



FULL GOVERNORS' MEETING: THURSDAY 22 SEPTEMBER 2022 AT 7.00PM VIA ZOOM

AT SALE & DAVYS PRIMARY SCHOOL

- 1. Attendees:** Mrs S Briggs, Mrs N Read, Mrs H Hogg, Mrs N Webster, Mr A Pabla, Miss G Roberts, Mr J Comasky

Apologies: Mr L Bottrill, Mrs D Holt, Mr B Ward

Clerk: Mrs V Lindsay

2.	<u>Reflect on DDAT Aims</u>	
2.1	Governors considered the DDAT Aims along with the 7 Nolan Principles.	
3.	<u>Declarations of confidential items</u>	
3.1	There were no declarations.	
4.	<u>Membership</u>	
4.1	Elections took place for Chair and Vice-Chair. Mrs Nicola Read was elected as Chair and Mrs Hannah Hogg elected as Vice-Chair.	
5.	<u>Virtual Meeting Protocol</u>	
5.1	Declaration and Code of Conduct	
6.	<u>Constitution and Recruitment</u>	
	See point 7.1	
7.	<u>Committee Membership and nominated/designated link governors</u>	
7.1	It was discussed that the term of office for Mr Rob Grover has ended. Administration for Parent Governor elections is in progress (Minute 3.1 July 2022)	
8.	<u>Minutes of Previous meeting held on 7th July 2022</u>	
8.1	Governors approved the minutes as a true record of the meeting.	
8.2	Minute 8.1 – Safeguarding training data to be in next person - to be discussed in HT Report	
8.3	Minute 8.3 - Catch up teaching report to be presented at September meeting – This is still in progress	
8.4	Minute 17 – Consider admin roles/responsibilities. This is included in the HT report. VL made governors aware of the additional work and challenges for office staff following conversion to DDAT. SB to meet with DDAT to discuss. Action	
9.	<u>Matters Arising</u>	
9.1	There were no matters arising.	



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10.	<u>School Improvement Plan (Governing Body Objectives) for 2022/2023</u>	
10.1	Governors were asked to complete the skills matrix and return to school by 10 th October. These will be reviewed before the next meeting.	
11.	<u>Headteacher Report</u>	
11.1	SB discussed the content of the Headteacher's Report with governors, including the Music Deep Dive, Health and Safety Audit and planned Early Years Audit.	SB
11.2	SB confirmed there are currently 96 children on roll, five children have left or relocated over the summer.	
11.3	Attendance year to date is currently 97.7% with 0.95% unauthorised.	
11.4	SB discussed a safeguarding incident due to a bogus phone call made to school. SB confirmed what actions had been taken to reaffirm safeguarding protocols with staff and parents.	
12.	<u>DDAT Updates</u>	
12.1	SB highlighted the Governor Conference on Governor Hub and asked governors look for any workshops they may want to complete. Action	SB
13.	<u>Chair's Report</u>	
13.1	NR informed governors that she had attended Safeguarding Training with staff in September.	NR
13.2	NR continues to have regular updates with SB	
14.	<u>Safeguarding and Training</u>	
14.1	All staff attended Safeguarding training on 6 th September.	
14.2	Staff have completed Online Safety training on 22 nd September.	
14.3	In line with the Keeping Children Safe in Education 2022 all governors need to complete safeguarding training. A link to a video for this was circulated prior to the meeting on 20 th September. Governors were asked to watch this before the next meeting.	
14.4	NR discussed the National Online Safety website for useful information. VL will include a link to this on the school website and send to parents. Action	



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15.	Committee Reports	
15.1	There were no reports.	
16.	<u>Reports from Link Governors</u>	
16.1	There were no reports.	
17.	<u>School Policies</u> The following policies were approved.	
17.1	Medical Needs – Amend policy to remove Local Authority wording, state in policy medicine needs to be in original packaging.	
17.2	Teacher Appraisal	
17.3	Child Protection – HH asked how records are recorded, SB confirmed they are all kept central on CPOMS. HH asked SB to check this was compliant and no paper copies are required. HH asked for the policy to reflect this.	
17.4	Positive Behaviour	
17.5	Declaration of Interests	
17.6	Governor Skills Audit – to be reviewed at next meeting	
17.7	Governor Responsibilities – Governors to return to school by 10 th October	
18.	<u>Finance</u>	
14.1	No finance updates. SB still waiting for bank access	
19.	<u>Curriculum and Achievement</u> SB discussed the School Improvement Plan with govenors.	
20.	<u>Special Educational Needs and Disabilities (SEND) Arrangements</u> SB has been chasing various people for funding support for pupils with complex needs. Recruitment is currently in progress for an additional TA to provide additional support. NR asked if parents are happy the school can provide the best education. SB confirmed parents are happy and feel the school is the best option for their children.	
21.	<u>Attendance</u>	
21.1	As highlighted in the Headteacher's Report attendance is currently 97.7%	



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22.	<u>Communication</u>	
22.1	There were no communications to discuss.	
23.	<u>School Development Plan</u>	
23.1	SB discussed the context of this with governors.	
24.	<u>Self-Evaluation Form</u>	
24.1	Nothing to cover currently in the academic year. Item deferred.	
25.	<u>Governor Monitoring Plan</u>	
25.1	SB discussed this document with governors.	
26.	<u>Governor Training and Business</u>	
26.1	This item has been covered in previous sections.	
27.	<u>Any other School Business</u>	
27.1	Open Day planned for 18 th October. Harvest Festival scheduled for 7 th October.	
28.	<u>Any other Business</u>	
28.1	Opening Payer – Governors suggested BW could open each meeting with a prayer starting from the next meeting. Action	
28.2	NW would like to meet with NR to gain more knowledge of the governor role. Action SB advised governors to focus on their responsibilities and school is flexible if they wish to visit.	
29.	<u>Have decisions been made with consideration to the 7 Nolan principles</u>	
29.1	Governors agreed these had been considered.	
30.	<u>Confirmation of Next Meeting</u>	
30.1	Future meetings planned for 10 th November 2022, 19 th January 2023, 9 th March 2023, 11 th May 2023 and 6 th July 2023.	
31.	<u>Confidential Business</u>	
31.1	There was no confidential business to discuss.	

Interrogation/critical evaluation by Governors is highlighted in red



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Action Points			
What	Minute	When	Who
Consider admin roles/responsibilities	8.4	November	SB/DDAT
Governors to look for workshops on Governor Hub	12.1	November	All
Add link to school website for National Online Safety website.	14.4	November	VL
Child Protection Policy – Check no paper records are required and policy to reflect online records only.	17.3	November	SB/VL
Open future meetings with prayer	8.3	November	BW
NW to meet with NR to gain more knowledge of governor role.	9.1	November	NW/NR
Next meeting Thursday 10th November 7 pm	30.1	November	All