



**FULL GOVERNORS' MEETING: THURSDAY 1 DECEMBER 2022 AT 7.00PM**

**AT SALE & DAVYS PRIMARY SCHOOL**

- 1. Attendees:** Mrs S Briggs, Mrs H Hogg, Mrs N Webster, Mr A Pabla, Mr J Comasky, Mr L Bottrill

**Apologies:** Mrs N Read, Mr R Grover, Mrs D Holt, Mr B Ward, Mrs G Newton

**Clerk:** Mrs V Lindsay

<p>2. <u>Reflect on DDAT Aims</u></p> <p>2.1 Governors considered the DDAT Aims along with the 7 Nolan Principles.</p>	
<p>3. <u>Declarations of confidential items</u></p> <p>3.1 There were no declarations.</p>	
<p>4. <u>Declarations of Interest</u></p> <p>4.1 There were no declarations.</p>	
<p>5. <u>Constitution and Recruitment</u></p> <p>5.1 Updated Governor Responsibilities were distributed for discussion. All governors agreed with the responsibilities allocated. <b>Action</b> – Performance Management to be added to Donna Holt’s responsibilities on final version.</p>	
<p>6. <u>Constitution Membership and nominated/designated link governors</u></p> <p>It was discussed that AP should move to Trust Governor. Following conversion to Academy, there is no longer a Local Authority role. VL provided AP with the application for Trust Governor.</p>	
<p>7. <u>Minutes of Previous meeting held on 7<sup>th</sup> July 2022</u></p> <p>7.1 Governors approved the minutes as a true record of the meeting.</p> <p>7.2 All actions completed. HH expressed difficulty navigation Governor Hub, this may potentially be due to accessing via and iPad. LB offered to show governors the features of Governor Hub which he finds useful at January’s meeting <b>-Action</b></p>	
<p>8. <u>Matters Arising</u></p> <p>8.1 SB asked if all governors had completed the Safeguarding Training. NW was still to complete. VL to send link with minutes and request governors to confirm completion via email – <b>Action</b></p>	



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<p>9. <u>Headteacher Report</u></p> <p>9.1 SB emailed the HT Report prior to the meeting and explained all changes were highlighted in red on the document. SB asked if there were any questions. <b>HH identified there was no separate section for governor visits</b> SB agreed it could be added under the Leadership and Management heading - <b>Action</b></p> <p>9.2 SB said there has been lots of interest in the school for the 2023/2024 Reception intake. Website visits have increased for the months since applications opened.</p>	
<p>10. <u>DDAT Updates</u></p> <p>10.1 SB informed governors that Mark Mallender, CEO of DDAT has resigned. DDAT are in the process of appointing a new CEO</p> <p>10.2 HH raised on NR behalf if a rota could be set up for DDAT governor training so sessions could be fairly split between governors. All agreed. SB has an email detailing all governor training and will forward to governors - <b>Action</b></p>	SB
<p>11. <u>Chair's Report</u></p> <p>11.1 HH raised the Keeping Children Safe in Education briefing with Sue Vasey and the emphasis on the need for professional curiosity and harm inside and outside the home. Part 2 requires all governors to do training. <b>Action</b> – Exercise in next meeting to check Governor requirements for KCSIE.</p>	HH
<p>12. <u>Safeguarding and Training</u></p> <p>12.1 SB has been distributing 39 weeks of Safeguarding to staff each week and will share this with governors at January's meeting. <b>Action</b></p> <p>12.2 Safeguarding Audit – SB informed governors that the outcome of the audit was effective. Some areas highlighted were that governors need prohibition checks, governor meeting minutes need to reflect the challenges and conversations of safeguarding, HH was questioned as part of the audit.</p>	
<p>13. <u>Committee Reports</u></p> <p>13.1 There were no reports.</p>	
<p>14. <u>Reports from Link Governors</u></p> <p>14.1 LB confirmed DP training had been completed and asked if all staff had completed the training circulated by Jason Hampton at DDAT. SB confirmed this was in progress.</p> <p>14.2 LB will be in school on the 7<sup>th</sup> December for a Science visit.</p>	



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<p>15. <u>School Policies</u></p> <p>The following policies were approved.</p> <p>15.1 EYFS  15.2 Intimate Care  15.3 School Uniform  15.4 Confidential Reporting  15.5 Safer Recruitment  15.6 Equality – HH asked is there is an equality governor. LB is equality governor  15.7 Emergency School Lockdown and Evacuation HH asked if this has been practiced recently. SB Said one would be scheduled soon.  15.8 Sex and Relationship Education  15.9 Exclusion  15.10 Attendance and Punctuality – This is new government guidance which will be communicated with parents.</p>	
<p>16. <u>Finance</u></p> <p>16.1 SB discussed the budget summary which is looking healthier following a budget meeting with Paul Clark, DDAT's interim Finance Manager. Updated summaries will be available at future governors meetings.</p>	
<p>17. <u>Pupil Premium Strategy</u></p> <p>17.1 SB discussed the pupil Premium Strategy with governors, all approved and agreed to publishing it on the website.</p>	
<p>18. <u>Performance Management</u></p> <p>18.1 SB's Performance Management meeting has taken place. Targets have been met and new ones set.</p>	
<p>19. <u>Special Educational Needs and Disabilities (SEND) Arrangements</u></p> <p>19.1 As highlighted in the Headteacher's Report.</p>	
<p>20. <u>Attendance</u></p> <p>20.1 As highlighted in the Headteacher's Report.</p>	



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<p>21. <u>Communication</u></p> <p>21.1 SB informed governors of the resignations of Rachel Brooks, Natasha Quiney and Sue Winter. All resigned for different reasons.</p> <p>22.3 HH and LB asked how VL felt about taking on Rachel's days. VL confirmed she was happy to cover in the interim and trial the role on a full time basis.</p> <p>21.3 SB said she has proposed a grade increase for the office role due to the additional responsibilities under DDAT . Governors agreed for this to take place.</p>	
<p>22. <u>School Development Plan</u></p> <p>22.1 SB discussed this document and confirmed this is continually being updated.</p>	
<p>23. <u>Self Evaluation Plan</u></p> <p>23.1 SB has accessed the Inspection Data Summary. KS2 writing is significantly above the national average and in the top 20%. KS2 Reading is significantly above the national average and in the top 20%. 4 pupils that were screened in Year 2 in 2022; 4 of those met the expected standard.</p> <p>23.2 SB has signed up to Fisher Family Trust. LB confirmed it was useful to see this being used. SB will be having training to get to grips with the document.</p>	
<p>24. <u>Governor Monitoring Plan</u></p> <p>24.1 SB confirmed this was on the previous agenda and has already started monitoring in terms of audit.</p>	
<p>25. <u>Governor Training and Business</u></p> <p>25.1 Already covered.</p>	
<p>26. <u>Any other School Business</u></p> <p>26.1 None</p>	
<p>27. <u>Other Business</u></p> <p>27.1 LB discussed the Research Review Scheme as a useful tool for governors to have prior to school visits. Link: <a href="https://www.gov.uk/government/collections/curriculum-research-reviews">https://www.gov.uk/government/collections/curriculum-research-reviews</a></p>	
<p>28. <u>Have decisions been made with consideration to the 7 Nolan principles</u></p> <p>28.1 Governors agreed these had been considered.</p>	



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29.	<u>Confirmation of Next Meeting</u>	
29.1	Next meeting planned for 19 <sup>th</sup> January 2023 via Zoom	
30.	<u>Confidential Business</u>	
30.1	There was no confidential business to discuss.	

**Interrogation/critical evaluation by Governors is highlighted in red**

<b>Action Points</b>			
<b>What</b>	<b>Minute</b>	<b>When</b>	<b>Who</b>
Performance Management to be added to Donna Holt's responsibilities.	<b>5.1</b>	<b>January</b>	<b>VL</b>
Show governors the features of Governor Hub	<b>7.2</b>	<b>January</b>	<b>LB</b>
VL to send Safeguarding Training link with minutes and request governors to confirm completion via email.	<b>8.1</b>	<b>January</b>	<b>VL/All</b>
Add governor visits under the Leadership and Management heading	<b>9.1</b>	<b>January</b>	<b>SB</b>
Email governor training events to governors.	<b>10.2</b>	<b>January</b>	<b>SB</b>
Exercise in January's meeting to check Governor understanding of requirements for KCSIE.	<b>11.1</b>	<b>January</b>	<b>HH</b>
SB to share 39 weeks of Safeguarding with governors.	<b>12.1</b>	<b>January</b>	<b>SB</b>
<b>Next meeting Thursday 19th January 7 pm via Zoom</b>	<b>30.1</b>	<b>November</b>	<b>All</b>