

**MINUTES OF A MEETING OF PRESHUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON THURSDAY 10 MAY 2018, 7.15PM,
AT THE SCHOOL**

Present: Julia Dowdeswell Rachelle Upton (Chair); Simon Baldock; Emma Barr;
Steve Bogg; Julia Dowdeswell; Claire Graham; Lindsay Long; Tim Novis, left early;
Judy Pitts; Joyce White

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

Apologies received and accepted: Lucy Brenk, Toni Holness, Ali Mack,

The meeting opened with a prayer

Rachelle Upton welcomed everyone to the meeting and introductions were made.

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 28 March 2018 were approved and signed accordingly.

3. Matters Arising, not covered in the agenda

a) Update Parents about SDP Progress (4d)

A letter had been drafted and was being finalised to go out in the next few days.

b) A4 Traffic Calming (4f)

It was noted that the change to the speed limit had been agreed for parts of Marlborough but not George Lane passing Marlborough St Mary's access. The requests to lower the speed limit on the A4 would continue but it was noted that costs had been an issue when raised previously.

c) Mini Safeguarding Audit (8)

Joyce White reported that plans for this were in hand and may involve other Governors as necessary.

d) Parent Questionnaire (9b)

This had been sent out.

e) GDPR Form (13)

Emma Barr reported that some forms were outstanding.

f) Evidence in Support of Objectives (14)

Updates had been submitted and had been circulated.

4. Head Teacher's Report

The Report had been available in advance of the meeting.

Claire Graham highlighted and updated items as necessary.

21 acceptances had been received for the Reception intake for September 2018; it had been a low birth year across the county. Two late applications were being processed and there had also been enquiries for other year groups.

Responding to a question, Claire Graham reported that the budget had been based on a lower number for 2018/19.

Subsequent to the meeting, Claire Graham clarified that there are 21 children confirmed for Year R but it is too early to have a definite number. Due to an increase in numbers for other year groups we are not expecting a negative impact on the forecasted budget.

The School had been asked to provide a display for Mayor Making the following week and Claire Graham had worked on the PE aspect of the School's SDP (School Development Plan). She reminded Governors of all that was undertaken, led by Toni Holness. The School had recently introduced the daily Mile Run. If it was wet a dance session was held. The role of the Sports Leaders had been reviewed and they now wore pink high visibility jackets and took on more responsibility. The new playground equipment was being used. Innov8 were now divided into Junior and Infant areas to enable more participation, especially by the younger pupils.

The Sit in Your Child's Seat initiative had worked well. Pupil expectations would be shared with parents earlier in the year.

Tim Novis had been able to make an introduction for the School with Nick Maurice and The Marlborough Gunjur Link. The School had already received a visit from a Gambian. Pen pals would be established with both Christian and Muslim children. All this would form part of the SIAMS expectations. Tim Novis was working with Sarah Grant on this.

A Maths staff meeting had considered Greater Depth and Mastery aspects of the curriculum. During a class drop in, Claire Graham had observed work using the techniques discussed at the training.

6. Constitution

Following the discussion at the last meeting and consideration of the paper circulated, Emma Barr proposed that the Constitution be amended to

- a. 2 parent governors – previously 3
- b. 1 local authority governor
- c. 2 staff governors (including the head teacher)
- d. 3 foundation governors
- e. 7 co-opted governors – previously 6

Total number of governors is 15; no change to total.

This was seconded by Julia Dowdeswell and approved.

It was noted that a skills audit be taken before additional appointments to the Co-opted vacancies be made.

7. Circle Governance

The Monitoring and Support Policy for use as part of Circle Governance was approved.

8. Safeguarding and Site Security

The Action Plan would be reviewed.

The mini audit was deemed to be good practice; see item 3c.

9. Reports from Committees

a) Strategy and Finance Committee

The Minutes and Confidential Minutes of the Meeting held on 2 May would be made available. Governors should address any questions or comments to Emma Barr and Claire Graham.

b) Teaching and Learning

The Minutes of the meeting held on 27 April were noted. Any additional questions should be addressed to Julia Dowdeswell and Claire Graham.

There was a brief discussion about the Parents' Questionnaire; based on the OFSTED one to allow for comparisons. It was noted that Governors may be aware of anecdotal comments by parents.

It was noted that pupils were also surveyed and Pupil Voice undertaken by Staff and some Governors. It was suggested that a Governor, or on a rotation basis more than one Governor, could attend the School Council. The Minutes of the School Council could also be shared with Governors.

It was recognised that the timing of questions with pupils could affect the answers ie near to SATs compared to near residential visits.

c) Staffing Working Party

The Minutes of 25 April meeting had been made available and were noted.

10. Monitoring and Visits

Lindsay Long had met with Mary Mundy to look at SEND audit compliance of the Code of Practice earlier in the week. A report would be circulated.

Tim Novis had held two meetings with Sarah Grant.

11. Training

Rachelle Upton would be attending training for Leading the Team – Role of the Chair and Headteacher Performance Management.

12. Long Term Future of the School

Confidential item

13. GDPR (General Data Protection Regulations) Legislation

This was on-going and the School was implementing the necessary audits and training. It was a long process and other Wiltshire schools were similarly placed.

Tim Novis left the meeting

Information about retention of documents and emails would be given to Governors. Julia Dowdeswells' husband may be able to give advice about permanently deleting items from devices.

An alternative to Dropbox was being sought as its security may not be sufficient under GDPR.

Work with external agencies had been undertaken to comply with GDPR.

14. Housekeeping Items, not covered in agenda

Policy Approval

It had been agreed not to adopt the optional County HR Fostering Policy.

15. Dates of Meetings

Meetings would be held:

Thursday 28 June.

SDP Meeting – 29 June

2018/19

Tuesday 26 September 2018

Tuesday 4 December 2018

Thursday 7 February 2019

Tuesday 14 May 2019

Thursday 4 July 2019

16. Any Other Business

Governors recorded their thanks for their service as Governors to Laura Leeming who had resigned and Lucy Brenk whose term of office was completed on 25 May.

17. Staffing Issues

There were no confidential issues

The meeting closed at 8.25pm