



FULL GOVERNORS' MEETING: WEDNESDAY 24 OCTOBER 2018 AT 7.00PM

Attendees: Mrs S Briggs, Mrs N Read, Cllr J Harrison, Mrs H Hogg, Mrs D Holt, Mrs F Moore, Mrs J Thompson, Mr A Vintner, Mr R Grover, Mrs K Slater

Apologies: Mrs N Tompson

Clerk: Mrs V Lindsay

<p>1. <u>Apologies and Declarations of Pecuniary Interest</u></p> <p>1.1 Governors accepted the apologies noted above.</p> <p>1.2 There were no declarations.</p>	
<p>2. <u>Minutes of the meeting held on 19 September 2018 and Matters Arising</u></p> <p>2.1 It was agreed amongst the Governors that there is no requirement to review the previous minutes during meetings. Minutes are circulated prior to meetings and specific queries with the content will be discussed should they arise.</p> <p>2.2 Outstanding actions:</p> <p>2.3 (3.1) Issues with the DFE ASP access are ongoing. SB to check if local schools are experiencing similar problems and seek advice for workarounds.</p> <p>2.4 (3.3) Governors have been sent the 'Keeping Children Safe in Education' document.</p> <p>2.5 (3.4) SB confirmed a TPO exists on the trees surrounding the field.</p> <p>2.6 (3.6) RB has amended minute 5 from July 2018 meeting to NR.</p> <p>2.7 (3.7) SB will check with other schools for the Extended Schools Policy</p> <p>2.8 (3.8) Evolve Training and CIP on agenda for this meeting.</p> <p>2.9 (5.1/5.2) SIP on agenda for this meeting.</p> <p>2.10 (8) SEN on agenda for this meeting.</p> <p>2.11 (11.2) RB has completed the adjustment forms for AHT's.</p> <p>2.12 (12) JH confirmed that the Patch Officer has increased the pupil numbers and this has made a significant improvement to the Finance Plan. Further discussion may be required during the Patch Officer annual visit once pupil numbers for the 2019/2020 academic year are available.</p> <p>2.13 (12) SB has requested for the lead IT representative to provide quotes for laptops and tablets. SB has also sought quotes for cabinets and visualisers.</p> <p>2.14 (12) Marketing on agenda for this meeting.</p> <p>2.15 (15.1) RB has updated the terms of office.</p> <p>2.16 (15.2) Future meeting dates to be agreed during meeting.</p>	<p>SB</p>
<p>3. <u>Correspondence</u></p> <p>None.</p>	
<p>4. <u>School Improvement Plan – Key Priorities 2018/19</u></p> <p>4.1 SB discussed the Headteacher's Report Summer 2018 focusing on the impact of key priorities.</p> <p>4.2 SB discussed the 2017/2018 SATs results. Link: http://www.saledavys-primary.co.uk/attainment-&-progress</p>	



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4.3	<p>SB showed the 2016/2017 SATs results comparisons with local schools using data from Gov.uk. Link: https://www.gov.uk/school-performance-tables</p> <p>These comparisons show Sale and Davys as the best performing school in the local area.</p>	
5.	<p><u>Chair of Governors Communication</u></p>	
5.1	<p>NR discussed areas highlighted at the National Governance Association Summer Conference including Governors being present at school events Parents Evening and Festive Afternoon. Dates for the next Parents Evening and Festive Afternoon to be agreed by next meeting.</p>	SB
5.2	<p>NR discussed the NGA's Spotlight on Disadvantage campaign which focuses on expenditure not just in the classroom but also root cause. SB will look into this further however discussed that the school's Pupil Premium children do not have typical home pastoral needs of a disadvantaged pupil. Link: https://www.nga.org.uk/About-Us/Campaigning/Spotlight-on-Disadvantage.aspx</p>	SB
5.3	<p>Copies of the Key Priorities for the academic year were available during the meeting for Governors to take away.</p>	
6.	<p><u>Governor Feedback</u></p> <p>None.</p>	
7.	<p><u>SEN</u></p> <p>SB discussed the Progress Report, SEN provision mapping, Information Report and Accessibility Plan. Link: http://www.saledavys-primary.co.uk/sen-provision</p>	
8.	<p><u>Safeguarding</u></p>	
8.1	<p>SB confirmed that Safeguarding training took place for all staff and was also attended by Playgroup in September 2018.</p>	
9.	<p><u>Health & Safety</u></p>	
9.1	<p>SB attended EVOLVE training and confirmed the school is adhering to the EVOLVE recommendations.</p>	SB
9.2	<p>Input on EVOLVE is required by the Educational Visits Coordinator and the Headteacher. SB will assign the role of Educational Visits Coordinator from herself to Justin Comasky to ensure input is from two independent people.</p>	



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<p>10. <u>Staffing</u></p> <p>10.1 Request for time off during term time to be taken as time in lieu for Carol Toplis was agreed by the Governors.</p> <p>10.2 Request for time off during term time and hours to be covered by VL was agreed by Governors for Rachel Brooks</p>	
<p>11. <u>Finance</u></p> <p>Discussed during 'Minutes of the meeting held on 19 September 2018 and Matters Arising', action point 2.12 (12)</p>	
<p>12. <u>Policies & Statutory Documents</u></p> <p>Governors ratified the following policies with the exception of 12.1 and 12.5:</p> <p>12.1 Helpers in School Policy 12.2 IT Acceptable Use Policy 12.3 Records Transfer and Security Policy 12.4 Separated Parents Policy 12.5 Collective Worship Policy 12.6 Religious Education Policy</p> <p>12.7 Keeping Children Safe in Education (Document)</p> <p>12.8 JH has identified 15 grammatical errors. JH will call the school office to discuss the amends required.</p> <p>12.9 HH questioned the aims within the Helpers in School policy which state 'All helpers will be subject to a Children's Register Check and full DBS clearance if they help every week' SB confirmed a DBS is always required. VL to amend policy.</p> <p>12.10 HH requested that all helpers read and sign a copy of the Behaviour Policy. VL to include this in the policy.</p> <p>12.11 HH raised that a Residency Order no longer exists. VL to action on Separated Parents Policy.</p> <p>12.12 HH requested a definition of 'casual relationship' as stated in the Separated Parents Policy. VL to action.</p> <p>12.13 HH requested a definition of 'some involvement' as stated in the Separated Parents Policy. VL to action.</p> <p>12.13 HH questioned the contradiction in two paragraphs in the Separated Parents Policy as to when a child can and cannot be taken home. VL to action.</p>	<p>VL</p> <p>VL</p> <p>VL</p>
<p>13. <u>Academy Sub Committee Report</u></p>	<p>SB</p>



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<p>There has been no recent update due to the current health of the Director. SB to speak to the deputy for an update of what to inform Governors.</p>	
<p>14. <u>Marketing</u></p> <p>SB and NR have met to discuss promoting the school in preparation for Primary Admissions opening in November. Actions to include:</p> <p>14.1</p> <p>14.2 o Put 'Barrow' on the school website (VL)</p> <p>14.3 o School Open Day arranged for 23rd November between 9.15 – 11.30 (SB)</p> <p>14.4 o Create flyers for Open Day (NR)</p> <p> o Take flyers to local nurseries and playgroups (VL)</p> <p>JT offered to meet and greet visitors on the open day.</p>	<p>VL SB NR VL</p>
<p>15. <u>AOB</u></p> <p>15.1 SB has been approached by a parent who would like to take advantage of The Assisted Instrument Purchase Scheme (AIPS) which enables pupils to purchase musical instruments through their school net of VAT. Link: https://www.gov.uk/hmrc-internal-manuals/vat-government-and-public-bodies/vatgpb7825 JH suggested contacting the Community Leadership Scheme for a contribution toward school instruments.</p> <p>15.2 JT thanked the staff, pupils and parents for the Harvest Festival and the contributions to the Padley Centre.</p> <p>15.3 KS asked for a date for the Performance Management Meeting. SB to confirm.</p> <p>15.4 Future meeting dates were agreed for:</p> <p>Wednesday 5th December 2018 Wednesday 30th January 2018 Wednesday 27th March 2019 Wednesday 8th May 2019 Wednesday 19th June 2019 Wednesday 10th July 2019</p>	<p>SB</p>



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Interrogation/critical evaluation by Governors is highlighted in red

Action Points			
What	Minute	When	Who
Check if local schools are experiencing DFE ASP access issues.	2.3	05/12/18	SB
Confirm dates for Parents Evening and Festive Afternoon	5.1	05/12/18	SB
Review Spotlight on Disadvantaged	5.2	05/12/18	SB
Assign the role of Educational Visits Coordinator to Justin Comasky	9.1	05/12/18	SB
Amend policy errors identified by JH	12.8	05/12/18	VL
Amend Helpers in School Policy	12.9/12.10	05/12/18	VL
Amend Separated Parents Policy	12.11/12.13	05/12/18	VL
Update from Deputy on Academy Sub Committee	13	05/12/18	SB
Include references to Barrow on school website	14.1	05/12/18	VL
School Open Day	14.2	05/12/18	SB
Create Open Day flyers	14.3	05/12/18	NR
Distribute flyers to local nurseries and playgroups	14.4	05/12/18	VL
Confirm date for Performance Management Meeting	15.3	05/12/18	SB

Next Meeting:- 7.00 pm Wednesday 5 December 2018