

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON THURSDAY 28 JUNE 2018, 7.30PM,
AT THE SCHOOL**

Present: Rachelle Upton (Chair); Emma Barr; Steve Bogg; Claire Graham; Lindsay Long; Paul Matthews; Tim Novis; Judy Pitts; Joyce White

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

Apologies received and accepted: Simon Baldock; Julia Dowdeswell; Toni Holness; Ali Mack,

The meeting opened with a prayer

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. Minutes of the Last Meeting

The Minutes and Confidential Minutes of the meeting held on 10 May 2018 were approved and signed accordingly.

3. Matters Arising, not covered in the agenda

a) Complete GDPR Form (3e)

The paperwork was being collated and updated as necessary. It was accepted that as a new piece of legislation there were a lot of unknowns.

The Governors would be required to undertake some training, probably online in due course.

Trudi Granger was working as the DPO (Data Protection Officer) and would be seeking appropriate training.

b) Undertake Skills Audit (6)

The Skills Audit was almost complete. To date all skill sets appeared to be covered. An advert for a Co-opted Governor would be placed in the St George's newsletter; this had proved effective previously.

c) SEND report (10)

The end of year summary would be available for September. Other reports were for internal use.

4. Head Teacher's Report

The Report had been available in advance of the meeting.

There were no questions.

It was noted that it was a busy but good term

There was a discussion about a suggestion to change the way in which pupils are received onto the premises in the morning. It was agreed that Claire Graham would wait inside the gate and not further up the steps. This should allow parents to watch their child/ren enter the School site. Governors were reminded that pupils became the responsibility of the School once on the site and not outside the boundary. This would be trialled and parents informed of the changes and reminded about the responsibility boundary; and not to block the road.

Any parent wishing to speak to Claire Graham would be asked to wait in School until the gate was shut.

Governors were informed that there had been a police presence in recent days which had improved parking and driving in the area.

Judy Pitts agreed to speak to the landlord of the pub about the line of sight being reduced due to over-hanging trees. There had also been deliveries, with lorries parking on the bend which would also be communicated.

Governors were reminded that they were invited to the SDP (School Development Plan) morning on 29 June.

6. Circle Governance

The updated monitoring information was agreed.

Claire Graham reported that another School had been using this model and reported it was going really well. Rachele Upton had met other chairs who were also using the model successfully.

7. Safeguarding

Joyce White reported that a mini audit had been carried out. All the actions from earlier in the academic year had been undertaken. The necessary posters were displayed and other practical issues had been checked.

8. Ideas for Easing Congestion

Covered in item 5 above.

9. Reports from Committees

a) Strategy and Finance Committee

The Minutes and Confidential Minutes of the Meeting held on 19 June were noted.

Governors approved the budget.

Governors recorded their considerable thanks to Rosanna Browning for all her work.

b) Teaching and Learning

The Minutes of the recent meeting were not yet available.

Governors were informed the Committee had considered: the Child in Your Seat initiative; the teacher assessment for Key Stage 2; and the monitoring.

c) Staffing Working Party

There had not been a meeting but information was included in the S&F minutes.

10. Strategic Objectives 2017/18 – Review

To develop and implement a training programme which ensures all governors are equipped to fulfil their responsibilities

Training would be linked with the Skills Audit results and the needs of the Circle Model of Governance.

Information on courses was available from the Clerk.

To develop engagement with parents and promote Preshute to the local community

There had been recent press coverage – the daily mile earlier in the week; sports week Adverts were now in Tesco.

The local community had supported the Summer fete.

The School had been represented at Mayor Making and the recent Civic Service. Pupils had participated in the Marlborough in Bloom art competition. There would be a display of the artwork in the window of the former Lighting of Distinction shop window.

To support and monitor the new teaching team and their associated standards.

This was ongoing and evidenced by monitoring.
Governors were involved with updating the SDP.
Governors would be involved in drafting the new SDP.

To identify and develop all feasible options to preserve the longer term future of the school.

This was ongoing.

11. Monitoring and Visits

Joyce White had attended the Concert earlier in the evening.

Governors would be attending the TD day on 29 June.

12. Training

Covered in item 10 above.

Paul Matthews had attended the New Governors training on 18 June.

13. Long Term Future of the School

Confidential item

14. GDPR (General Data Protection Regulations) Legislation

See also item 3a.

It was noted that an in house DPO would be more familiar with the data held. It was an ongoing learning process for all involved.

15. Housekeeping Items, not covered in agenda

Policy Approval

The child friendly Anti Bullying Policy was approved. Governors welcomed its format and content.

The Preshute Guide to Information and Preshute Primary Model Publication Scheme were approved – both required to be GDPR compliant.

16. Dates of Meetings

Tuesday 26 September 2018
Tuesday 4 December 2018
Thursday 7 February 2019
Tuesday 14 May 2019
Thursday 4 July 2019

17. Any Other Business

It was agreed that Rachele Upton, Joyce White and Tim Novis form the Head Teacher's Performance Management Panel.

18. Staffing Issues

There were no confidential issues.

The meeting closed at 8.40pm