

**FULL GOVERNORS' MEETING
HELD ON THURSDAY 30th March AT 6.30PM**

Members Present

Rev Christina Bennett, Jane Brown, Louise Clark, Rev Paul Doick, Jill Dyson, Maureen Gribbon, Julie Jewell, Stephen McCulley, Bridget Meinecke, Emma Smith and Dan Valovin,

	<u>Action</u>
<p>1. Apologies None</p>	
<p>2. Declarations of Business interests None</p>	
<p>3. Minutes from meeting held on 2nd February 2017</p> <p>3.1 4.1, 7.11 and 7.12 – ES asks if these point should be placed in the confidential minutes as they may give enough information that once placed onto the website, people may be able to work out who is being spoken about. It is unanimously agreed that any matters concerning pupils or staff that could be easily identified will now be placed in confidential minutes.</p> <p>With the above mentioned amendments, the minutes are approved and signed as a correct record.</p>	
<p>4. Matters arising (not covered by agenda items)</p> <p>4.1 3.1 PD – DV has now confirmed that he will remain on the Governing Body and a replacement is no longer required.</p> <p>4.2 PD - The Church Council have now approved two new Foundation Governors. Rebecca Saxby, a parent at the school and Angela Underwood, a retired KS2 Teacher.</p> <p>4.3 JD asks when Clare Watkins and Sarah Boghurst are due to return following their maternity leave. SM confirms that they will both be returning around June. SB will work within Years 1&2 covering intervention work and also work with the Reception team in the transition for year 1. CW will work alongside Cath Adams doing a hand over for the last few weeks of term before Cath leaves. CW will return three days a week and SB will return two days a week and from September work alongside Zoe Ellis-Somerville in Seahorses. Anne Whinder was only on a temporary contract and will become a Supply Teacher. JD asks if CW or SB will be having any keep in touch days prior to their return and SM confirms that CW will be coming in after Easter to do some Pupil Premium work. No days have been confirmed for SB to come in as yet.</p>	
<p>5. Urgent matters</p> <p>5.1 MG - attended the recent CNoS meeting on Monday 27th March. One issue that was raised was the movement in the Worthless campaign. A suggestion was put forward for a day of action and was agreed to be the 19th May. There was also a talk</p>	

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regarding Governors going on strike but it was felt this would not be worthwhile. SM – it was felt that by just doing individual awareness, it would not have much of an impact so by joining together we may be able to gain more coverage. LC asks if CNoS are going to feedback any decisions on what action to take. MG confirms that a meeting is being held on the 24th April to discuss a course of action.

5.2 MG – another matter discussed was the Counselling service used. CNoS contribute towards the cost and then the rest is topped up by the school. Lots of schools are keen to maintain this service and as a group we will be able to apply for a grant from Children in Need so we can continue to fund the service. One group will apply on behalf of the Locality. Wilson Memorial Trust are also keen to support funding in particular areas in the Locality. DV asks if Upper Beeding are still retaining their counselling services. SM confirms that they have decided to continue as they feel it is too beneficial to lose. SM states that by stopping the counselling sessions at St Peter's we were able to stop more TA's from being made redundant.

5.3 LC – congratulates and thanks SM for his school trip to the Houses of Parliament and Westminster Abbey that took place on the 29th March. The children had a marvellous day and got to sit in and listen to Teresa May gave her speech on Brexit. It was a fantastic opportunity for the children and will hopefully inspire them on how democracy works.

6. Chair's Report/Overview of Chair's actions

6.1 LC has asked JD to join the Performance Management Committee and JD agreed. The committee will be meeting with SM on Friday 7th April for his termly review.

6.2 LC will begin the process of purchasing thank you gifts for Rod Brown and Paul Drew, now that everyone has signed the card and given donations. MG agrees to do this on behalf of Louise.

6.3 LC is meeting SM on a weekly basis on Monday afternoons. The main topic of the discussions is the current Consultancy matter.

6.4 LC recently approved some compassionate leave for a member of staff. LC informs the committee of the reasons behind this. LC asks JJ to pass on the FGB's thoughts to the member of staff.

(6.55pm – CB leaves)

6.5 LC feels that it has not been a very good time for everyone involved in the Consultancy matter. DV gives the committee an update on where the situation stands and states that we have had to follow a certain process as if we did not then it would become null and void. The process has now been paused so that we can consult with HR and the Union to agree a new revised timetable and the criteria we are going to use and then we will restart the process. JD asks who gave us the advice on the original timetable. SM confirms that it was the Union. DV confirms that the TA's have up to the 7th April to come forward for voluntary redundancy. Once we have those names, if any, and the 7th April has passed, we then make our decision from those that are left. Anyone that has stated an interest in voluntary redundancy also has until the 7th April to withdraw their interest. SM - HR have not previously been offering advice but are now being more active and helpful. LC states that as a new Chair of Governor she was feeling overwhelmed so went to Governor Services for advice. As a result, HR offered further support to SM, LC and

another named Governor. DV states that he has agreed to be that named Governor and will help sort out this matter for the best outcome for our staff. The main points that have been fed back from the TA's is that there were no Governors present at the initial meeting, which as employers we should have been. A working committee is now in place to ensure one Governor is present at any meetings going forward. We only want to do this process once and to the best of our ability in the most sensitive way possible. LC confirms she will email County to give them DV's contact details.

6.6 ES asked if the Sports Technician and HLTA posts were available and if any TA's apply would that shrink the number of redundancies we need to make. Also if they apply before the process is complete, do we have to finalise those posts first and then make the redundancy decision. SM confirms that County advised us to advertise the posts first and that the TA's can apply before a decision is made. JJ states that there is some confusion amongst the TA's as to whether they should apply or wait. SM responds that there is only two HLTA's that can apply so we want them to go for the vacancies. DV feels that this is where we need to take advice from HR and let the TA's know the correct procedure. DV suggests that a working group meeting be held to go through the union paperwork. Once this is done we will then meet with HR to clarify and write back to the Union proposing a new time frame and criteria. Once this is approved by the Union and county we can then start the redundancy process. DV feels the positive outcome is to be able to pause the process and consult with HR and the Union and then start the process again and get it done correctly.

LC

6.7 MG gives the committee feedback from the TA's that they felt they had no time to absorb the news before parents were informed and felt unsupported. They felt that the timetable was not explained to them properly and they did not understand the financial side of the decision. LC agrees that we needed to allow them more time and space to process the situation. DV also agrees that it was a big deal for them that no Governors were present at the first meeting and that was wrong and unfair. LC states that we have learnt that we need to allow the TA's more time to understand and also make the documents clearer. More compassion is needed. Going forward there will be less email and more personal communication. LC confirms that personalised letters to the TA's have been sent out today giving them an update on the situation. MG feels and it is unanimously agreed that we do not want to prolong the situation any longer than we need to.

6.8 ES – WSGFL email addresses should be set up for all Governors as at the moment personal email addresses are being used. SM confirms that all Governors will get a school email address when we change service provider after at Easter time.

7. Main Business

7.1) National Governors Association Membership

7.1.1 SM – the school no longer pays for this subscription. PD confirms that he will arrange for the Trust to pay the £85 invoice. He also asks if the school could pay it and then the trust will reimburse the school. This will save any interest charge or late fees that may incur, as it can take some time to arrange for a cheque to be issued from the Trustees. SM agrees that this is ok and will ask Cheryl to pay the invoice.

7.2) Timings of FGB meetings

7.2.1 LC – SM has requested if it would be possible to hold the FGB meetings at an earlier time. A discussion is held on the different options available. It is agreed that from September the FGB meetings may be rotated through the week (avoiding Fridays).

7.3) Governor Monitoring

7.3.1 SM states that the idea would be that Governors come into school in pairs and have particular areas to monitor. Governors can come in at their own convenience rather than on open mornings and can be pre-arranged times and that way the important subjects will be covered. LC asks how this will be arranged. SM responds that Governors could liaise with Subject Leaders to organise a suitable time. SM & LC to match Governors to subject areas after Easter.

SM/LC

7.3.2 ES reports to the committee that she recently attended a safeguarding seminar and one idea that was discussed was for the safeguarding Governor to come into school and hold talks with selected pupils. During these talks they would ask the children questions, for example, how safe they feel in school etc. JD feels that perhaps we should start with staff before pupils because when Ofsted come, they ask staff safeguarding questions so it will be good to check staff are up to date and also pupils are not used to seeing Governors around school, so may be wary answering such questions.

7.3.3 MG feels that the two new Governors that are joining should have a mentor like previous Governors have, and then perhaps they can be paired for the monitoring sessions.

7.3.4 Monitoring forms will be available in the School Office for Governors to collect and complete when they come into school.

7.3.5 JD enquires as to how other Governors know what training has been covered by other members. MG states that once she booked a course, she then emailed Cheryl Marrs and this was then recorded by Cheryl.

8. Reports from Sub Committees

8.1) Finance & Premises

8.1.1 PD – the last meeting was focussed around the budget and how to save the most amount of money possible. The deficit figure that was originally given to the Union was that we were looking to be around £200k in deficit. This was an estimate that was given to us from County. Since this figure was given we have had the budget confirmed and after some rearrangements, that figure now looks to have been reduced to around -£87k. MG asks if the £87k deficit is including the licenced deficit that County are allowing us to run. PD confirms that the Licenced Deficit is now not being used as the over spend is not as high as first estimated.

8.1.2 DV- the real positive is that the budget will be balanced now and in the future. We still need to make savings and discuss different options that have the best outcome possible. PD confirms we will need to take into account the pension payments where applicable in the redundancy process and that County will cover redundancy pay.

(7.50pm – CB returns)

8.1.3 Premises – PD confirms that we have not heard anything from the Diocese regarding our LCVAP bid.

8.1.4 – SFVS (School Financial Value Standard) – PD informs the committee that this is something that has to be completed each year. It is completed by PD and Cheryl

Marrs. The answers to the questions are the same as last year so there are no changes. The only question that was not able to be answered was if we took independent advice on the pay review for the Headteacher. DV confirms that the answer to this question is yes. PD states that we have to send the SFVS back to County signed and with the approval of the FGB. It is unanimously agreed that the FGB approve of the SFVS for this year.

8.1.5 – Hirers Agreement – This is the agreement between the school and outside organisations wanted to hirer rooms at the school.

8.1.6 - ES queries item 3.1 of the hirer's agreement and asks if they have sufficient DBS (CRB) checks. SM confirms that yes they do and we also hold copies on file of them.

8.1.7 - Item 3.5 states a qualified first aider is present during after school clubs. It is confirmed that this is correct and a first aider is available in the school office until 4.30pm. All clubs apart from Gymnastics are finished by this time. The Gymnastics coach is a qualified first aider and will deal with any first aid once the office is closed.

8.1.8 – Item 4.1 it is agreed to change Headteacher to Safeguarding Office and also change from 'in writing' to 'immediately inform and confirm in writing'.

(8.00pm – BM leaves)

8.1.9 Items 5.1 and 5.2 it is agreed that these items are in an incorrect order and should be swapped around.

8.1.10 - Data Protection – It is agreed to amend this paragraph to state that all Data Protection files maintained by the service provider must be kept in school.

8.1.11 – Items 3 and 12 it is agreed that these items in the terms and conditions should be merged.

It is agreed that once the amendments have been made, it will be discussed at the next FGM and approved then.

8.2) Staffing, Curriculum & Spirituality

8.2.1 - Last met on the 20th March and the main areas of discussion were those that have been mentioned earlier this evening.

8.2.2 - The SIAMS Toolkit was also discussed and how effective the RE curriculum is in school. It was discussed in comparison to the Christianity Project.

8.2.3 – It was noted that the RE monitoring is overdue and must be done as a matter of urgency along with other monitoring.

8.2.4 – It was decided that the Home/School agreement will be sent out to new reception children and then each year parents have to opt out rather than in. An email will be sent each new academic year informing parents of this.

8.2.5 – It was agreed that all dates for the next academic year will be agreed at the next meeting.

9. Policies to be reviewed

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<p>9.1 Health & Safety Policy</p> <p>9.1.1 LC asks if this is a standard County policy. It is confirmed that it is. It was adopted at the last Finance meeting and just requires full Governors approval. It is noted that the date in section 8 should state 2015 and not 2007.</p> <p>With the above mentioned amendment, the policy is approved by the FGB.</p> <p>9.1.2 ES states that her partner works in a Health and Safety role and has offered to come into school free of charge to provide training should we need it. PD will check with Cheryl to confirm what has been completed and what could be useful. LC asks ES to thank her partner on the Governors behalf.</p> <p>9.2 Charging for School Activities</p> <p>9.2.1 This is a standard County policy. It is agreed this policy is correct and is approved.</p>	
<p>10. Information and Routine Matters</p> <p>10.1) Racial Incidents None</p> <p>10.2) Complaints 10.2.1 LC confirms that she has received one written complaint. LC is unable to give any further information at this time and will report back once she is able to.</p> <p>10.3) Safeguarding None</p>	
<p>11. Chairman's actions</p> <p>11.1 LC will email HR and give them the contact details for DV so we can get the consultancy process back on track.</p> <p>11.2 LC and SM will look at Governor monitoring and attach Governors to subject areas and email with confirmation.</p> <p>11.3 LC states that a new Chair for Staffing, Curriculum & Spirituality is required and anyone interested should speak to her as soon as possible.</p>	
<p>Date of next meeting: Thursday 18th May 2017 at 6.30pm</p>	

Chairman's Signature Louise Clark