

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON THURSDAY 28 MARCH 2018, 7.15PM,
AT 5 MANTON HOLLOW, MARLBOROUGH**

Present: Julia Dowdeswell (Vice Chair); Emma Barr; Lucy Brenk, arrived late; Claire Graham; Toni Holness; Lindsay Long; Ali Mack, arrived late; Paul Matthews; Judy Pitts; Rachelle Upton; Joyce White

In attendance: Laurien Carter (Clerk)

Apologies received and accepted: Simon Baldock; Steve Bogg; Laura Leeming; Tim Novis

The meeting started with a time of quiet reflection

Julia Dowdeswell welcomed everyone to the meeting; especially Paul Matthews. Introductions were made. She thanked Joyce White for hosting the meeting

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 Paul Matthews serve as Co-opted Governor. This was seconded by Lindsay Long and approved.

It was noted that Tim Novis had been formally appointed a Foundation Governor.

3. Minutes of the Last Meeting

The Minutes and Confidential Minutes of the meeting held on 1 February 2018 were approved and signed accordingly.

4. Matters Arising, not covered in the agenda

a) (Curriculum Enrichment and Other Visits (5a and 10))

The Visits had been completed; see also item 10.

b) Parking Concerns (5b)

The letter had been sent to parents. Concerns that it might be a bit severe were noted but it had been agreed that previously a more gentle approach had not been effective and the real concern was for children's safety. There had been one or two comments by parents but nothing formal to the School.

Parking and drop off had improved but the bus stop was still being used. It was noted that previously drop off at the bus stop had been encouraged but this had involved staff being available to walk the children into School. This was not now possible.

It was also noted that the lines for the virtual pavement were already being worn away. They could only be redrawn once 80% had been eroded. The use of red markings was more expensive but residents were hoping that stressing children's safety might sway the argument.

c) Annual Statement (5d)

This had been uploaded to the website.

d) Drop In Morning (5g)

Claire Graham reported that approximately twenty parents had attended the session.

They had split into groups for informal discussions about two areas of the SDP (School Development Plan). Some of the suggestions made had already been considered by the Staff. It was agreed that parents should be informed of progress so far and plans for the next steps.

The other two areas of the SDP would be considered at the next Drop In, planned for an afternoon, just before pick up. This would allow others to attend who could not make the morning timing.

Governors were informed that the SDP day would be held on 29 June and all Governors were invited to attend.

e) Circle Governance (6)

The responses had all been positive – see also item 7.

f) A4 Traffic Calming Group (7)

Lindsay Long reported that she had made contact with Peter Morgan and would be attending an Open Forum on 23 April.

g) 2018/19 Training Schedule (11)

The Clerk reported that it was not yet available but would be circulated in due course.

h) Christian Distinctiveness (14)

Tim Novis had arranged a meeting with Sarah Grant for April.

5. Head Teacher's Report

The Report had been available in advance of the meeting. Claire Graham was thanked for an informative report. She responded to questions.

Governors were informed about the bullying issue; it was ongoing but consisted of minor actions which if continuous were deemed bullying, The School were addressing it following the policy and involving the pupils and parents.

The Staffing Structure for 2018/19 was not finalised but Bryony Brennan's maternity leave could be covered by the return of Nicky Stone who both had the same hours' contracts. Allocation of Staff to classes for September would be made in due course.

Claire Graham updated Governors about numbers on roll; an increase of three with another visit earlier in the day. Families visiting had stated that the reputation of the School had informed their decision.

Numbers for 2018 Reception intake would be lower, reflecting a lower birth rate for that year group, and affecting other local schools.

Claire Graham was asked about the impact of the high number of EAL (English as an Additional Language) pupils. This was not a concern as many were dual speakers.

Lucy Brenk arrived

6. Constitution and Succession Planning

Constitution

The Clerk informed Governors that Lucy Brenk's term of office would be completed in mid May. The current Governing Body also included a number of Governors who were parents, in addition to the elected Parent Governors. She also reminded them the new vicar, when appointed, could have primary school age children.

Governors were therefore asked to review the Constitution as it was an opportune time to make changes. It was also noted that Simon Baldock and Paul Matthews had been appointed Co-opted Governors with specific remits which would limit their ability to carry out the usual Governor tasks. The introduction of the Circle Model of Governance would also impact the work of Governors differently from the current structure.

The Constitution legislation only required there to be two elected parent governors. Co-opted Governors were appointed on a skills basis. The Constitution could be reviewed at any time.

The Clerk would circulate a paper for Governors to consider so a decision could be made at the next meeting.

Succession Planning

Following Andy Houchin's resignation as Chair and Governor due to work commitments, Governors had given consideration to succession planning.

Lindsay Long proposed that Rachele Upton serve as Chair with Julia Dowdeswell and Joyce White as Vice Chairs; seconded by Emma Barr and approved. The normal round of annual election for these posts would happen in the autumn.

Governors were reminded that they should all support the new Chair as she took on the new role.

7. Circle Governance

Following information considered at the last meeting and subsequently it was agreed to trial the Circle Model of Governance for 2018-19 with reviews at each meeting; proposed by Julia Dowdeswell and seconded by Judy Pitts.

The SDP meeting on 29 June would inform the visits, in addition to information already shared about the Monitoring Plan.

8. Safeguarding and Site Security

Rachele Upton reported that she and Laura Leeming had considered site security when undertaking the Health and Safety walk.

One concern related to children using the field at pick up time unsupervised. It was accepted that children were the responsibility of their parents outside of School but that the side access should be tightened. The School were already looking at changing the gate.

A reminder would also be sent to parents that children should not be on the field at pick up time.

Ali Mack arrived during the above discussion

Joyce White reported that the Safeguarding audit had been undertaken as required in the Autumn. An interim mini audit would be undertaken and she would involve other Governors as necessary.

9. Reports from Committees

a) Strategy and Finance Committee

The Minutes and Confidential Minutes of the Meeting held on 14 March were noted.

The SFVS (Schools Financial Values Standard) was approved.

b) Teaching and Learning

A meeting had not been held due to the snow.

A summary report had been circulated and was noted.

The proposed Parent Questionnaire had been circulated and comments received. It was approved for circulation.

c) Staffing Working Party

The personnel of the Group would be reviewed, due to changes in the Governing Body.

10. Monitoring and Visits

Claire Graham thanked Governors for all the work undertaken; summarised below

Review the gifted and talented policy	In February 2018	Mary Mundy	Julia Dowdeswell	Feb 2018 Ongoing Next meeting planned 15.3.18
Update the accessibility policy	In March 2018	Mary Mundy	Rachelle Upton and Joyce White	March 2018
Complete SFVS	By March 2018	Claire Graham and Rosanna Browning	Judy Pitts and Laura Leeming	23.2.18
Create a plan for the project	By March 2018	Claire Graham	Simon Baldock and Emma Barr	Feb 2018
Health and Safety Site Walk (X2)	One in the Spring Term and One in the Summer Term	Rosanna Browning	Rachelle Upton and/or Laura Leeming	Spring term complete. Summer to follow
Create and implement an action plan for the new GDPR (data regulations)	By May 2018	Trudi Granger & Rosanna Browning	Emma Barr	23.3.18 Started - ongoing

11. Training

Rachelle Upton and Laura Leeming had attended the Pupil Premium training. It had not proved as useful as other Governors had noted for similar training previously. The item about The Virtual School had been of interest.

12. Long Term Future of the School

The Barton Park Village Green status appeal had been refused the week before.

Confidential item

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. An audit would be undertaken after Easter.

Governors were requested to complete the form circulated. School email addresses would also be introduced for future communication.

Emma Barr would liaise with School staff overseeing this work.

14. Housekeeping Items, not covered in agenda

Policy Approval

The Amended Safeguarding and Child Protection Policy was approved; amended to change names of key personnel.

The County HR policies were adopted:

Model Policy Code of Conduct for Teaching and Support Staff in Schools
HR Ill Health Retirement Policy for Teachers

Governor Objectives

It was agreed that Governors should submit evidence of work undertaken to achieve the Objectives.

15. Dates of Meetings 2017/18

Meetings would be held:

Thursday 10 May; Thursday 28 June.

SDP Meeting – 29 June

16. Any Other Business

Governors noted that decisions relating to the recent snow days had been communicated very quickly.

Julia Dowdeswell noted the work of Andy Houchin as Chair. Governors recorded their thanks for his work in the role.

17. Staffing Issues

There were no confidential issues

The meeting closed at 8.25pm