

St Michael's CE Primary School

Minutes of the Meeting of the Shadow Governing Board

Date: **Wednesday 28th November 2018**

Started: **16:40pm**

Finished: **18:30pm**

Location: **St Michael's CE Primary School**

Present:

John Crouch (JC) Acting Chair Kevin Tomasetti (KT) Exec HT Keith Cheetham (KC) Exec HT

Kirsty Doherty (KD) Ross Settles (RS) Patricia Metham (PM)

Lynsey Larkin (LL) Clerk

Item	Discussion	Action
1.	<p>Welcome and Apologies</p> <ul style="list-style-type: none"> - JC welcomed everybody to the meeting and introduced PM to the SGB. - JC opened with a prayer - Apologies for absence were received and accepted from Cherane Marshall (CM) - Absence was noted for Emily Sparrow (ES) 	
2.	<p>Declaration of Business Interests</p> <ul style="list-style-type: none"> - No updates since the previous meeting 	
3.	<p>Ratification of HT Appointment</p> <ul style="list-style-type: none"> - Interview panel met this afternoon and have agreed to substantiate CM as HT of the school from 1st January 2019, if agreed by the SGB. <ul style="list-style-type: none"> ✓ It was voted and agreed by the SGB to substantiate CM as HT from 1st January 2019 - It was raised that the SGB need to continue supporting CM in her role 	
4.	<p>Election of Chair & Vice Chair</p> <p>The following roles were voted on and agreed by the SGB</p> <ul style="list-style-type: none"> ✓ Chairperson – Patricia Metham ✓ Vice Chair – John Crouch - All candidates were thanked for volunteering for the above roles 	
5.	<p>Minutes from the Previous Meeting held on 17th October 2018 & Matters Arising</p> <ul style="list-style-type: none"> - Agreed and approved by the SGB - JC signed a copy - Clerk to file a copy at the school and email PDF copy to the HoS <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> - Governor Bios for the school website are still required and need to be forwarded to the clerk before the end of term - All governors to forward training completed to the clerk before the end of term - All governors to complete the updated online NGA safeguarding before the end of term and forward certificates to the clerk 	<p>LL</p> <p>KD/ES/PM</p> <p>All gov</p> <p>All gov</p>
6.	<p>Finance</p> <ul style="list-style-type: none"> - The Finance and Budget forecast reports have been circulated to the SGB. - The LA are expected to visit the bursar and review the budget and see where possible savings can be made, this will be reported back to the SGB after the visit. - Staffing structure to be reviewed in the New Year. 	

	<ul style="list-style-type: none"> - A governor challenged that when the bursar meets with the LA, it needs to be said that we do not wish to form into a 3-class school and that there is the possibility of restructuring. - The school boiler has broken yesterday, we are awaiting costings but are led to believe it is going to be a huge costing from the budget and governors should be made aware of this. There will be an update at the next meeting. - RS challenged if the bursar will be present at any SGB meetings to discuss the school's finance. It was explained that the bursar will be attending 2 meetings a year and is intended to be joining us at our January meeting. <p style="text-align: center;">✓ The Finance Forecast was agreed and approved by the SGB</p>	
7.	Health & Safety <ul style="list-style-type: none"> - No updates at present, to be updated at the next SGB meeting 	CM
8.	HT Report <ul style="list-style-type: none"> - The HT report has been circulated within the SGB. - Attendance is 95.9% - Governors were pleased with the categorisation from Bill Roddick and he will be attending next week to assist with governance and maths. - GDPR action plan to be carried forward to January's meeting - SEN Intervention report has been circulated within the SGB, the data was discussed within the meeting. - RS to attend in term 3. - PM expressed that she was encouraged and pleased to see classroom-based interventions around the school. - We are very lucky to have a proactive and engaged SENCo, she is an asset to the school. - SEF has been circulated within the SGB and was discussed within the meeting. Governors are aware of plans in place to help improve Reading especially. - Progress and attainment are reasonable at present. The HoS wishes to pursue the journey to attain outstanding. 	
9.	Personnel & Staffing <ul style="list-style-type: none"> - Covered within the HT report 	
10.	Safeguarding <ul style="list-style-type: none"> - DSL report has been circulated within the SGB - Deputy DSL receiving training at present; the deputy will assist the DSL and workload - New audit tool to be completed by 01/02/2019, (date to be confirmed). Safeguarding link governor to work with the audit. It was raised that the new audit tool should be more beneficial to the governors and the school in working together. 	
11.	Future Leadership Arrangements <u>Partnership Agreement</u> <ul style="list-style-type: none"> - Meeting on 11th December with Quercus to discuss the possibility of federating. - PM asked at present how does the partnership work. It was explained that it is on an operational level with the HoS working together and meeting fortnightly, staff meetings, inset days and training sessions together. - RS challenged whether advantages and disadvantages of federating need to be explored. This was briefly discussed within the SGB. 	

<p>12.</p>	<p>Governance <u>Governor Monitoring Day</u></p> <ul style="list-style-type: none"> - JC and RS attended recently and verbally reported to the SGB; a written report will be circulated prior to our next meeting. They both enjoyed the visit and were pleased to see the children engaged and interacting in classes as well as in the playground. - A governor challenged whether there was Pupil Voice within the school. It was explained that there is the school council and the children can nominate their peers for an award for special recognition of something they have done. - A governor expressed that the friendship bench in the playground is such a wonderful thing to have to engage with children; as a governor that is how he finds it the best way to communicate with the children in the playground. - We have 3 monitoring days over the academic year, with a different focus each time, in term 4 we will be monitoring 'Teaching & Learning' and in term 6 it will be 'Pupil Voice'. - It was agreed that governor visits should be a separate agenda item in future. <p><u>SGB Training</u></p> <ul style="list-style-type: none"> - It was agreed that after a governor attends a training course, they will in future complete a feedback sheet, that will be circulated within the SGB with any additional documentation received from the course and will be discussed at an SGB meeting. LL will circulate the form to the SGB. - RS has recently attended the 'Reducing Workload' course and verbally reported to the SGB. - JC and RS have recently attended the 'Mental Health & Wellbeing' course and will be reporting to the SGB at the next meeting. <p><u>Governor Vacancies</u></p> <ul style="list-style-type: none"> - Our vacancies for Parent governor have been advertised on the school's social media and we are very fortunate a parent has come forward and expressed an interest in joining the governing body. JC has recently met with the parent and completed a skills audit. JC told the SGB about his background and thinks he will be an asset to the board. - Something will be published in the school's newsletter asking if anyone is interested in joining the governing body. If there is no interest this parent will be joining the board in January 2019. - A governor challenged that we need to have a detailed induction pack for new governors detailing information about the school, role as a governor, expected training, among a few items. JC and LL to liaise. <p><u>Future Governor Responsibilities</u></p> <ul style="list-style-type: none"> - Under the instruction of County, we have assigned governors to designated 'Links', this will be reviewed again in the New Year. LL to update Governors Online 	<p>LL</p> <p>All gov</p> <p>LL</p> <p>JC/ES</p> <p>JC/LL</p> <p>LL</p>
<p>13.</p>	<p>Policies & Statutory Obligations</p> <p>The following policies were agreed and approved by the SGB</p> <ul style="list-style-type: none"> ✓ Safeguarding & Child Protection Policy ✓ Staff Code of Conduct Policy Coaching section to be looked into further ✓ Teachers Pay Policy Date to be amended ✓ Teachers Appraisal Policy ✓ Prevent Policy Date to be amended Deputy DSL to be added one training completed ✓ Children Missing in Education Policy ✓ Complaints Policy 	<p>CM</p> <p>CM</p> <p>CM</p>

	<p>✓ Accessibility Plan It was challenged if the equality objectives were current and when was it last done, it was last done in July Also, it was noted that the HT and governor structures need to be updated</p>	CM
14.	Items for the Next Meeting	
	<p>Date of Next Meeting Tuesday 11th December 2018 17:00 at Northiam CofE Primary School This meeting is solely to discuss the possibility of federating with Quercus</p>	

Actions Table

Actions	Responsibility	Timescale
Clerk to file signed minutes at the school and forward a PDF copy to the HoS	LL	End of Term 2
Governor bios for the website to be forwarded to the Clerk	KD/ES/PM	End of Term 2
All governors to forward their training certificates to the Clerk	All governors	Ongoing
Clerk to circulate all upcoming training courses to the governors	LL	Ongoing
NGA Safeguarding online completed	All governors	End of Term 2
Governor Visits added as a separate agenda item for future SGB meetings	LL	Ongoing
Governors to complete a 'training feedback' form when attending a course	All governors	Ongoing
Clerk to circulate the 'training feedback' form to the governors	LL	End of Term 2
Mental Health & Wellbeing course feedback report	JC/RS	Next SGB Meeting
Governors Induction Pack	JC/LL	Term 3
Update Governors Online with Link Governors	LL	By 10/12/18
Code of Conduct Policy To investigate the 'coaching' part of the policy	CM/JC	Term 3
Teachers' Pay Policy Date amended	CM	End of Term 2
Prevent Policy Date amended, add Deputy DSL once training completed	CM	Term 3
Accessibility Plan HT & Governor structure to be amended	CM	Term 3