

Townley School & Pre-School

Christchurch, Wisbech, Cambs. PE14 9NA



Email: office@townley.cambs.sch.uk

Tel/Fax: 01354 638229

Headteacher: Mrs Maria-Anne Higgins

Minutes of the Meeting of the Full Governing Body

Monday 5th March 2018 – 7.00 p.m.

1. Those Present:

Fred Yeulett (Chair), Maria-Anne Higgins (Headteacher), Yvonne Chenery, Simon Freeland and James Hughes (Vice-Chair).

Two Governors arrived at 6.45pm for the Walk Round.

Others present:

Tina Chisholm (Clerk)

2. Apologies for absence

- Andrew Murray and Natalie Paine were not present, no apologies were received. Chair to liaise with absent governors to ascertain reason for no apologies.

Action: Chair to Liaise with Governors regarding lack of apologies.

- No apologies were received.
- Clerk reminded governors that dates of meetings are agreed at the start of the academic year and are listed in all minutes.

3. Declaration of Interests

There were no items to declare for this meeting.

4. Minutes of Previous Meeting

- The Clerk apologised and advised that due to her workload the previous minutes had not been typed and sent to governors. The Clerk read though the notes from the last meeting dated 15th January 2018.
- Agenda Item 4 – Co-opted vacancy has now been advertised. Also covered at agenda item 5 of this meeting.
- Agenda Item 5 - Terms of Reference still to be updated due to not having access to any model guidance of FGB Terms of Reference. Clerk to investigate model Terms of Reference so that governors can draw up and agree.

B/F: Terms of Reference to be drawn up and agreed

- Agenda Item 5 – Outstanding safeguarding training evidence now seen.
- Agenda Item 5 - GPDR covered at Agenda Item 10 of this meeting.
- Agenda Item 5 – The heating has now been installed in the dining room.
- Agenda Item 5 – Governor has now met with Headteacher for feedback on Governors Briefing.

FGB 2017 Page 24

Signed: _____
Chair of Full Governing Body

Date: _____

- Agenda Item 5 – Model Governing Body Self-Evaluation Tool – Covered at Agenda Item 13 of this meeting.
- Agenda Item 6 – Safer Recruitment Training covered at Agenda Item 12.
- Agenda Item 6 - One governor has yet to e-mail the clerk to confirm that they have read Annex A of the KCSIE Part 1.
Action: Outstanding confirmation of reading Annex A of KCSIE Part 1 to be sent to the Clerk or Headteacher
- Agenda Item 7 – School Performance Data has still not been completed. To be carried forward to next meeting.
B/F: School Performance Data to be carried forward to next meeting
- Agenda Item 10 - Individual Costing Report for Sports Grant to be distributed to Governors is outstanding.
B/F: Individual Costing Report for Sports Grant to be distributed to Governors.
- The Minutes of the meeting of the FGB held on 15th January 2018 were agreed in principal and will be checked, approved, and signed by the Chair, once the Minutes are typed and distributed by the Clerk.
Action: Clerk to complete typing of the Minutes and distribute to governors for approval, agreement, and signature.

5. Co-Opted Governor Vacancy

- Following advertising of a Co-opted Governor vacancy interest has been received.
- One interested party is due to visit the school and meet with the Headteacher and Chair.
- A second interested party is due to be contacted with details of the co-opted vacancy.

6. Safeguarding Updates

- The Safeguarding Report dated 19th October 2017 to 5th March 2018 was distributed to governors.
- The Headteacher highlighted the need for Safer Recruitment Training. One governor is booked on training for 18th June 2018. The Chair advised he would confirm with the Clerk if he is also able to attend, and if so will arrange booking on to the training.
Action: Chair to liaise with Clerk regarding training for safer recruitment.
- The Headteacher requested that Safeguarding Report and Policies and Procedures alternate as Agenda Items at FGB meetings (once each per term). Governors agreed to this request.
Agreed: Safeguarding Report and Policies and Procedures to alternate as Agenda Items at FGB meetings (once each per term)
- A typing error was highlighted under 'Perceptions of Safety', it should read November '2017' not '2018'.
Action: Typing error to be rectified.

- Governors questioned the Headteacher on the increase in CAF/Family Support Assessments and Records of Concern. The Headteacher responded by saying that she felt that staff were possibly over-reporting to be safe.
- Governors were reminded of the reporting process under Managing Allegations.
- Governors questioned the Headteacher on how the school deals with incoming/outgoing Child Protection files. The Headteacher advised that a letter is sent by special delivery with all files, where the recipient is required to sign and returned acknowledgement of receipt. Governors asked if the school was proactive in chasing Child protection files for new admissions, and the Headteacher confirmed that we do request them but it is not documented. Governors suggested and agreed to the school providing a checklist for all incoming and outgoing Child Protection Files, so that they can be traced.
Action: Child Protection File Checklist to Be Created
- The Safeguarding Report dated 19th October 2017 to 5th March 2018 was agreed and signed.
- Safeguarding is an Agenda item at all FGB meetings to give all Governors an opportunity to raise any concerns regarding Safeguarding. The Safeguarding Report will be taken to the FGB once a Term. It is also the opportunity for Governors to be made aware of current or potential Safeguarding issues.

7. Finances Update

- The most recent BCR report, distributed to governors, confirmed that school budget is on target.
- The Pre-school budget may not claw-back as much deficit as previously thought due to a double payment having been received in December 2018.
- Aged Pre-school debts are now coming in slowly due to persistent chasing.
- Two further Fire Doors are required. There are funds in the devolved capital available. If ordered before the end of the financial year they will come out of this year's budget. If not invoiced until 2018/2019 Financial Year the Devolved Capital will be carried forward and funds still available. A quotation had been received by the school and, based on advice from the School's Property Management Consultant, governors agreed to the works being carried out under that quotation.
Agreed: Two further fire doors to be purchased and fitted as per quotation received, and the funds to be taken from the devolved capital in the budget.
- The electricity budget is likely to go over budget. The Headteacher is looking into an Energy Saving Project being promoted by the LA, and an initial inspection has been carried out. The current energy rating for the school is very poor (F). Once the Inspection Report has been received it will be taken before the FGB to address.
B/F: Once Energy Saving Inspection Report is received it is to be taken to the FGB to address.

- The Health and Safety Governor has checked the premises following the recent snow fall, and has confirmed there appears no sign of damage caused.

8. Schools Financial Value Standards (SFVS)

- The school's SFVS is due to be submitted to the Bank Account Team by 31st March 2018.
- The Clerk is awaiting the most recent assessment form, and once received will e-mail to all governors, along with last year's submitted assessment, for governors to update and agree. Once updated, agreed and signed, the clerk will submit to the Bank Account Team.

Action: SFVS to be sent to Governors for updating, agreeing and signing before being submitted, by the Clerk, to the Bank Account Team.

9. Headteachers Report

- The February 2018 Heads Report to governors had been e-mailed to all governors prior to this meeting.
- The LA Review took place on 10th January 2018, and the Report has now been received and distributed to Governors.
- The LA Review report highlighted areas in need of improvement and action needed.
- The area mainly in need of improvement and action to be taken is in years 5 and 6.
- The Chair reiterated the need for governors to challenge the Headteacher on improvement priorities, and to look at progress made under the Schools Development Plan (SDP).
- The Chair invited the Vice-Chair to join him at his regular meetings with the Headteacher.
- The Chair again reminded Governors of the importance of attending monitoring visits regularly so that progress can be evaluated. The LA advice is that all governors should visit at least half termly.
- The report highlighted that action needs to be taken in completing the Governing Body Self Evaluation Tool. This item is being addressed at Agenda Item 13.
- Governors questioned the Headteacher on what additional support is being put in place for SEN pupils. The Headteacher informed governors, that following interviews, 2 new Teaching Assistants had been appointed and that once all employment checks have been completed they would start in post. The Headteacher also informed governors that one bank staff Teaching Assistant had also been appointed. The suggestion was made that an advert be put in the local 'Heron' for bank staff. Governors agreed that this would be advantageous.

Action: Advert for Bank Staff to be advertised in the local 'Heron' communication.

- Governors questioned the Headteacher on the Headteacher's Report. They asked if pupil numbers were still changing regularly. The Headteacher informed governors that another Year 6 pupil is due to start next week, and that there are more admissions than leavers now.
- Governors questioned the Headteacher on Attendance, which has dropped again. The Headteacher informed governors that communication with the Education Welfare Officer (EWO) was ongoing and that penalty notices are now being enforced. The Headteacher hopes that the threat of Penalty Notices, and enforcement of them, will increase attendance within the school. The Headteacher also notified governors that attendance for each class is published weekly on the school newsletter.
- The Chair questioned the Headteacher on any reports of bullying within the school. The Headteacher confirmed that there have been no reports since the last meeting, and that training has since been undertaken by staff which appears to be having a positive effect.

10. **GDPR**

- The Headteacher read through the key principles of GDPR and the requirements of the school.
- ICT service are offering a service to support schools with GDPR. An initial audit by the ICT Service costs £600, or the audit with continued support by a named officer at the cost of £500 per year for 3 years.
- Due to the changes and new requirements the Headteacher recommended signing up for the 3 year service.
- Governors discussed the options available, the new requirements and advice needed, along with the additional workload. Governors agreed that the school should sign up for the 3 year service offered by the ICT Service, and build the cost into the budget over the next 3 years.
Agreed: School to sign up for the 3 year ICT service offered for GDPR

11. **SEF and SDP**

- Governors were issued with the Governor Monitoring of School Development Plan prior to the meeting, to address areas in need of action.
- The school's Development and Action Plan for 2017/2018 was distributed to governors prior to the meeting.
- The Governor Monitoring of School Development Plan was read through and the action plan updated on areas that governors need to take responsibility for and to action.

12. **Attendance at Governor Training**

- The Headteacher has attended the Termly Governor Briefing.
- The Early Years Governor has attended the Early Years Briefing and reported complimentary feedback on Townley's Early Years Unit.
- The Clerk has attended the Termly Clerks Briefing.
- The Chair reminded Governors again that they are part of the leadership of the school and it is therefore essential for them to be committed to attending at least 2 briefings/training sessions per academic year.

FGB 2017 Page 28

Signed: _____
Chair of Full Governing Body

Date: _____

13. Audit of Governing Body Effectiveness

- The Model Governing Body Self Evaluation Tool has still not been completed. The Clerk informed the meeting that no feedback from governors had been received following distribution of the previous Audit and the new Model Governing Body Self Evaluation Form.
- The Chair advised Governors that this urgently needs addressing as it is an action highlighted in the LA Report.
- Governors discussed ways forward to address completion of the Tool, and agreed that the way forward would be to set up an access application to enable all governors to access, view, and update the tool. The Vice-Chair agreed to explore and set this up.

Action: Vice-Chair to explore and set up an application so that all Governors can access, view and update the Model Governing Body Self Evaluation Tool.

14. Correspondence and Education News

- Governors were reminded to consider and explore Academy status, and to contact the Chair and Headteacher with any feedback.
- Governors were reminded to check their pigeon holes in the school office for any post and correspondence.

15. Dates of Meetings for 2017/2018

Monday 30th April 2018 at 7.00pm

Monday 16th July 2018 at 7.00pm