



# COWES PRIMARY SCHOOL

## MINUTES OF FULL GOVERNING BODY MEETING

Held on Thursday 16<sup>th</sup> March 2023 at 4.15pm in school

<b>Attendance:</b>	
Alex Osborne (AO)	Rachael Groves (RG)
John Cross (JC)	Sandra Klembt (SK)
Katie Flood (KF)	Stephanie Praetig (SP) Headteacher
Margaret Goodwin (MG) Chair	Sue Cox (SC)
<b>Also Present:</b> Sam Smith (SS) Teacher – item 3 only and Tina Jarvis (TJ) Clerk	
<b>Apologies:</b> None	

Attachments issued before the meeting are shown on pages five and six of these minutes.

<b>1</b>	<b><u>Welcome and Apologies</u></b> MG welcomed everyone to the meeting. All Governors were at the meeting.
<b>2</b>	<b><u>Pecuniary &amp; Business Interests</u></b> None were declared.
<b>3</b>	<p><b><u>Teacher presentation – Computing</u></b></p> <p>SS gave an overview of the changes in computing and technology over recent years and explained that the school was preparing children not just to use current technology but also for future jobs using technology not even in use today.</p> <p>SS outlined the current computing facilities at the school and gave an overview of the online platforms used for the curriculum (Purple Mash) and for teaching specific subject areas (such as Ed Shed for times tables).</p> <p>There are 3 main strands of the computing curriculum; Computer Science, covering programming, coding and problem solving, Information Technology, covering the use of spreadsheets, presentations and graphics, and Digital Literacy which includes e -safety. E-safety is included within lessons and is now included weekly in the school newsletter. The school also held an e-safety event for parents.</p> <p>Goals for the future include the roll out of Class Dojo across the school, replacing wired headphones with wireless ones and replacing interactive whiteboards with interactive monitors.</p> <p><b><i>Governors were aware of large computing companies which sponsor Universities and asked if there was any sponsorship at a Primary School level?</i></b> SP was not aware of any specific computing company sponsoring available, but advised that the school does contact local companies.</p> <p><b><i>Governors asked about children without computer equipment at home?</i></b> SS advised that laptops and/or iPads had been made available to pupils who needed them. SP advised that the school tracks children who do not complete on line tasks at home and follows up to see if there is any help needed with equipment.</p> <p>Governors recognised the importance of e-safety and were pleased to see this was covered both in classes and with parents. SP advised that the subject is also covered in assemblies. RG outlined that Personal, Social, Health and Economic (PSHE) lessons also cover areas such as cyber bullying. Governors thanked SS for the useful presentation. At this point SS left the meeting.</p>

4	<p><b><u>Minutes of Previous Meeting &amp; Action Points</u></b></p> <p>The minutes of the meeting held on 26.01.2023 had been distributed prior to the meeting. A change was agreed to the Impact section on page 4 of the minutes. This will be made and the minutes will then be presented to the Chair for signing.</p> <p><u>Action Points</u></p> <ul style="list-style-type: none"> <li>• SP to provide the updated SDP to TJ for circulation to Governors - Completed. <b>Item Closed.</b></li> <li>• TJ to draft Terms of Reference for a Pay committee and update the Scheme of Delegation for the proposed changes agreed at the January meeting - Completed. Pay Committee Terms of Reference are included within the Teacher Pay Policy already agreed. These have been reproduced within the Scheme of Delegation to be covered under item 8. <b>Item Closed.</b></li> </ul>	
5	<p><b><u>Business Manager's Finance Report, including benchmarking</u></b></p> <p>Copies of the following were available to Governors prior to the meeting; <b>CONFIDENTIAL</b> SBM FGB report, Cowes Primary Monitoring Statement February 2023, Expenditure by CFR February 2023, Income by CFR February 2023 and Budget v Actual February 2023. An error in the calculations in the Carried Forward column of bank balances in the SBM report had been identified before the meeting.</p> <p>DR was not at the meeting. SP outlined that there was a projected year end credit balance of just over £2,000.</p> <p>SP drew Governors attention to page 4 of the report and the additional devolved capital available to schools to spend on energy efficiency upgrades. The value of funding available would not cover the costs of replacing all doors or all single glazed windows. The funding could cover the cost of replacing the front entrance to the school to help reduce drafts coming into the school and improve energy efficiency.</p> <p><b><i>Governors asked about other uses of the funding, such as replacing the back doors out to the playground or having closers fitted to ensure they are fully closed after use?</i></b></p> <p>SP advised that these doors were fire doors and may potentially be replaced by the Local Authority, but it was an area for consideration.</p> <p><b>It was agreed quotations should be obtained for a new front entrance and back doors.</b></p> <p>There is a proposal to increase the cost of school dinners from £2.40 to £2.50 from April, with a further increase to £2.60 in September. Schools who use outsourced catering had been advised to increase prices to between £2.50 and £2.65 from February. SP advised that free school meals are funded at a rate of £2.41. The prices for adult and nursery meals would increase to £4.20 and £2.30 respectively in April and £4.40 and £2.40 in September.</p> <p><b>The increase in school dinner prices was agreed by Governors.</b></p> <p>SP advised that Keeping Children Safe in Education includes that schools should consider carrying out online searches as part of their recruitment due diligence. It had previously been decided not to do online searches, however, the schools HR advisers are suggesting checks should be done. There is no detailed guidance from the Department for Education on this area. The HR advisers have recommended a partner company who undertake social media checks, which are done within the General Data Protection Regulation (GDPR) rules.</p> <p>Governors raised questions over which social media sites the company would check, and what criteria they would use to determine what items are flagged to the school. The Governors also raised concerns over the consistency of checks between schools and between different outsourced suppliers. Governors believe guidance should be provided by the Local Authority on what checks should be performed and the criteria used to raise concerns, to ensure consistency</p>	

	<p>across schools. <b>It was agreed guidance was needed from the Local Authority before any social media recruitment checks could be adopted</b></p> <p><b>ACTION POINT: School Business Manager to draft an email to the Local Authority regarding guidelines for social media recruitment checks.</b></p> <p>AO offered to read the email before issue.</p>	DR
6	<p><b>Head Teachers Report</b></p> <p>A paper covering attainment and targets had been sent before the meeting, together with a <b>CONFIDENTIAL</b> attendance report. SP welcomed any questions on the papers circulated.</p> <p>SP outlined that there had been very positive progress towards targets since September. Tracking and progress reports start next week to moderate results and reassess targets.</p> <p>A draft Leading Learning Partner (LLP) report had been circulated to Governors (Confidential). This is to be updated for a couple of factual inaccuracies. All actions from the LLP are underway or complete.</p> <p>The Government White Paper proposing a minimum school week of 32.5 hours is still to be taken forward to Parliament, however, the length of the school week will form part of Ofsted inspections. It is proposed that from September the school increases the length of each school day by 20 minutes, to achieve a 32.5 hour school week. Initial discussions with staff suggest this is best done by starting 10 minutes earlier and ending 10 minutes later each day. SP has drafted a consultation letter to send to parents, the Local Authority and local schools.</p> <p><b>It was agreed by Governors that a consultation on increasing the school day should be started.</b></p> <p>SP advised that recommendations made by Hampshire and the Isle of Wight Local Authorities regarding school places will be going to the cabinet in June. Before then two officers from the Local Authority will meet the Place Planning Working Group, which SP is part of, to discuss their recommendations.</p>	
7	<p><b>View from the Chair</b></p> <p>Skills audit 2023 – MG outlined that there were no major gaps identified by the recent skills audit. There were however opportunities for training and development specifically around Chairing and Head Teacher Performance Management training.</p> <p><b>ACTION POINT: Clerk to re-circulate dates for Head Teacher Performance Management training.</b></p> <p>Reallocation of link subjects – A Governor is needed to take the role of Inclusion Governor. This covers children with Special Educational Needs and Disabilities (SEND), Disadvantaged children and high achievers. KF agreed to take the role of Inclusion Governor.</p>	TJ
8	<p><b>Policies to review and ratify</b></p> <p>The following policies had been circulated before the meeting;</p> <ul style="list-style-type: none"> <li>• Scheme of Delegation</li> <li>• Governor Visits policy</li> <li>• Data breach incident reporting</li> <li>• School Attendance Policy, and</li> <li>• Exclusion of pupils policy.</li> </ul> <p>SP advised some minor changes had been made to the Attendance policy following review by JC. These related to replacing son/daughter with child, replacing his/her with their and correcting a couple of spelling errors.</p> <p><b>The five policies were agreed by the Governors.</b></p>	
9	<p><b>Local Authority/DfE policies to be adopted.</b></p> <p>The following Local Authority/DfE policies had been circulated to Governors prior to the meeting;</p> <ul style="list-style-type: none"> <li>• Data protection</li> <li>• Employment Screening Policy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Access to information Policy</li> <li>• Alcohol and Substance misuse</li> <li>• Disclosure &amp; Barring Service (DBS) policy</li> <li>• Shared Parental Leave provision</li> <li>• Trans Gender Employee guidelines, and</li> <li>• Unacceptable Behaviour Policy.</li> </ul> <p>The policies had been reviewed and Governors had noted some formatting issues within some of the Local Authority policies.</p> <p><b>The Governors agreed to adopt the eight policies.</b></p>	
<b>10</b>	<p><b><u>School Development Plan (SDP) update</u></b></p> <p>The latest plan had been circulated since the last meeting. Actions will be reviewed and updated at the end of term.</p>	
<b>11</b>	<p><b><u>Safeguarding Update</u></b></p> <p>A Single Central Record check has recently been completed by AO. There is a Safeguarding meeting on 31<sup>st</sup> March which AO will attend.</p>	
<b>12</b>	<p><b><u>Monitoring Update</u></b></p> <p>Four monitoring reports had been circulated before the meeting. The list of open actions was reviewed. It was agreed items 1, 3 and 4 had been covered by recent visits and could be closed on the log.</p> <p>MG reminded Governors to ensure SP was aware of any visits being made to the school.</p>	
<b>13</b>	<p><b><u>Governor Training Update</u></b></p> <p>AO has completed the Welcome to Hampshire County Council Governors course and attended safeguarding training.</p>	
<b>14</b>	<p><b><u>Impact</u></b></p> <p>The Governors agreed on the following impact achieved at this meeting:</p> <ul style="list-style-type: none"> <li>• Social media recruitment checks had been discussed and it was agreed guidance was needed from the Local Authority before any checks could be adopted</li> <li>• A useful computing update had been received and it was good to understand that it is not just teaching children to use computing for their future jobs but also as their future jobs</li> <li>• An update had been received on school place planning.</li> </ul>	
<b>15</b>	<p><b><u>Discussion and vote on election of new Chair</u></b></p> <p>A new Chair was needed as this was the last meeting before the end of MG's term of office. Nominations were requested for the role of Chair until the first meeting in September. JC nominated SC for the role of Chair. SC confirmed she was happy to stand for the role and left the meeting so a vote could be held. Following the vote SC re-joined the meeting and accepted the role of Chair.</p> <p>JC advised he was happy to continue as Vice Chair until September.</p>	
<b>16</b>	<p><b><u>Any Other Business</u></b></p> <p>SP asked for a temporary increase in Learning Support Assistant (LSA) hours to support the phonics rapid interventions for Key Stage 2. This would be for the period after Easter until July. Next year the lower year classes would already have received the current phonics training and interventions should not be needed.</p> <p><b><i>Governors asked what the time and cost implications were?</i></b></p> <p>SP advised it would be a maximum of one hour per LSA a day. The costs had not yet been finalised.</p> <p><b>Governors recognised the impact the Key Stage 2 phonics interventions were having and approved the additional LSA hours to support the interventions in principle. Final approval was delegated to the Chair and Vice Chair once final costings were available.</b></p>	

<p>The updated Lettings Policy had been circulated before the meeting. This included an increase in hire charges.</p> <p><b>Governors questioned whether the restriction of not allowing dogs on the school grounds and buildings was restricting usage of the site?</b> SP advised the restriction was in accordance with Local Authority requirements and insurance conditions.</p> <p><b>Governors asked if the hall was fully booked?</b> SP advised it was booked after school every weekday, but not at weekends.</p> <p><b>The Governors approved the policy subject to changing the term ‘guide dog’ to ‘assistance animal’ or removal of the dog restriction if allowed.</b></p> <p>The Governors thanked MG for her term of office as Governor and the support she had given to the school.</p>	
<p><b>Date of next meeting</b> The next meeting is scheduled for <b>Thursday 18<sup>th</sup> May 2023 at 4.15pm, in school.</b> There will be a presentation from the English lead.</p>	
<b>Meeting Ended at 6.05pm</b>	
<p><b>Future Teacher presentations;</b> July – Early Years (<b>Link Governor – Sandra Klembt</b>), September – RE, November – Maths (<b>Link Governor – Katie Flood</b>), January – PSHE (<b>Link Governor – Sandra Klembt</b>), March – Computing, May – English (<b>Link Governor – Sue Cox</b>)</p>	

### Action Points

160323/1	School Business Manager to draft an email to the Local Authority regarding guidelines for social media recruitment checks.	DR	By next FGB
160323/2	Clerk to re-circulate dates for Head Teacher Performance Management training.	TJ	ASAP

### Attachments for FGB 16.03.2023

The following documents were available prior to the meeting;

1	4.0 <b>CONFIDENTIAL</b> draft minutes of FGB 26.01.2023
2	5.0 <b>CONFIDENTIAL</b> SBM report to FGB March 2023
3	5.0a February 2023 Monitoring Statement
4	5.0b Expenditure by CFR February 2023
5	5.0c Income by CFR February 2023
6	5.0d Budget v Actuals February 2023
7	6.0 Spring half term attainment and targets February 2023
8	6.0a <b>CONFIDENTIAL</b> Attendance report 10 <sup>th</sup> March 2023
9	7.0 CPS Skills Audit January 2023 Summary
10	8.1 Scheme of Delegation
11	8.2 Governor Visits policy
12	8.3 Data breach incident reporting
13	8.4 School Attendance policy
14	8.5 Exclusion of pupils policy
15	9.1 Data Protection policy

16	9.2 Employment Screening policy
17	9.3 Access to information policy
18	9.4 Alcohol and substance misuse policy
19	9.5 Disclosure & Barring Service policy
20	9.6 Shared parental leave policy
21	9.7 Trans gender employee guidelines
22	9.8 Unacceptable behaviour policy
23	12.0 Monitoring forms since last FGB
24	12.1 Open monitoring actions
25	16.0 Lettings Policy 2022-25 Draft

Signature:

Position:

Name:

Date: