

Full Governing Body Meeting
MINUTES
Wednesday 13 February 2019, 7.15pm

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of Governing Body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.

Present: Maureen Holland (Chairman), Andrew Stear (Headteacher), Fiona Holland, Luke Bozeat, Justin Shreeve, Daniel Keat, Melissa Wells

In attendance: Rachel Dunnage (Clerk); Jo Fulterer (Inclusion Manager); Kirsty Morris (School Business Manager)

Meeting is quorate 7/10

1.	TOPIC	Action Who & when
2.	APOLOGIES FOR ABSENCE (<i>statutory</i>) Linda Chung, Emma Hardy, Mel Isherwood Luke Bozeat will arrive late (late train).	
3.	DECLARATION OF INTEREST (<i>statutory</i>) Governors declared no interests in specific agenda items at this meeting.	
4.	FINANCE AND SCHOOL BUDGET 2018-2019 AND 2019-2020 Governors had previously received the financial updates and plans from the School Business Manager (SBM). The SBM briefly presented the highlights and took questions from governors. <p>a. Financial Monitoring Reports (FMR) The SBM has met with FC several times in this term. She confirmed that we are still expecting to carry forward £80k.</p> <p>Since establishing the Godalming Learning Partnership and changing category to a Foundation school, we are eligible for a charitable rates relief and no longer need to pay the apprenticeship levy (saving £2k per year). We have now received the chancellor's 'little extras' money of c£8k. The key issue is that the support staff pay increase has come out much higher than we anticipated.</p> <p>JS: <i>Given you allowed for the pension increase, did you expect funding to cover it?</i> The SBM explained that we knew the pension increase would be at least part funded this year but were advised by the Local Authority (LA) that we should not assume that it would come in. AS confirmed that this is also a problem with teachers' pay, which was funded this year but almost certainly won't be next year.</p> <p>The SBM explained that it is really hard to judge how much money to ring-fence to cover additional anticipated costs in the coming few years whilst still ensuring that current children benefit as much as they should from the funding received now.</p> <p>b. Tenders The maintenance and repair projects have been considered carefully and 5 main projects have been identified. The SBM has talked in depth to senior leaders and the Finance Governor and they have together ranked the projects.</p> <p>Server. The decade-old server needs replacing and laptops will need to be upgraded so that we can move to Windows 10 (Microsoft has announced that it will no longer be supporting windows 7). Likely cost is c£8.5k.</p> <p>Year 2 toilets. This project is seen as a real priority. The replacement of these archaic,</p>	

under-sized, smelly facilities is **likely to be c£12k**. The HT's revision to the original plan means that we will be able to install 2 toilets with access from each class room, keep our disabled toilet space, increase the peg space and reduce the traffic impact on the small group work area. We hope to have these works carried out over the summer holiday. We have 2 quotes so far and are waiting on the final.

Fire door replacements. Following the fire risk assessment, there are 4 or 5 doors that need updating; **this is likely to cost £5k**.

Security. The security of the site is not ideal, with identified weakness being:

- not able to intercom visitors before opening the school door
- height of fence at the back perimeter
- locking the back gate (currently undertaken by caretaker).

We are still researching costs of timers for the back gate and installing an intercom.

FC: *Will the LA give us any funding for the security project?*

The SBM will ask but it is not very likely. The safeguarding element has not been an issue before but changes in children demographics have made it more important.

Sensory garden. The bamboo growth is causing problems using of the area as it is taking over the space and is too sharp when cut down. Governors would like to investigate the possibility of inviting The Friends to help with funding the development of this area once the school has scrubbed out the bamboo and cleared the area of debris.

FC reported that she has walked the school site and confirms that it is an area that should be updated. MW felt that we should also consider using the Sports Premium for the sensory garden so that we can use it to encourage the older children and more reluctant exercisers to be out in the fresh air and moving around.

JS confirmed that having reviewed the projects, he judged that the priorities allocated by the senior leaders were the correct ones.

Governors agreed that the SBM should go ahead with the first 4 projects i.e.

- i. Server
- ii. Year 2 toilets
- iii. Fire door replacements
- iv. Security.

c. Schools Financial Value Standards (SFVS) FC

Governors reviewed the school's progress against the SFVS. FC reported that she had spent several sessions with the SBM establishing evidence for the statement and was confident that it did represent a true picture of the school's financial controls. Governors had no further questions on the report and **agreed that it could be signed by the Chairman and submitted to the Local Authority by the required deadline.**

d. Other

i. Health & Safety

MH: *How was the damage caused to the hall windows?*

It is probable that air rifle pellets were shot at the windows from off site. The LA has confirmed that they will pay for the repairs.

ii. Data Protection

The SBM reported that her recent data audit had been helpful and the Data Protection Officer (DPO) is content that the school is working well on its GDPR compliance. The SBM reported that there had been a data breach involving personal details. The DPO was informed immediately and the correct process followed to inform those affected and delete the information. The ICO was informed after 48 hours because we were not happy that sufficient information had been deleted. The ICO gave the school a very complete response and confirmed that they did not wish to investigate further. They suggested that our email system be investigated to see how the risk can be minimised. Senior leaders and the ICT

	specialists are working on this. They still seem to be unable to make the email address input default to the <i>bcc</i> box.	
5.	<p>SCHOOL FUND</p> <p>The accounts are not back from the auditor yet and so will need to be signed off at the next meeting.</p> <p><i>The SBM left the meeting</i></p>	
6.	<p>CONSTITUTION OF THE GOVERNING BODY (Statutory)</p> <p>Governors confirm that all appointments/elections will be informed by the skills required to ensure effective governance of the school.</p> <p>a. 2 governors have been appointed since the last meeting.</p> <ul style="list-style-type: none"> i. Mrs Jackie Morris was re-appointed to another term as Co-opted Governor to run from 25.11.18 to 24.11.22. Mrs Jackie Morris was then appointed as Foundation Governor with a term of office to run from 05.12.18 to 04.12.22. ii. Mr Luke Bozeat has been appointed as Foundation Governor with a term of office to run from 05.12.18 to 04.12.22. <p>b. One governor has resigned since the last meeting</p> <p>Governors noted that Mrs Jackie Morris tendered her resignation as Chairman and governor with effect from 20 Jan 2019. They wished to formally record their thanks to JM for her years as governor and Chairman, guiding the school through the appointment of a new Headteacher, becoming a Foundation school and establishing the Godalming Learning Partnership.</p> <p>c. The following governors' terms of office are due to expire within the next year:</p> <ul style="list-style-type: none"> i. Co-opted Governor, Mrs Fiona Campbell 31.05.19 ii. Co-opted Governor, Mrs Maureen Holland, 24.11.19 iii. Staff Governor, Mrs Melissa Wells, 01.02.20 <p>d. Vacancies</p> <p>There is one vacancy for a Foundation Governor. Governors expressed concern over taking on the role of Foundation Governor, concerned that it may involve additional meetings with the GLP as all are already at capacity. They agreed that, once the official constitution document has been received, they would appoint Chairman, MH, to the Foundation role as she already attends the GLP meetings. This has the added benefit of making the vacancy a Co-opted governor role which is the most flexible one to recruit for.</p> <p>e. Other</p> <p>In view of JM's resignation and, as agreed at the November meeting, Mrs Maureen Holland is confirmed as the new Chairman. In accordance with the Governing Body Terms of Reference, MH's term of office will run for 2 years up to 19 January 2021.</p> <p>Governors received confirmation that E Hardy and M Isherwood are taking the role of Co Vice Chairs.</p>	
7.	<p>ACHIEVEMENT OF PUPILS – End of Term 1</p> <p>AS apologised for the length of the report, but it does cover the full range of group analyses that governors requested at the last meeting.</p> <p>He shared the inspection data summary report (IDSR) (the data report replacing the old inspection dashboard) with governors which didn't come out until 3 days after our inspection. It shows no change from the data that governors received at the end of the summer term.</p> <p>AS explained that the key thing to look out for is that those children who were at greater depth should stay ahead at greater depth. Governors should be concerned come if the greater depth children do not make expected progress and fall out of the greater depth category.</p> <p>JS thanked AS for explaining the reasons behind unexpected data very helpfully. AS clarified that he has given full explanations in this report because it is in a slightly different format; he will give less background next time so that governors have more opportunity and reason to ask questions.</p> <p>Governors had asked AS to consider more regularly the attainment of pupil premium children and</p>	

	<p>to identify how many of the children also have special educational needs and disabilities. He explained that the Special Educational Needs & Disabilities (SEND) children which are also Pupil Premium (PP) are likely to have additional resources available for them because the impact of having the two sets of barriers to learning can be greater than the sum of the parts. The school works very hard at including educational opportunities beyond the school environment within this and so will fund trips etc. It is, however, very difficult to input an effective suite of interventions to meet all circumstances; the reason this group of children do not attain as well as their peers. In addition, it is very difficult to establish the cost-effectiveness of individual interventions within the suite offered given that any learning in one area may affect the learning in another.</p> <p>MW expressed her frustration that governors and teachers can't just look at the progress these children make rather than just their attainment at the end.</p> <p>DK judged that context is important for understanding the reality of these figures. AS agreed but also reminded governors that they should not allow context to be used to excuse everything.</p> <p>MH agreed that PP writing is looking quite good. AS reinforced to governors that they should really be seeing PP children make better than expected progress so that we can show we are closing the gap between their attainment and that of the general population.</p> <p>a. Year 2 Writing interventions for the PP children have additional teacher time, extra group work outside the class and access to afterschool clubs. These children are targeted to reach <i>expected</i> level of attainment.</p> <p>b. Pobble – writing examples online AS showed governors how the school is using the online resource <i>Pobble</i> to make writing more stimulating for all children in the school and across genders. Writing has been a focus since AS joined the school and changes have been made overall to the topics used. Pobble costs £1k for 3 years plus additional whole staff training. If parents give consent, children's learning can go online. Everything that is posted is moderated so that only positive comments are published. Teachers choose 3 children per week to publish online and those children are awarded medal to wear for 2 weeks. The teachers judge it to have been amazing for raising self-esteem, particularly with reluctant writers. Pobble can also be used very effectively to search for examples of writing which can be used for teach critiquing skills without causing embarrassment to any child in the class. Teachers can also use this resource for planning and to help with moderating. Pobble have provided resources for world book week. The online system has helped reluctant parents to engage with the school and children's learning as well. So far the school has had 1208 views with 248 positive comments. DK agreed that he has only heard good things about Pobble from children and parents in the playground.</p> <p><i>J Shreeve left the meeting.</i></p>	
8.	<p>CHAIR'S REPORT & ACTIONS (<i>statutory</i>) There was no emergency action to report. MH has met with the AS several times to continue the close working relationship already established between governors and the senior leaders.</p>	
9.	<p>GODALMING LEARNING PARTNERSHIP (GLP) The GLP Trustees have a meeting on Friday 15 Feb when key positions of Chairman and Company Secretary will be confirmed, as well as the membership of other Confederation schools. AS is keen that the Trustees accept the Operational Document and move on to focus on the real work of the Trust.</p>	
10.	<p>GOVERNOR MONITORING (<i>statutory</i>)</p> <p>a. Specific Governor Responsibilities Governors received feedback from any individual responsibility monitoring undertaken since the past meeting.. FC has visited the school and SBM several times and found the benchmarking exercise particularly helpful. She encouraged governors to inspect the areas identified in our projects so that they can better understand the need for the proposed updates. Governors asked why, in the benchmarking, catering costs was so much higher than other areas and AS and FC explained that this was based on last year's costs and the high cost was</p>	

	<p>the reason they changed caterer. The costs for this year should be lower with the new caterer as we are now only paying for the meals that are being taken.</p> <p>b. School Development Plan (SDP) DK visited the English lead as the follow-up to his visit before Christmas. DK will issue his report in the next week.</p> <p>c. Monitoring plans for remainder of term Governors agreed the monitoring plans for the remainder of this term:</p> <ul style="list-style-type: none"> • LB will monitor safeguarding • MH to cover curriculum • LC has plans to monitor British values and an assembly • EH has audited the website and is coming back in this next half. • FC will review the Fixed Asset Register 	<p>D Keats 22 Feb</p> <p>L Bozeat M Holland L Chung E Hardy F Campbell</p>
11.	<p>POLICY & DOCUMENT REVIEW <i>Policies and Documents in blue text are statutory requirements</i></p> <p>a. POLICIES</p> <ol style="list-style-type: none"> <i>Governor Visits</i> Carry forward to next meeting <i>Teaching and Learning</i> AS explained that this revised policy is the culmination of the last couple of years work that teachers have been undertaking. It will ensure that any new members of staff will be able to understand what the school is doing and how. Ratified without amendment. <i>Special Educational Needs & Disabilities</i> Ratified without amendment. <i>Relationship & Sex Education</i> Ratified without amendment. <i>Finance</i> Governors agreed to maintain the spending authority limit at £5k because the reserves and budget are reasonable. Ratified without amendment. <p>b. DOCUMENTS</p> <ol style="list-style-type: none"> <i>Single Central Record (SCR)</i> LB will review the SCR when he visits school in the next half-term. <i>Equality Objectives Progress Statement</i> Carry forward. 	
12.	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a. Governor Skills Audit RD will send out the audit for governors to complete as soon as possible.</p> <p>b. Training this term <i>Governors to report back on the training & development activities they have undertaken this term highlighting how they will help this GB improve its effectiveness.</i> Governors expressed their concern that training is no longer taking place in Guilford. The Leatherhead location is widely considered to be too far away to make evening meeting accessible. RD to identify if training will return to the Guildford area. Otherwise governors will need to review the cost-effectiveness of the Babcock service level agreement for governor training.</p> <p>c. Clerk's Briefing Governors were reminded of the latest Clerk's briefing which will be distributed with the minutes. It covers:</p> <ul style="list-style-type: none"> • Latest consultations e.g. new Ofsted Framework • Health & Safety in schools updated guidance • New government tool to help with teacher recruitment • Teacher workload • Strengthening of Health, Sex and Relationships education 	<p>R Dunnage 22 Feb</p> <p>R Dunnage 01 Mar</p>

13.	MINUTES & MATTERS ARISING (<i>statutory</i>) Governors agreed the minutes of the 21 November meeting as an accurate record. Minutes of the meeting to be signed by the Chair and retained by the Headteacher for storage in the Governors’ secure file at school. Governors updated The FGB on their Actions (see table below) and matters arising from the last meeting.									
14.	DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (<i>statutory</i>) a. Dates of next meetings <table><tr><th>Date</th><th>FGB FOCUS</th></tr><tr><td>30 Apr</td><td>HT report; Spring term data; Budget approval NEW DATE</td></tr><tr><td>08 May</td><td>SEND; Safeguarding; British Values</td></tr><tr><td>10 Jul</td><td>HT report ; End of Year internal data</td></tr></table> b. Future Agenda items	Date	FGB FOCUS	30 Apr	HT report; Spring term data; Budget approval NEW DATE	08 May	SEND; Safeguarding; British Values	10 Jul	HT report ; End of Year internal data	
Date	FGB FOCUS									
30 Apr	HT report; Spring term data; Budget approval NEW DATE									
08 May	SEND; Safeguarding; British Values									
10 Jul	HT report ; End of Year internal data									
15.	CONFIRM PART 2 BUSINESS (<i>statutory</i>) Governors judged that no items were to be considered as Part 2 business.									

Meeting closed 9.15pm

ACTIONS

	RAISED	ACTION	When	Whom
1.	21 Nov 18	RD will send the recorded equality questions to JF as soon as possible. Completed.	23 Nov	R Dunnage
2.	21 Nov 18	FC will review the draft budget again early in the new year with the SBM once the funding and cost figures are clearer. Governors will receive an update to school finances in the February FGB meeting. Completed.	30 Jan	F Campbell
3.	21 Nov 18	The SBM will prepare a plan of costed capital works for the February FGB. Completed.	30 Jan	K Morris
4.	21 Nov 18	FC and the SBM will work on the SFVS so that it is ready for February FGB meeting. Completed.	30 Jan	F Holland
5.	21 Nov 18	AS will issue the Inspection School Data Dashboard report as soon as it comes through so that Governors can then ask AS any questions arising via email as the next meeting is not until 13 Feb 2019. Completed.	10 Jan	A Stear All Govs
6.	21 Nov 18	EH will liaise with AS to update the <i>Governor Visits</i> policy in time for the Feb FGB Carry forward.	30 Jan 19	E Hardy
7.	21 Nov 18	JM will contact MI to see if she is happy to join EH as Co-vice Chair. Completed – awaiting reply.	30 Nov	J Morris
8.	21 Nov 18	Governors will update the FGB further on their Actions (see table below) and matters arising from the last meeting via email. Completed.	30 Nov	All Govs
9.	14 Nov 18	Governors agreed to email their updated Register of Interests to the Clerk. Completed.	21 Nov	All Govs
10.	14 Nov 18	Governors asked that JM clarify the position with regard to insurances for the Governing Body as it becomes an employer of support staff & teachers. FC thinks this is about the GB not being sued for liability. RD to check with Andy Withers from CSNet.	21 Nov 01 Mar	J Morris R Dunnage
11.	14 Nov 18	EH will raise the organisational difficulties of accommodating last minute volunteers again at the next Friend's committee meeting. Carry forward.	Jan 19	E Hardy

12.	May 18	JF will send a copy of the presentation for storage on Dropbox. MH will check if this is complete.	06 June	J Fulterer
13.	May 18	LC will ask the Friends leader to confirm how they are ensuring GDPR compliance. RD will check progress with LC.	25 May 01 Mar	L Chung R Dunnage
14.	May 18	LB will ensure LAC report is completed for July FGB RD confirmed that previously looked after children are included in this report.	30 June	L Bozeat
15.	May 18	LC to conduct British Values monitoring This is partially complete.	15Dec	L Chung
16.	May 18	RD will ensure a parent election process is run in the spring term if still required. No longer required.	Spr 19	R Dunnage
17.	May 18	Each governor to modify the job descriptions already on dropbox so that they more closely relate the reality of their various roles. Carry forward.	15 Jan	All Govs
18.	May 18	All governors to send MW short summaries of their focus this term for the Governors' newsletter. Carry forward.	15 Dec	M Wells
19.	Mar 18	JS agreed to take on developing a staff questionnaire with the Inclusion Manager, particularly focusing on well-being. This is underway.	15 Dec	J Shreeve
20.	Mar 18	JM asked that Governors consider if they are able to offer their time to the committees of local nurseries in order to help build community relationships. MH felt that she is no longer able to complete this with her additional responsibility as Chair and trustee of the GLP.	15 Dec	M Holland
21.	Mar 18	LB will speak with a contact to ask if he would consider becoming an Associate Member of the Governing Body to lead on securing ramp access to the playground. Governors agreed to remove this from actions as it is being dealt with in a different way.	15 Dec	L Bozeat
22.	Jan 18	RD to produce a document for all governors to sign to confirm that they have read the Governance Handbook. Completed.	Feb 19	R Dunnage

Ongoing governor agreed actions are:

- All governors undertake to learn about and monitor their responsibility area between meetings, reporting back to the Governing Body.

Chairman's signature: *Jackie Morris*

Date: 30.04.19