

PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS

ACTION SHEET

7 February 2019

	ITEM	BY
3a	Check pick situation with other schools	HT
7	Circulate outcomes of investigation by PC	RU
11	Update Pay Policy	JW/EB/HT

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON THURSDAY 7 FEBRUARY 2019, 7PM,
AT THE SCHOOL**

Present: Joyce White (Chair)*; Simon Baldock; Emma Barr, Paul Cooke;
Lindsay Long; Tim Novis; Judy Pitts; James Rothwell; Rachelle Upton

*Joyce White had stepped up to cover as Chair whilst Rachelle Upton recovered;
although the Rachelle Upton was able to attend the meeting

In attendance: Dan Neal (School Challenge and Support Partner);
Laurien Carter (Clerk);
Catie Coulston (Governance Consultant)
Neil Baker (head Teacher Christ Church School, Bradford on Avon)

Apologies received and accepted: Paul Matthews

Everyone was welcomed to the meeting and introductions made.

The meeting opened with a prayer

The Clerk read a statement reminding Governors of confidentiality:

As a Corporate Governing Body
Governors

- Observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- Will exercise the greatest prudence at all times when discussions regarding school business arise outside a governors' meeting.
- Will not reveal the details of any votes.
- Will not mention school business or the names of individuals on social media

There can be many and wide-ranging discussions as part of the meeting. The only public record of any meeting is the **approved minutes** and supporting papers produced for any meeting.

The agenda was reordered

Update by Daniel Neal, School Challenge and Support Partner. Wiltshire Council

Dan Neal read a statement from Claire Graham:

Claire Graham had requested a leave of absence from 4 February for her to consider how matters at Preshute School may be resolved.

Dan Neal explained that he had been supporting the School since 4 February and Wiltshire Council was working to resolve the situation.

The Pay Panel had met immediately before the FGB and recommended the appointment of Neil Baker, Head Teacher of an outstanding school, to support the

School during the leave of absence. Claire Graham would remain as Head Teacher. Various details relating to the process were explained. Official statements were being prepared for both schools to issue to staff and parents.

Two parental engagement meetings were being held on 11 February when parents would be informed of Neil Baker's role. Governors were encouraged to attend. Dan Neal gave further details about the format of the meetings. The meetings would start with a prayer led by Tim Novis.

Dan Neal proposed that Neil Baker be appointed to provide interim support to the School. This was seconded by Rachelle Upton and approved unanimously.

Neil Baker entered the meeting and was introduced. He informed Governors of roles he had undertaken in addition to that of Head Teacher.

A REGULAR BUSINESS

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. Approval of Minutes - 4 December 2018; - Emergency Meeting 17 December

The Minutes and Confidential Minutes of the meeting held on 4 December 2018 were approved and signed accordingly.

The two sets of Confidential Minutes for the Emergency meeting held on 17 December were approved with a clarifying note that JW in item 3 referred to Janette Williams, Wiltshire HR.

3. Matters Arising 4 December

a) Pick up Situation with Other Schools (7)

This was carried over.

b) Undertake Monitoring (9)

The reports had all been made available. Judy Pitts had one outstanding report to submit.

c) Consider Data Information as Part of Monitoring (16)

James Rothwell and Rachelle Upton had had an additional meeting with Claire Graham and Jamie Pembroke. Overall the data was as expected. Governors were reminded that in some cases the statistics related to one pupil. A further meeting was planned.

17 December

There were no matters arising.

B. REPORTS

4. Monitoring

See item 3b.

5. Safeguarding

Joyce White had nothing to report.

Dan Neal had nothing to report for the current week.

In response to a question, Neil Baker informed Governors that he was a Designated Safeguarding Lead (DSL).

6. General Update from Chair, within confidentiality boundaries

Joyce White informed Governors that she was undertaking an investigation into a Stage 2 complaint. It had taken a while but she had sought advice throughout from Governor Services.

7. Update from Paul Cooke, within confidentiality boundaries

Paul Cooke informed Governors that the Investigation had been completed on 23 January. He explained about the process and work undertaken with the support of Wiltshire Council HR. The outcome had been shared with those concerned. Some would require oversight by Governors. Rachelle Upton would share details.

A notice of appeal had subsequently been received which the Clerk was dealing with. She explained the process and the need to appoint a clerk to oversee this work as she did not have the capacity to take it on.

Neil Baker explained about ways in which some of the issues could be addressed.

Judy Pitts would work with Joyce White, Safeguarding Governor, as Staff Well-being Governor; undertaken by the previous vicar.

8. Long Term Future of the School – update

Simon Baldock gave a brief update. It was hoped that more information would be available for the meeting on 4 March.

C AGREE/APPROVE/NOTE

9a) Constitution

The Clerk explained about the need to amend the Constitution to allow for the appointment of additional Co-opted Governors to serve on panels. There was currently one Co-opted Governor vacancy; five additional governors might be required. Rachelle Upton proposed that the Constitution be amended to appoint up to twelve Co-opted Governors in total (currently seven). This was seconded by Lindsay Long and agreed unanimously. The Clerk would update Governors of appointments as they were needed and made.

The Clerk reported that she had discussed the need to review the Constitution with the Head Teacher in relation to other posts due to recent changes, and in particular since the review in 2018. The Clerk would prepare a paper for 4 March meeting.

It was agreed that the elections for a parent governor and a staff governor be held over until the Constitution had been reviewed.

9b) David Marriott Review of Governance

A small group had met to consider the report and a paper prepared.

Catie Coulston explained that she was observing the meeting to offer support as needed.

It was agreed that Rachelle Upton, Joyce White and Emma Barr should meet to consider all aspects of governance in advance of the meeting on 4 March.

9c) Circle Governance Review

This would form part of the general governance review, as in 9c.

9d) Appointment of Second Vice Chair

Rachelle Upton proposed that Emma Barr be appointed Joint Vice Chair. This was seconded by Joyce White. There being no further nominations it was agreed that Emma Barr be elected Joint Vice Chair.

9e) Finance Documents

Emma Barr reported that the monitoring report and supporting papers had been made available.

The IER (Income and Expenditure Return) was approved.

A meeting was planned to prepare the SFVS (Schools Financial Value Statement) for the meeting on 4 March.

9f) Policies

Lindsey Long reported that she had not been able to review the Teaching and Learning, and Curriculum policies. They would be held over.

13c) Equality Information

This had yet to be finalised and would be approved at the February meeting.

D OTHER ITEMS

10. Training

The reports were noted.

Emma Barr and James Rothwell would be attending the rearranged Finance course. Joyce White would be attending the Safeguarding update session.

11. Correspondence

The list was noted.

The Clerk drew attention to the document relating to the support staff pay award. It was agreed to update the Pay Policy accordingly.

12. Any Other Business

Governors recorded their considerable thanks to those who had cleared the School of snow and ice on 4 February, particularly the son of a member of staff and one set of parents.

Governors were informed of a working party, led by the Grangestures group, clearing the grounds and were invited to support this work.

The garden area in memory of Bobby Cox would also be updated in time to commemorate his peers' time at the School before they leave in July.

13. Dates of Meetings

2018/19

Monday 4 March 2019 – additional meeting

Tuesday 14 May 2019

Thursday 4 July 2019

The meeting closed at 8.15pm