

CROWLE CHURCH of ENGLAND FIRST SCHOOL
Minutes of Full Governing Body Meeting

Quorum: Governors 6	Date / Time: 8 th May 2018 7:00pm
Chair: Marisa Hackett-Lee (MHL)	Clerk: Jackie Larder

Present:	
Martina Abbott (MA) - Headteacher	Katie Kempson (KK)
Alison Roberts (AR)	Caroline Temple-Cox (CTC)
Sandra Meigh (SM)	Gareth Morgan (GM)
Tara Fallon-Lowbridge (TFL)	James Fox (JF)
Apologies:	
Alistair Stokes (AS)	

1 Apologies for Absence:

Apologies had been received and accepted from Alistair Stokes.

MHL advised that governor attendance at meetings was raised at a recent Chair of Governors DoWMAT meeting.

- **ACTION MHL: Write to AS to remind him of his duty to attend meetings as per the DoWMAT Code of Conduct**

At the request of a recently appointed governor, everyone introduced themselves and gave a brief summary of their background and experience.

2 Declaration of Interest:

JL reminded governors of the requirement to declare relevant business interests, memberships of governing bodies at other educational establishments and relationships with other governors or members of staff.

None stated.

3 Approval of Minutes of Meeting Held on 20th March 2018:

- **ACTION JL: Make minor amendments to minutes and bring to next meeting.**

4 Matters Arising from the Meeting 20th March 2018:

4 (7) - Water bill issue is ongoing.

All other actions were confirmed as complete or included on the agenda.

5 Safeguarding – including ALP Report

MA reported one Safeguarding incident with a group of girls which had been aggravated by parents discussing on WhatsApp before bringing to MA's attention. The incident has been dealt with successfully with the help of the NSPCC 'Pantosaurus' resources.

MA also noted that she had introduced a culture of recording all incidents immediately via different coloured forms in the office.

DBS certificates will need to be held on the single central record.

- **ACTION ALL: Governors to bring DBS certificates into school once received.**

6 Maths

MA had circulated the Observations Feedback report prior to the meeting. She explained differences between Abacus and White Rose materials. A White Rose specialist has come in to support staff and will conduct a Team Teach session after half term.

Inspire workshops for parents received 100% positive feedback. Governors agreed to Friends of Crowle suggestion that similar sessions replace Family Friday once per term on Friday afternoon. AR advised that for Reception class the Family Friday format would continue.

Governors conducted a Learning walk reviewing pupil workbooks and the Brilliant Maths board; MA pointed out differences in the workbooks since changeover from Abacus to White Rose, answered governors' questions and noted good progress had been made in a short period of time.

7 SIAMS

MA outlined changes to the SIAMS inspection from September; their definition of Outstanding has changed and will be much more difficult to achieve, the school vision needs to be underpinned by theology which must run seamlessly through everything we do and we must be able to demonstrate children's understanding and their spiritual growth.

MA has attended and AR will attend two day training course and both will also attend Understanding Christianity course.

Governors discussed the impact of the changes in particular for RE lessons and collective worship. Diocesan representative is coming into school to show examples of outstanding lessons, planning etc. TFL offered to attend and review collective worship. The forthcoming Health and Wellbeing Day could provide links to spirituality.

Governors felt that whilst the SIAMS inspection is undoubtedly important, this needs to be kept in perspective and must not overtake the other priorities of the school.

- ***ACTION JL: Christian distinctiveness to be standing agenda item at FGB meetings***

8 Website Compliance

MA noted changes required to school website in order to be compliant including:

- How Pupil Premium income is spent
- PE and Sports Premium – impact of spend and the SEN Annual Report

In the Governors section a 'Vision and Values Statement' and the current academic year Attendance Register must be included.

- ***ACTION MA: to send Accessibility Plan for next meeting***
- ***ACTION JL: Add to next meeting agenda governors vision & values***
- ***ACTION JL: Update website with current academic year attendance***

9 Staffing – Including Key data report

MA had circulated the Key Data Report prior to the meeting and pointed out key elements of the report:

Two children have low attendance. Governors considered the need to take next steps to tackle the issue and requested that MA looked into what that process should be.

- ***ACTION MA: Investigate persistent absence process with Local Authority***

MA outlined staffing changes within the support staff.

Governors asked MA to follow up with the two members of staff who have over 5 days sickness absence.

In answer to a governor question whether the absence of the Safeguarding Lead causes an issue, MA confirmed as deputy safeguarding lead she covers safeguarding in her absence.

➤ **ACTION MA: Follow up absence with two staff members**

Governors questioned the need for the additional teacher in years 1 & 2 but were satisfied with MA's explanation that she was fulfilling specific roles throughout the week.

MA recommended that NM's 12 months fixed term contract be made permanent. MHL explained, for the benefit of new governors the reasons that the contract was initially only temporary.

➤ **DECISION ALL: Unanimous agreement to make change contract of NM to Permanent**

10 GDPR

MA confirmed that school will be GDPR compliant by 25th May; DoWMAT are doing most of the work. SM offered her assistance if required.

11 Policies for Review & Approval

First Aid – 2nd paragraph 'name of school' and 3rd paragraph grammar 'has'
GDPR – governor queried the meaning of point 3.2. Data Controller; DoWMAT (Russell Dalton) is the data controller.

➤ **ACTION MA: Make amends as discussed & publish policies on website**

12 Roles of Governors & Monitoring Calendar

Link governor roles were discussed and assigned as follows:

Safeguarding – MHL

Mathematics – KK

RE – CTC Phonics – KK

English - SM

EYFS – TFL

Buildings - JF

PE – GM

Health & Safety – JF

Finance Committee – MHL/AS. SM also expressed an interest in Finance.

➤ **ACTION JL/ MA: Bring diary to next meeting for 2018/19 to schedule monitoring visits.**

13 Training Dates

MA circulated staff training dates and explained the reasons behind each session and the content. She invited the governors to attend any/all of the sessions.

Next FGB Meetings:

Tuesday 3rd July 6:00pm for training session with Claire Davies then 7:00pm FGB Meeting

The meeting closed at 9:45 pm

Signed

Date