hann-Perkins and links to comparable year group teachers at Christ Church.

Staff had been honest about their needs and lack of understanding; such as how phonics is taught and how this should be built on in Key Stage 2. Staff meetings had been designed around the whole staff. Term 2 would see work on IT and computing. In PE team teaching was being undertaken alongside the PE specialist.

There had been no resistance from the staff to all the changes.

Finance

Neil Baker informed Governors about the need to update some IT provision to be able to teach the required IT and Computing Curriculum. Money had been put in the budget but the quote was over the delegation to the Head Teacher. The quote included 34 iPads; covers; 12 keyboards; a new charging trolley, licences. The School's supplier had quoted but the preferred quote was better and amounted to £13,720. The acceptance of a quote from a different supplier would not affect the current supplier's systems. Neil Baker explained about the requirements for the curriculum needs and how these would be met with the new items. Responding to a question, Governors were assured that the current wifi system would be able to cope with a large number of iPads in use. Governors approved this expenditure. Neil Baker informed Governors of work to be undertaken with staff before the pupils were taught.

7. Scheme of Delegation

A draft Scheme of Delegation had been made available and was approved. It was accepted that until there were more Governors in post, Committees could not be established.

8. Roles and Responsibilities:

Governors were required to have key roles named. It was again recognised that some of these posts would need to be filled when there were more Governors.

Whistleblowing Governor – Chair, Peter McGuigan

SEND - the resignation of Jane Davies had left this position empty.

She had been appointed a key port folio holder at Wiltshire Council so was unable to continue as a Governor.

Safeguarding – Peter McGuigan

Health and Safety – Paul Matthews

Pupil Premium

PE Fund

Data – Curriculum Committee

Pay Panel – Peter McGuigan and Barry Seed

HT Performance Management Panel – to be undertaken with Christ Church, see item 5c

9. Safeguarding

Neil Baker reported that the previous case had been stepped down.

He also informed Governors of a few changes to the KCSIE (Keeping Children Safe in Education) document. Each Governor was given a copy and should inform the School office when they had read it.

The signs on the back of doors had been changed to the latest version.

Neil Baker had reported a child missing in education, according to procedure.

10. Update from the Chair

Peter McGuigan reported that a panel had been convened to hear an appeal. This would be held in the October holiday due to difficulties in availability of those concerned.

There was a robust discussion about how the Governors could reconnect and further connect with staff. It was agreed that the Induction of new Governors would be undertaken and include time in School.

Governors would spend time in School on 7 November to meet staff and spend time with pupils. They would have the opportunities of monitoring key items.

Governors were also encouraged, when visiting the School for any reason, to spend some time in a classroom or observing the day to day operations.

The Behaviour Policy gave examples of different behaviour management and Governors were also encouraged to see how this was implemented when in School.

11. Long Term Future of the School Premises

Governors were updated on items since the last meeting.

Confidential

12. Policies

See item 5d above.

13. Correspondence

The list was noted.

14. Any Other Business

None

15. Dates of Future Meetings

3 December;
4 February; 24 March;
19 May; 2 July.

The meeting closed at 9.05pm