



**CORBY OLD VILLAGE PRIMARY SCHOOL**  
**Minutes of the Full Governing Body meeting held**  
**Monday 23rd April 2018, 7.00 pm at the School**

**Present:** Mrs A Eden (Chair), Revd P Frost (PF), Miss P Thomas (Head Teacher), Mrs A Logue (AL), Mrs M Thompson (MT), Mrs Rachel Hume (RH), Mrs Y Lowe (YL), Ms Melissa Bland (MB), Miss M Robertson (MR)

**Apologies:** There were no apologies.

**In Attendance:** Mrs S Hewitt, Business Manager (SH), Mr M Behnke (Clerk).

***NOTE: Governors questions and responses are shown in bold italics.***

1. **Welcome and apologies**

- The Chair welcomed governors to the meeting. It was noted that AL would be arriving late and would join the meeting as soon as possible.

2. **Declaration of interest in matters relating to the agenda**

None declared.

3. **Declarations of items for any other business**

None declared.

4. **Minutes/Confidential minutes of previous meeting (15/01/18)**

- Both sets of minutes were agreed to be a true record of the meeting and were signed by the Chair.

5. **Matters arising from the minutes not elsewhere on the agenda**

- Page 232 – Gate options – discussed at Curriculum Committee and viable options still being considered.
- Page 233 – Targets have been updated on the SAP but not yet circulated to governors.

**Action: HT**

- Lunch Club attendees – HT checked and confirmed that the previous method of choosing on a first come, first serve basis, had now been changed to rotating the children around so all can participate at some point.

- Page 234 – MB confirmed that she had approached all support staff seeking their views/representation on feeding back to the GB. Three volunteers had come forward and Stacy Mason (SM) had been elected to collate their views and feed back via MB to the GB. Governors asked MB to inform SM that she was welcome to attend any future GB meetings if she wished.

**Action: MB**

- Page 235 – Chair still to circulate monitoring of SAP visit report together with reports on Safeguarding monitoring and T&L visit.

**Action: Chair**

- Page 235 – SH confirmed that additional Fire Action posters had been placed in the hall with others located by the fire alarm buttons.
- Page 235 – Lack of fire escape lines to be completed by Friday 27/04/18.
- Page 235 – ATS had been in to check the heating and had suggested new radiators. However, an independent consultant is putting together a heating and boiler plan on a rolling basis. Additional quotes will be sought for the library.
- Page 236 – Staff did use Twitter on their iPads to report on the residential held; technicians are working on this further but it has been an issue.
- Page 236 – All governors have now completed their skills matrix information and returned it to SH.
- Page 238 – Correspondence received, had been discussed and recorded under Confidential minutes.

## 6. Head Teachers Report

Report had been circulated to governors who were invited to ask questions.

**Q: What were the dates of the Year 2 SATS?**

**A: KS1 SATS are throughout May.**

**Q: In the December SDP, teaching was shown at 78% good or better?**

**A: It is now 55%.**

**Q: What support is being given?**

**A: External moderation, Team Teach, training and a range of support. There is an Action plan in place for 1 teacher.**

- The next piece is recorded under Confidential Minutes and staff left the meeting at 7.35pm, returning at 7.37pm.
- The HT highlighted an error in her report on Attendance which should read as 96.4% which is the national average.
- 14 children are in the low 90s which equates to 7% of the school.
- Last year's persistent absentee is at 90.8%, which relates to 6.5 days absence in the last ½ term plus 2.5 days in the previous term due to sickness.

**Q: What is the allocation for September?**

**A: We are full at 30. A further 19 didn't get in that expressed a preference for COV. One child is joining with severe needs.**

## 7. Staff Wellbeing

- MB reported that it was her intention to consult with all staff via a short questionnaire in their pigeon holes, on a range of things such as 'what do you do well', areas to improve, how do they achieve etc.. The results will be ready for governors to view and discuss at the next FGB meeting in July.

**Action: MB/Clerk for agenda**

- Where further training requirements are identified, these will go to the HT and YL for consideration. Staff will need to be made aware in any feedback, that the school can't support all training needs that are identified.

## 8. Staff Structure review

- HLTAs: Previously 5 days, now reduced to 4, but may possibly revert back to 5 from September when the person concerned, completes her College course.
- Budget makes provision for 1 HLTA position at 5 days a week but the postholder is as yet unknown.
- Three new NQTs appointed in March, 1 having done her teacher training previously at COV.

**Q: Who will mentor them?**

**A: The HT and DHT (YL).**

- The NJC proposal for support staff pay rises was accepted and will be backdated from 1<sup>st</sup> April 2018.
- Staff left the meeting at 7.53pm for the next item, recorded under Confidential minutes.
- AL joined the meeting at 7.56pm.
- Staff returned at 8.00pm.

## 9. Governor Matters

### a) Terms of Reference:

- Add YL in the Finance section, enabling her to sign things off in the HTs absence when required.
- Include 50% as the figure for the GB and committees to be quorate.
- With the above noted, **governors approved the revised Terms of Reference.**

**Action: SH**

### b) Governors Ofsted Checklist:

- Had been emailed out to all governors. The Chair reminded governors that it has been 3 years since the last Ofsted visit, and it was good practice for governors, to read the questions being asked and attempt to answer those they could and find answers, for those they couldn't. To be further discussed at next FGB meeting.

**Action: ALL / Clerk for agenda.**

### c) Governor Monitoring Schedule:

- The Safeguarding review recommended that the GB should have a schedule for when governors could come in and monitor their areas of responsibility.

- Whilst there are many templates available, the Chair circulated a draft copy of one she had produced from various ideas she had found.
- Starting in September, it was suggested this was used to monitor the SDP. All visits need to include a safeguarding aspect to them which should be documented in the governor's report.
- Agreed to place this on the September agenda for further discussion.

**Action: Clerk for September agenda**

#### d) Governor Roles:

- Roles were discussed and agreed as below:

Chair - Safeguarding, LAC	PF- RE.
MT - SEND	MR - Finance
RH - Pupil Premium	AL - Safer Recruitment

- RH has taken on Middle Leaders and Protected Behaviour as SDP areas to monitor.
- MR informed governors that due to an increased workload, she would need to give up responsibility for Middle Leaders which was passed onto RH as noted above. One visit has already been completed.

#### e) Support Staff Pay Committee:

- Recorded under Confidential Minutes. SH/MB left the meeting at 8.25pm and returned at 8.36pm.

### 10. Academies

Nothing to report.

### 11. Policies for Review

- The following policies were reviewed and agreed at the Curriculum Committee meeting, preceding this meeting:
  - Home Visits Policy 2018
  - Intimate Care and Toileting Policy 2018
  - Visitor Policy 2018 (subject to 1 point regarding volunteers on trips)
- Policies for approval by the FGB include:
  - Data Protection Policy
  - Occupational Sick Pay Policy.
- The Data Protection Policy needs Point 13 updated regarding re governor access. SH agreed to check use of Governor Hub and whether this was cost effective and appropriate for governor's use.

**Action: SH**

- The DPO will be Edward Frost (role description circulated previously), who will come in on a voluntary basis after May to check the school's systems
- In the OSP Policy, it needs to be made clear about what 6 months means in terms of working days. The policy has been circulated to staff by MB and it was agreed to give them another week for any comments.
- Taking into account the above comments, **governors agreed the policies**

## 12. GDPR

- SH updated governors on progress with GDPR:
  - There is a new consent form for parents
  - Policies are being updated/amended
  - The DofE have released a data protection toolkit for schools
  - COV is on track to being compliant by 25<sup>th</sup> May.
  - Staff are being trained in all aspects of GDPR in June.
  - Some additional software needs to be purchased.
  - Laptops and USB's are being encrypted.
  - The Chair questioned SH about how governors were being allowed to open emails on their own personal devices and staff were being told that they must only use school equipment for this purpose.
  - As a result, the use of Governor Hub was discussed as a way forward. However, for the time being, school email addresses were issued to governors and all were asked to ensure they logged on and used these for all future correspondence.

**Action: ALL**

## 13. Budget Approval 2018/19

- A number of documents had been circulated to governors:
  - SB1 form
  - Three Year Expenditure Plan
  - General ledger Cost Centre summary
  - Final Budget proposal
- The SB1 form shows a carry forward of £133,775 for 2017/18.
- This is then split down further, of which capital is £27,241.
- Once agreed, this budget proposal form is submitted to NCC for approval.
- The 3 Year Plan is split into 2, Version1 showing the staffing structure/costs as they are and Version 2 with the increased caretaker's costs (increase in hours).
- Version 1, shows that in 2020/21, the school will be in the red by £6,651 and in Version 2, by £11,749.
- Anything else, will come fro the carry forward.
- Governors approved the budget and the Chair signed:
  - SBI form
  - Budget proposal
  - Three Year Summary and Expenditure plan.
- **Photocopier contract:** This comes up for renewal in September and has to be approved by May. There are 2 copiers in the building and a spreadsheet showing the quotes provided by suppliers with the cost and potential savings was tabled for governors.
  - Governors agreed to go with the Regent (Kyocera) quote, which would provide a saving of £369.81per quarter.
- **Outdoor Area:**

- 3 versions of the proposed plans were tabled for governors to agree their choice.
- After scrutiny, governors agreed Version 2 which would cost £9,492, coming out of this year's PE funding.

#### 14. Committee Reports

- **Curriculum Committee (23/04/18):**

- Discussed the data
- One part of the data relating to Year 5 would be sorted out after the SATs
- Reviewed and agreed 3 policies (recorded above under item 11)
- T&L, Leadership and Safeguarding Audit were reviewed.
- Chair to circulate her reports from the T&L and safeguarding reviews to governors.

**Action: Chair**

- Parent governors have been asked to get feedback from the parent body about extra-curricular activities and what clubs they would like to see established.
- To be further discussed at the next Resources committee in June.
- **Resources Committee (12/03/18):**
  - SFVS
  - Solar Panels were agreed and are now operating
  - Outdoor Play Equipment
  - GDPR.

#### 15. Celebrating Success

- Thanks were extended to Mary Wyles (HLTA) for organising a sponsored read which raised £1,000 for Reading for Hospitals Charity. 80% of the funds raised goes directly to the Charity and 20% to the school.
- Michelle organised a Mufti-Day last Friday and raised £205 for Muscular Dystrophy UK through the uncle of a pupil at COV, running the London Marathon (4 hours and 15 minutes).

#### 16. Correspondence

- Feedback from YLs investigation (see previous minutes):
  - Face to face feedback has been offered to the person concerned by the Chair who was waiting for a response.

#### 17. Any Other Business

- PF thanked those who had sent condolences and
- attended Jim Wade's funeral (previous Chair of Governors) during the Easter holidays.

#### 18. Date of next meeting

Remaining dates of meetings for the year:

- Resources Committee – 6.30pm on 25/06/18
- Curriculum Committee – 6.00pm on 09/07/18
- FGB Meeting – 7.00pm on 09/07/18.

There being no further business, the Chair closed the meeting at 9.30 pm.

Signed..... Date.....