



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 22nd November 2018 at 6.30 pm

Attendance	
Amy Duncan (AD) Vice Chair	Stephanie Praetig (SP)
Liz Jackson (LJ)	Andy Brandham (AB)
Hilary Richardson (HR)	Paul Taylor (PT)
Gillian Phenix (GP)	Nicky Coates (NC) - Associate
Also Present: Kim Comer - Clerk (KC), Donna Robinson (DR) – Business Manager	

1	<p><u>Apologies</u> Apologies were received from Malcolm Carter (MC), Emma Lincoln (EL), and Rachael Groves (RG). The meeting was chaired by AD (Vice Chair).</p>	
2	<p><u>Pecuniary & Personal Interest Declarations</u> – It was declared that SP would leave the meeting for item 6 and AB would leave the meeting for item 7 iii. Annual Business Interest register forms were collected from Governors in order to ensure the register was up to date.</p>	
3	<p><u>Minutes of Previous Meeting & Matters Arising</u> The minutes of the meeting held on Thursday 20th September 2018 had been distributed prior to the meeting and were agreed and signed.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • A letter of thanks had been sent to Rod Ainge by MC as agreed. • New Business Interest forms had been updated to include Educational Establishments. • The school calendar had been emailed to all Governors, SP advised an updated one needed to be sent. • Presentation by Kirsty Thomas at next FGB – SP advised that this would need to be carried forward to the next meeting in January 2019 • Governors had attended the Macmillan Coffee Morning as agreed. • Confirm link roles for GP – all links had been reviewed and would be covered in the agenda. • LJ to advise if able to attend HT Performance Review Training – LJ was unable to attend and will ensure she attends the training next year. • Parent Survey Results published to Parents – AB advised he had sent some content to MC for him to review and was awaiting a reply. He will send again and when approved would liaise with AD to publish. 	<p>SP</p> <p>SP</p> <p>AB/ MC AD</p>
4	<p><u>Business Manager's Report & Mid Term Budget Review</u> Copies of the following were available to Governors prior to the meeting – Business Managers Report Nov 2018 (App.4), Budget v Actuals Sept 2018 (App.5), Monitoring Statement Sept 2018 (App.6), Summary Expenditure Sept 2018 (App.7), Summary Income Sept 2018 (App.8), CFR Budget Report Nov 2018 (App.9)</p> <p>The Governors thanked DR for her detailed reports and said it was good to see a more positive position after all the difficult times recently. It was agreed that as the Business Managers report and associated documents were emailed to Governors prior to the meeting that any questions should be emailed to DR in advance and these would be answered at the meeting.</p>	

	<p>LJ, now the P&F Chair suggested an extra mid year meeting of the P&F committee to ensure the members have a deeper understanding of any issues regarding the budget. DR suggested a mid May meeting also in October/November as things to change during the year. DR to liaise with KC to arrange meeting dates nearer the time.</p> <p>The Governors were happy with the mid term review and asked DR if she had anything to add. DR advised that the current improvement in the budget would probably alter some of the previous decisions suggested for staffing in September 2019 but this would be reviewed fully in May. Also there was some news received today that a newly qualified teacher had been offered the position to cover maternity cover and it was hoped this offer would be accepted. The Governors asked if the new Teacher would require a mentor and SP advise that this was already in place.</p> <p>The budget also allowed for an advert to be placed for a KS2 LSA. The budget was being monitored term-by-term and hopefully there will be little change and is positive for the future.</p> <p>DR asked if the Governors had any further questions and advised that approval to the adjustments to the mid term budget was required. The Governors asked about the impact on the proposed increased Teachers pension contributions. DR advised that this had not yet been agreed so it was difficult to build this into the budget until any change was known. SP had recently attended a meeting at County Hall about funding but no figures had been received. The Governors asked if the change to the minimum wage would have any effect, but DR advised that all staff were already above the limit.</p> <p>LJ proposed that the changes be agreed and this was approved by all Governors present.</p>	DR/ KC
5	<p><u>Teachers Pay Policy</u></p> <p>The P&F committee had previously agreed the updated draft of the school pay policy on 1st November 2018; this was very much based on the LA pay policy. It had been agreed to send the draft to the unions out of courtesy only (on advice from the LA legal team) and following their comments some corrections had now been made by SP & DR. SP advised Governors of the few amendments made. The Governors felt that if all staff were fully aware of the policy this should not be an issue and all schools were different. All Governors approved the changes to the policy.</p>	
6	<p><u>Head Teachers Review – Confidential Item</u></p> <p>SP left the meeting for this item. LJ advised that the P&F committee had met prior to this meeting and their decision will be detailed as a separate confidential item.</p>	
7	<p><u>Head Teachers Report</u></p> <p>Copies of the following were sent to Governors prior to the meeting – Head Teacher’s Report (App.1), Attendance Report (App.2), LLP Visit Report (App.3).</p> <p>The Governors confirmed they had read the reports and thanked SP for the information provided. SP went on to explain that there was a new data information system using ASP (Analysing School Performance). This replaced Raise Online and Inspectors use this as a base for their reports. SP gave Governors a printed sample of the new data report and looked at some examples. It was important that Governors were aware of the new system. The Governors asked if they had access to this report and SP is finding out. AD advised that Governor access was in question due to some confidential items on the report.</p> <p>AB left the room for discussion on the LLP report due to a conflict of interest regarding one of the items. The issue in question had already been addressed and is being kept under review. The Governors asked if any improvement had been seen and SP advised that a definite improvement had been made in behaviour.</p>	

	<p>With regard to the rest of the report children with “close too” results had been selected and linked to a high impact-teaching programme. More information can be provided on this in January. The LLP was happy and the feedback on his visit had been positive. The Governors felt that the support provided by the LLP was comprehensive and good for the school. SP advised that future visit dates had been set for the year and he was working very closely with the maths project.</p> <p>There had been an issue regarding some posts on the parents Facebook page involving a teacher who had felt bullied by the comments made and wanted this addressed by the Governors. It was agreed that the posts had been inappropriate and unfortunate. AD advised these had been deleted and in future the page will be closely monitored. The Governors felt it was important that parents went directly to teachers with any issues and posts on Facebook were neither useful or the best way to address concerns.</p>	
8	<p><u>View from the Chair</u></p> <p>i) Link Subjects – This had now been reviewed and updated and a copy was distributed to all Governors. It was agreed that this would be kept under review going forward. A copy of the updated SIF was distributed to Governors as it was thought useful to see where monitoring visits linked to the sections on the SIF. A SIF review meeting was arranged for 20th December 2018 at 9.30 a.m. and <u>SP/MC/AD/LJ/HR & KC</u> will attend. This meeting is to review the progress of the SIF and monitoring links. KC to keep the SIF updated following Governors monitoring forms.</p> <p>ii) New Governors, Finance Governor & Parent Election – MC had now met with Sam Pickard and approved his application so DR can now proceed with processing. It was agreed that MC should invite him to the next FGB when the FGB can officially agree to him joining the board. A Finance Governor is still yet to be found and it was agreed to contact Cowes Business Association and local businesses. As AB is leaving the board next February a new parent governor will need to be found and a letter will be sent to parents in the New Year.</p> <p>iii) Scheme of Delegation Annual Review – It was agreed that MC/SP & AD would review this at the same time as the SIF review on 20/12/18.</p> <p>iv) Governors Christmas Dinner – It was agreed to hold this after Christmas and on the same date as the next FGB meeting – Thursday 24th January, 6.00 pm at Gastronomy Cowes – MC had offered to book.</p>	<p>See list</p> <p>MC SP AD MC</p>
9	<p><u>Policies to Ratify</u></p> <p>All policies had been distributed to Governors prior to the meeting to review. The following policies recently updated by the LA were agreed and adopted by the FGB – Attendance Management Policy & Procedure, Disciplinary Procedure, Employee Code of Conduct, Employment Screening Policy, Flexible Working Policy, Fair Access Policy, Parental Leave Policy, Restructuring, Redundancy & Redeployment Policy and Special Leave Policy.</p> <p>The following school policies were also available to Governors prior to the meeting:</p> <p>Health & Safety Policy – Agreed and adopted by the FGB Safeguarding Policy – Agreed and adopted by the FGB subject to format correction Special Educational needs Offer (Sept 18) - Agreed and adopted by the FGB Special Educational Needs Policy - Agreed and adopted by the FGB</p>	
10	<p><u>Marketing Update on Trinity House– Gillian Phenix</u></p> <p>GP explained that as a follow up from the launch day, a link had been established with Trinity House and they had given two training packs to the school which GP passed to SP. SP & GP had</p>	

	<p>also met with CECAMM with a view to seeing how they can help further. SP advised there is the possibility of arranging and a competition with them involving Year 5 and this is currently being looked at.</p> <p>With regard to other marketing, it was suggested contacting the sailing clubs to see if they could provide grants towards funding a sailing quest during the summer term at UKSA. GP will look into this.</p>	<p>SP/ GP</p> <p>GP</p>
11	<p><u>Training Update</u></p> <p>GP had attended the training on Teenage Sexual Behaviour and reported it had been very informative and useful. She will speak to Sam Smith, link teacher for PDL regarding this.</p> <p>AD/PT & GP had attended the Governor Induction Training held by Governor Services and had positive feedback on the training and had provided a report that KC read out. KC advised that the course content had been improved recently.</p> <p>PT advised that he felt that the schools own Governor Induction Training needed improvement as he felt there was a lack of support for new Governors. For example he was not offered a tour of the school or given a mentor to support him. KC said there was a detailed school induction pack available, this included reference to reading material and a checklist to be completed by new Governors, but further support was needed to follow this through. It was agreed this would be reviewed by the Chair to ensure this did not happen in future.</p>	<p>MC AD KC</p>
12	<p><u>Feedback from Monitoring Visits</u></p> <p>Monitoring visits for the October & November were reviewed and some forms were still outstanding. It is vital that visits take place in a timely manner and the section to link to the SIF is completed correctly on the monitoring forms. If any Governors need help on this they need to ask for assistance.</p> <p>GP asked about Governor involvement with school events ad SP said that Governors are always welcome and encouraged to attend school events. There is a Governor signing in book at reception to record Governor visits other than for monitoring. Governors have access to the school calendar for information.</p>	
13	<p><u>Any Other Business</u></p> <p>AD reported that having attended the Chair's Network meeting it had been suggested that Schools should consider publicising an attendance target of 100%. This to be standard across the Island. The Governors felt this was not necessary and Parents would expect this. SP commented that the target has already been removed from the newsletter.</p> <p>PT reported that he had been making investigations about the provision of a defibrillator. Unless the local ambulance or British Heart Foundation have one or can lead to one, the best place to get one is from St Johns supplies. Their Heartstop semi automatic model if £980. This is an indoor one that PT would recommend due to possible vandalism. PT has emailed MC all the information to take forward. SP advised that Year 6 pupils had been fund raising towards this and Governors also suggested any help from the Friends of Cowes Primary. DR has been co-ordinating this and will keep under review.</p> <p>LJ suggested that Safeguarding be a regular item on the agenda. It was felt this was a good idea and SP suggested having a question for Governors to discuss and answer, as this will raise awareness.</p>	<p>MC DR</p>

Action Points

3	Updated school calendar to be emailed to all Governors	SP/KC	ASAP
3	SP to arrange for Kirsty Thomas presentation at January FGB	SP	24/01/19
3	Parent Survey results to be published to Parents	MC/AB/AD	ASAP
8	Attend SIF Review meeting on 20/12/18 – 9.30 am	SP/MC/AD/LJ/HR/KC	20/12/18
8	Annual review of Scheme of Delegation on 20/12/18 following SIF review	SP/MC/AD/KC	20/12/18
8	Book Governors Christmas Dinner – 24/01/19 6.00 pm	MC	ASAP
10	Follow up on competition using link from CECAMM	SP/GP	24/01/19
10	Look into help with funding for UKSA sailing quest	GP	24/01/19
11	Set up robust system for following schools induction programme for new Governors to ensure followed and mentor in place.	MC/AD/KC	24/01/19
13	Follow up on progress regarding defibrillator	DR/MC	24/09/19

Appendix Items to Minutes

The following reports had been added to the Governor Secure Website for access to Governors prior to the meeting:

App.1	Item 7	Head Teachers Report
App.2	Item 7	Attendance Update
App.3	Item 7	LLP Visit Report
App.4	Item 4	Business Managers Report & Mid Term review Notes November 2018
App.5	Item 4	Budget v Actuals Sept 2018
App.6	Item 4	Monitoring Statement Sept 2018
App.7	Item 4	Summary Expenditure Sept 2018
App.8	Item 6	Summary Income Sept 2018
App.9	Item 12	CFR November 2018

Other attachments:

Policies as item 9, Example ASP Report, Link Subjects Nov 2018, Induction Report Feedback (GP), Defibrillator Information (PT)

Signature_____ Position_____

Name_____ Date_____