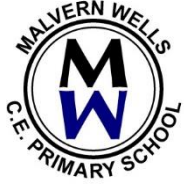


Malvern Wells CE Primary School
Minutes of the Full Governing Body Meeting
Thursday 26th April 2018 6.30pm

ACTIONS

Item	Action	By whom	By when
6	Keep MAT on the agenda	Governors	Ongoing
6	Invite head of Hanley Swan to talk to FGB	AE	When appropriate
6	Chase staff contracts	AE	Summer
6	Draw up a maintenance plan	Operations	Summer
6	Collate skills audit and add to the website	FS	This term
6	Prepare Ofsted ready folder	JA	Asap
6	Email contents to governors	DS	Asap
6	Finish volunteer policy and code of conduct	AE & SP	Asap
6	Rationalise grouping of policies on website	AE & DS	This term
6	Record policy review dates	FS, PB, DS	Summer
6	Do online Safeguarding Children session	HR	Asap
6	Do Prevent training	Governors	Asap
6	Check if governor DBS checks need renewing	DS	Asap
6	Read "Safeguarding Children in Education" and sign list in the office	Governors - only need to read Part 1	Asap
6	Check Secretary is getting the updates needed for the Single Central Record	DS & School Secretary	After GDPR training
6	Check training requirements/recommendations	DS	Asap
6	Link governors visit	PB	Summer term
6	Formulate and implement an induction plan for governors	DS, FS, AE	Summer
6	Put it on next FGB agenda	DS	28 th June
6	Investigate changing school day	AE	This term
6	Ensure Head Teacher's report is compliant	FS & AE	Next FGB meeting
6	Attend Health and Safety Training	PB AF?	July
6	Do NSPCC online Safer Recruitment training	AF	Asap
7	Next steps from Tim Reid's review	AE + Staff	Ongoing
7	Repair steps	Caretaker	Asap
7	Review Ethos and Values Statement	RE/CW Com	3 rd May
8	Report on English	English Leader	Next T,L&S meeting
9	Implementation of GDPR	PB SP FS AE	25 th May
9	Include Equality Policy on next	DS & Ops	June

	Operations agenda	Committee	
9	Put template for training feedback on website	AE & DS	Asap
9	Give feedback on training & link gov visit	All governors	Next FGB
9	Download GDPR pack from the Key for School Leaders	AE	Before GDPR meeting
9	Find out how other schools are appointing DPOs	DB	Asap
10	Send in Budget Planning Summary	AE	Asap
11	Implement the Focus for Improvement	AE + Staff	End of term
12	Link governor see samples of work and meet lead teacher	AE	This term
12	Email AE to arrange meetings with link governors	Link governors	Summer term
12	Alter wording on link governors templates	DS	Asap
14	Publish corrected term dates	AE	Asap
15	Return SFVS	AE	Asap
.16	Add SDP review to next FGB & T,L&S agendas	DS	June



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Present:

Frances Surrige (Chair)	Alison Earp (Head)
Margaret Buchanan	Peter Boydell
Sarah Pawson	Alison Findlay
Jen Alford	Helen Routledge
Dave Bruce (part of meeting)	

In Attendance:

Dinah Sage (Clerk)

1) Apologies

None

2) Prayer

Led by Margaret Buchanan

3) Election of vice-chairman

Peter Boydell was unanimously appointed.

4) Declaration of pecuniary or other interests

None declared.

5) Approval of minutes of meeting held on 22nd March 2018

The minutes were approved and signed.

6) Matters arising from minutes of 22nd March

Multi-Academy Trust (MAT)

Both committees recommended that the decision on whether to become an academy should be postponed until the assistant head is in place.

Governors agreed...

- Keep an eye on updates
- The head of Hanley Swan is willing to talk to the governors
- Keep MAT on the agenda

Action: Keep MAT on the agenda Governors
Ask Head of Hanley Swan to talk to governors when appropriate AE

Action	By whom	By when	Progress
Email the scheme of delegation	Lindsey Cooke	Asap	Received
Plan how to move forward on considering joining a multi-academy trust	FS & AE	Summer	On hold
Seek more information, including <ul style="list-style-type: none"> • Forward the HUET scheme of delegation • Invite head of Hanley Swan to talk to governors. • Invite a head of a primary in the DoWMAT 	AE	Summer	Ongoing
Discuss whether to become an academy	T,L&S + Ops	18 + 19 April	Discussed by committees
Hold an extraordinary meeting	FGB	If necessary	On hold
Rehearse evacuation	AE	Summer	Evacuation to Abbey College went well
Have heating control panel installed	Operations	Summer	Ongoing - asbestos
Make sure staff have contracts to sign - email again	AE with Mercury HR	Summer	Ongoing - no reply to email
Discuss EAL, the impact of the Pupil Premium and the impact of interventions with the SENDCo and the SIA and ask for information on them to be included in the report to governors.	MB discuss with the SENDCo & the SIA	Next FGB meeting?	Completed
Put SEF on website	AE	Asap	Completed
Add updates of SDP to governors' area	AE	Asap	Ongoing
Send notes on governors' induction to FS	DS	Asap	Completed
Write an induction policy for governors	FS	Summer	Draft written
Check latest Governance Handbook is on website	DS	Asap	Present
Invite Neil from Place Partnership to help draw up a maintenance plan	PB, AE + Place Partnership	Easter	Ongoing - Operations
Draw up a maintenance plan	Operations	Easter	Ditto
Collate skills audit and add to the website	FS & MB	Summer	Encourage governors
Send contents for Ofsted ready folder	AE	Easter	Completed
Prepare OFSTED ready folders	JA	Beginning of summer term	Working on it
Email contents to governors	JA, AE & DS	ditto	
Finish the volunteer policy & code of conduct. Also to cover governors	AE & SP	Asap	Ongoing
Record policy review dates on a portal	AE,FS,PB,DS	Asap	Ongoing

Do online Safeguarding Children session	Ditto	HR	Completed by all except HR
Do Prevent training	Ditto	Asap	Ongoing
Do gov DBS checks need renewing?	DS	Asap	Not yet
Check Julie is getting the updates needed for the Single Central Record	DS & school secretary	After GDPR training	After GDPR training
Advertise for an assistant head	AE	As soon as LA confirms school finances	Interviews next week
Give remaining governors access to SPTO	AE	Asap	Completed
Read "Safeguarding Children in Education" and sign the list in the office	Governors who haven't signed yet	Asap	Only need to read Part 1 for governors
Check training requirements/ recommendations	DS	Asap	Not yet
Link governor visit	PB	Summer	SP has visited
Show SP round school	SP & AE	Easter	Completed
Ensure all legally required documentation is in the appropriate area of the school website	AE, DS, PB, SP	Asap	Completed
Formulate and implement an induction plan for governors	FS	Summer	Making progress
Put specimen pre- and post-visit form on the website	DS & FS	Asap	Alter slightly
Produce HT report 7 days before FGB meeting	AE	7 days before 26 April	Was earlier
Add September figures to data summaries	AE	September	Has been shown how
Investigate progress of Years 4 & 6	AE	Early summer term	Early summer term
Present data to the T,L&S Committee, then the FGB termly	AE	First FGB mtg of each term	Completed
Ask for SEND report to show how interventions are targeted	AE	For next FGB meeting	Completed
Attend GDPR course	PB	16 April	Completed
Ditto	AE & School Secretary	27 April	Tomorrow
Prepare action plan for GDPR	FGB	1 May	By 25 th May
Circulate SFVS	AE	Asap	Completed
Read it	All governors	"	Completed
Collate & return to AE	DS	"	Completed
Send assistant head job spec to HR	AE	After staff consultation	Completed
Check changes to the school day against requirements	FS	Easter	On hold, AE to investigate
Put to Parents Forum	AE	Summer	ditto
Add change of school hours to next FGB	FS, DS	26 April	ditto

agenda			
Give JA a contents page for an Ofsted-ready file	AE	By Easter	Completed
Produce an Ofsted-Ready file	JA	Over Easter	Ongoing
Attend Health & Safety training	PB AF	July Book course	July
Attend Safer Recruitment training	AF	When a course is available	Do NSPCC online course Can reclaim cost
Make two content lists for HT reports, and improve the format	FS & AE	Next FGB mtg	FS & AE discuss to ensure compliance
Liaise over visits as a link governor	PB & AE	Summer term	Ongoing
Add dates to agenda	DS	Next FGB	Completed

7) Head Teacher's report

- There are 100 children on roll
- Attendance remains good

Q Who sets the absence targets?

A Probably the Local Authority.

Stevie Sharrock had worked hard on the SENDCo report which includes the Pupil Premium. She had given a presentation to the T,L&S committee, and the FGB had no further questions.

Achievement and Standards had also been discussed by T,L&S.

Expert advice has been received on using the SPTO.

Governors were given a bar chart showing progress up to the end of the Spring Term by year group. The bars show progress being made each half term towards the target at the end of the year.

Comments could be added.

A graph showing attainment was distributed. As children make progress at different rates, the points do not make a smooth curve.

Q Does that explain why Year 2 made no progress last term?

A Staff were not confident in saying the children had reached their objectives. They have had training since.

Q Do governors need to look out for the effect of having two year groups in one class? Year 6 has made more progress than Year 5.

A There is a difference in cohorts. Year 6 has had more additional support. Reception have already achieved the Maths targets.

Staff had not been using #4 for greater depth. Recent training advice is that they should now be using it. This will affect some data. The summer figures should be more accurate. The governors found these ways of presenting data really helpful.

7.00pm DB arrived

None of the current Year 6 were at greater depth at the end of Key Stage 1.

All governors had seen the summary of Tim Reid's review. His advice on next steps is summarised in the HT report.

As the quotes for repairing uneven steps were £800 and £600, the caretaker will do the work.

**Action: Next steps from Tim Reid's review AE + Staff
Repair steps Caretaker**

Ethos and vision - AE is attending a course on the new SIAMs framework. The school's ethos and vision statement will need to be redrawn to reflect the Christian ethos of the school. It should be reviewed annually.

Action: RE Committee review Ethos and Values 3rd May

8) Teaching, Learning and Standard Committee report

The minutes from the meeting held on 18th April were accepted as an accurate record.

The SENDCo report was very good.

The English leader will report at the next meeting.

Diocesan training courses are included in the SLA and are sent out termly.

Action: Report on English at the next T,L&S meeting

9) Operations Committee Report

The minutes of the meeting held on 19th April were accepted as an accurate record.

Sarah volunteered to be involved with the GDPR.

Action: Implementation of GDPR SP, PB, FS, AE

Equality objectives need review.

Action: Put Equality Policy on next Operations agenda DS & Ops

Governors were asked to give feedback from training and link governor visits.

Action: Send template used for staff training to DS

Governors agreed that Alison Earp should be granted one day's paid leave to attend her daughter's graduation on 16th July.

GDPR

The General Data Protection Regulation (GDPR) come into force on 25th May.

Any individual whose personal data is held in any form must be told what data is kept, the purpose and retention, by means of a privacy notice. Data forwarded to the school is also covered. Eg When admission forms are received from County, the school has thirty days to issue privacy notices

The first task is to establish what data is held.

Q Are templates provided?

A No

Q Can privacy notices be made available on request?

A No, they have to be provided to everyone - including emergency contacts. Privacy notices do not have to be signed, but overt permission has to be given for special category data, such as race, ethnicity, health and political orientation.

Q Maybe staff will have to sign, but not parents.

A Staff details are shared with HR and payroll.

Hopefully the course AE and the school secretary are attending will give clarification.

AE is undergoing CPO (Chief Privacy Officer) training.

Registering with the Information Commissioner's Office could be useful.

Q Hasn't guidance for schools been produced?

A Not readily available to governors. The Key for School Leaders has produced a pack.

Action: Download GDPR pack from the Key for School Leaders AE

A DPO (Data Protection Officer) has to be appointed. This cannot be the head teacher, and the school secretary would probably have a conflict of interests. The post could be a governor. It might be possible for governors to appoint one of their number as DPO but do the work as a group. A DPO can be shared with other schools.

The DPO would need training.

Action: Find out how other schools are appointing DPOs DB

10) Approve School Budget

The Operations Committee had discussed the budget thoroughly and recommends acceptance. Governors did not have any questions.

Proposal:

The Full Governing Body approves the school budget.

Proposed by Peter Boydell, seconded by Sarah Pawson, agreed unanimously

The Budget Planning summary from Liberata was signed.

Action: Send in Budget Planning Summary AE

11) Teaching and Learning Review Feedback

Strengths were noted in Tim Reid's report.

A summary of objectives for this term was handed out, including how to measure the objectives and monitor progress.

Q What is meant by reducing reliance on worksheets?

A When children are given a worksheet with a box for the answer, they just write enough to fit the box. Reducing worksheets should lead to more writing and less photocopying.

The review showed where teachers need extra support.

Some teachers were not seen because they are not in on a Tuesday.

Q The standard of some teaching is worrying.

A As the school was rated Good at the last Ofsted inspection, a short inspection would not be immediately converted on the quality of education. If Ofsted had concerns, the school would be informed, and given time to improve.

Q How much feedback has been given

A Directly and at staff meetings. Quick wins are being implemented.

Q What is meant by SPTO MOT?

A Checking the School Pupil Tracker Online is being used to best effect. Excellent training has already taken place. This included ways for the Head to use the data. Next year teachers will be able to use it to generate personalised reports

Action: Implement the Focus for Improvement AE & Staff

12) Link governor visits

Q Will Ofsted interview governors?

A Core subjects - English, Maths, Early Years, RE, SEND

The list of link governors was updated.

The aim is to have a rolling programme of visits for the core subjects and visit the others once a year.

Governors only need to see the lead teacher for each subject.

Q Would be easier for teachers to meet governors after school? Governors need to be shown what is done.

Actions: Teachers collect examples of work on a subject and invite the link governor to meet the lead teacher AE

Email AE to arrange meetings with lead teachers Link governors

Alter wording on Link Governor templates DS

13) Update on advice from HR regarding Assistant Head Teacher role

JA was asked to leave.

7.43 JA left the room

This matter was discussed thoroughly and confidential minutes taken. These are held by the Head and the Clerk.

8.04 JA returned

14) Approve term dates

These were approved, after correction.

15) Ratify SFVS 2017

The Schools Financial Value Standard (SFVS) was ratified.

Action: Return SFVS AE

16) Items for next agenda

SDP review - also on T,L&S agenda
Induction policy for governors

17) Any other business

None

Dates of FGB and committee meetings

Committee meetings will to be decided by email

The next full governors meeting will be held on

- **Thursday 28th June 2018, 6.30pm**

All these meetings will take place at the school.

Signed:

Date:.....