

**MINUTES OF A MEETING OF PRESHUTE CHURCH OF ENGLAND PRIMARY  
SCHOOL GOVERNORS HELD ON THURSDAY 1 FEBRUARY 2018, 7.15PM,  
AT THE SCHOOL**

**Present:** Andy Houchin (Chairman); Simon Baldock; Emma Barr; Steve Bogg; Julia Dowdeswell; Claire Graham; Laura Leeming; Lindsay Long; Ali Mack; Judy Pitts; Rachelle Upton;

**In attendance:** Laurien Carter (Clerk); Mary Mundy (Acting Deputy Head);  
Tim Novis (Foundation Governor designate); Sarah Grant – for item

**Apologies received and accepted:** Lucy Brenk; Toni Holness; Joyce White

The meeting started with a prayer

Andy Houchin welcomed everyone to the meeting; especially Simon Baldock and Tim Novis

**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. Appointment of Co-opted Governor**

Rachelle Upton proposed that Simon Baldock serve as Co-opted Governor. This was seconded by Laura Leeming and approved.

**3. SDP (School Development Plan) – Develop Religious Literacy**

Sarah Grant as welcomed to the meeting.

Sarah Grant spoke to the recently updated version of the SDP for Religious Literacy. She explained about items and took questions.

Understanding Christianity was a new scheme and would take time to embed.

Pupils had been involved in planning the Journey Days.

Year 6 pupils would take a lead on meeting a group of pupils from across the School to reflect on the term's values.

The link with a school in another country would need to be rethought as Miri Keen had been working on this.

The way in which the use of the Lords Prayer had changed was explained. Governors were informed that the singing of it was particularly powerful. It was hoped to use it in a setting for parents to hear.

Reflection time was now being included in the School day if possible. This was focussed on a light with each class having a different lamp. The one for Year 6 was on show. Sarah Grant had undertaken some conferencing and the pupils had valued the opportunity for reflection. In response to a question, Governors were informed that the reflection could be on anything; eg teachers were given ideas or it may be something that had happened during the day such as pupils falling out.

The ethos and values were included in the newsletter to be shared with parents. They were also considered with Staff. This included the Innov8 staff so that the values could be noticed during lunch times and pupils recognised for showing them.

Governors welcomed the opportunity of the lead member of staff attending to give updates to the SDP.

Responding to a question, Sarah Grant explained that she ensured Staff were aware of the objectives and talked them through as a Staff.

#### **4. Minutes of the Last Meeting**

The Minutes and Confidential Minutes of the meeting held on 29 November 2017 were approved and signed accordingly.

#### **5. Matters Arising, not covered in the agenda**

##### **a) Schedule for Visits for CE (Curriculum Enrichment) (2)**

These visits had been included with the general visits' schedule and Governors were encouraged to sign up. See also item 10.

##### **b) Parking concerns (4a)**

There was a robust discussion about the continuing concerns about the way in which parents and carers parked and dropped off their children, despite many reminders. It was recognised that the local police, PCSO (Police Community Support Officer) had been in the area but that this had not proved an effective deterrent. As the issue was one of health and safety it was agreed to send a separate letter to parents and ensure that pupils were well informed in order to remind their parents about parking.

It was agreed that a record should be kept of all actions relating to parking. Ali Mack would draft a robust letter to be sent out.

##### **c) Submit Report of Maths Visit (4c)**

This had been submitted.

##### **d) Finalise Annual Statement (4d)**

This had been finalised and needed to be available on the website.

##### **e) Scheme of Delegation (4e)**

Governors were reminded to ensure that the delegations were undertaken; particularly in committees. Responding to question, Governors were informed that this was a legal requirement.

##### **f) Consider roles (4f)**

This would be covered as part of the Head Teacher's report.

##### **g) Drop-in Mornings for Parents and the Community (4g)**

Governors were reminded to attend on 27 February at 9am with the discussion subjects of PE and Positive Play. Advance advertisements including flip charts and banners would be put up to encourage attendance. It was noted that only one parent attended the Rain garden presentation earlier in the week, despite a lot of pre publicity.

##### **h) Contact David Beacom (4i)**

Andy Houchin would be meeting with David Beacom and others in the near future.

##### **i) Parent Mail (5)**

A number of teething problems had occurred and anyone with problems should contact the office.

#### **6. Head Teacher's Report**

The Report had been available in advance of the meeting. Claire Graham was thanked for a detailed and informative report.

Claire Graham drew attention to the information in the S&F (Strategy and Finance) Minutes which updated some of her report.

## **Governance**

Claire Graham explained to Governors about an alternative form of governance – Circle Governance. She drew attention to the OFSTED requirements for Governors as part of Leadership and Management expectations.

The Circle Governance model was an open and transparent way of undertaking governor responsibilities. There would be five FGB meetings a year and no committees and this time would be used for Governors to work in pairs and undertake specific monitoring or support visits. The Head and Chair would meet monthly to pick up any issues that needed to be addressed between meetings. This new approach would be aligned with the SDP and the planning day in the summer. Some individual roles would no longer be required as Governors were commissioned to undertake work in different areas. Others were required roles.

Governors were very positive about this exciting change.

A paper was circulated for Governors to consider in more detail and to give feedback by 22 February and to give further consideration to it at the March meeting. The initiative would be trialled from September 2018 for a year.

### **7. Bath Road Traffic Calming**

Claire Graham informed Governors of residents' proposals to improve the A4:

That the speed limit on the Bath Road should be reduced to 30mph and extended west out to the town boundary. This to be introduced not only for safety reasons, but also to reduce noise and air pollution to adjacent residents.

That the footpath along the Bath Road into town is dangerous for pedestrians and at various places requires widening and some form of barrier from very close passing traffic.

That in order to introduce some element of traffic calming, a cycle way be introduced on the Bath Road (given that at present a centre margin is present along much of its length to the Downs Lane turn). This would also encourage Manton/Barton Park residents to walk/cycle into town rather than use their cars.

It was agreed that Governors should support these initiatives and involve a Governor if necessary. Claire Graham would make contact with those leading on this.

### **8. Safeguarding**

Governors were reminded of the need to review site security, as raised in a recent Governors' Services newsletter, in relation to OFSTED Inspections.

It was agreed to consider this as part of the next Health and Safety walk round and in light of work being discussed at S&F.

### **9. Reports from Committees**

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

The Minutes and Confidential Minutes of the Meeting held on 24 January were noted.

Emma Barr reported that the Committee had agreed the SFMIS (Schools Financial Management Information Statement; the IER (Income and Expenditure Report). These were approved by Governors. The Committee also agreed the Voluntray Funds which were approved by Governors.

*Confidential Item*

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

The Minutes of the meeting on 19 January were noted.

Julia Dowdeswell reported that it had been a very positive meeting with Governors being informed of all that was going on. She recorded the work of the SLT (Senior Leadership team) in being aware and in control of all that was being undertaken.

**c) Staffing Working Party**

There had not been a meeting required.

**10. Monitoring and Visits**

Governors completed the schedule. Dates would be agreed to undertake the various visits.

**11. Training**

This would now be affiliated to the new Circle Governance requirements. The Clerk would find out when the 2018/19 schedule would be available.

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

The outcome of the appeal in relation to Village Green status was expected by the end of February.

**13. GDPR (General Data Protection Regulations) Legislation**

Governors were reminded that this came into force on 25 May 2018 and the School was working on the requirements. Governors were also informed that certain aspects would affect their workings as a Governor and an FGB.

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

The Governors' SEND Report had been circulated. It was usually published in September but had a slightly different format to reflect work being undertaken since then.

Responding to a question, Governors were reminded that details relating to The Local Offer and other information were available to parents on the website.

**Policy Approval**

The following policies were approved

Equality Information; Online Safety; Security Policy Emergency Plan Lockdown;  
Supporting Pupils at School with Medical Conditions and Medicines Policy

The County HR CCTV and Vehicle Tracking Policy was adopted; although the School did not have any such devices.

**Distinctive Christian Ethos and Character**

Tim Novis reported that he would contact Miri Keen to be aware of items to be considered including the links with a school in another country.

**15. Dates of Meetings 2017/18**

Meetings would be held:

Wednesday 28 March; Thursday 10 May; Thursday 28 June.

**16. Any Other Business**

None

**17. Staffing Issues**

There were no confidential issues

The meeting closed at 8.35pm