POVEREST PRIMARY SCHOOL **GOVERNING BOARD** MINUTES OF MEETING TUESDAY 4TH DECEMBER 2018 AT 7PM

PRESENT:	Mrs C Dale Mr K Graham (Chair Mr S Haylen Mr G Martin (from ite Mr S Murphy (Chair f Mr M Parker (from ite Mrs S Weeks (Head Mrs A Willis	m 15) from item 6 to 17.1 and from 17.2) em 8)
IN ATTENDANCE:	Miss K Lewis Mrs G Mills Mrs E Wilson	Clerk Assistant Head Teacher (until item 10) Deputy Head Teacher

ltem	Agenda Item	Action
1.	WELCOME AND APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Pauline Baines and Trevor Baughan.	
	Grant Martin and Michael Parker had given notice that they would be late.	
2.	DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST	
	None were declared.	
3.	CONFIRM APPOINTMENT OF SIMON MURPHY AS A CO-OPTED GOVERNOR	
	The appointment had been approved by email and was confirmed. SM was welcomed to the Board.	
4.	STATEMENT OF OUTGOING CHAIR	
	KG read out a statement on activities during the last three months of his chairmanship and the Board's development.	
5.	ELECTION OF SIMON MURPHY AS CHAIR AND MICHAEL PARKER AS JOINT VICE CHAIR	
	SM had been proposed as chair as KG was standing down at this meeting, and MP as joint vice chair. There were no other nominations. It was agreed to defer the formal election until GM and MP arrived. It was further agreed that SM would chair the rest of the meeting.	
6.	FOUNDATION TRUST UPDATE AND CONSTITUTION AND MEMBERSHIP OF THE BOARD	
	The Clerk reported that the new Instrument of Government as a foundation school had not yet been approved by the Local Authority.	
	A first meeting of the AfACT Board would shortly take place and as previously advised the school would be represented by the Headteacher and Chair as first directors. The schools' foundation governors would be formerly appointed at this meeting.	
	An AfACT school improvement plan (SIP) had been developed by the four schools and would be further discussed at the inset day on 7 th January. <i>It was asked if the AfACT SIP would replace the school's SIP.</i> SW confirmed that it would run alongside the school's document.	

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7.	MINUTES OF THE GB MEETING ON 13 TH SEPTEMBER, 20 TH SEPTEMBER AND 18 TH OCTOBER 2018	
	The minutes were and approved signed by the Chair.	
8.	MATTERS ARISING FROM MINUTES NOT COVERED BY THIS	
	AGENDA 20 th September 2018	
	8.1 Item 4.3 Associated Member	
	It was agreed that the website audit reports undertaken by associate	
	member Theresa Bellsham, would be provided to and reviewed by the	Clerk, SBC
	Safety, Behaviour And Community Committee.	
	8.2 Item 6.1 Committee Scheme of Delegation	
	The document had been reviewed by the Clerk and SW as agreed. As	
	there were no changes to committee terms of reference, it was proposed	
	and agreed that the document would remain in place for this year and	
	would be reviewed as normal at the business meeting in the autumn term of 2019.	
	8.3 Item 8.2 Strategy, ethos and vision-facilitated session	
	This was ongoing and would be discussed by the Chair and Headteacher.	Chair, SW
	8.4 Item 12 Safeguarding/Child Protection training	
	EW had provided a login to allow governors to access Safeguard training.	
	She would provide the Clerk with a list of governors who had not yet	
	completed it. It was reported that some governors had already completed other safeguarding training and this would be notified to the Clerk. All	EW, Clerk
	governors were encouraged to undertake safeguarding training.	EVV, CIEIK
	8.5 <u>Item 12 Board Meetings</u>	
	SM and SW would discuss items for GB meetings and the proposed 15 minute training slot at each one.	Chair, HT
	All other items had been completed or were on the agenda.	
9.	HEAD TEACHER'S REPORT	
	The report had been circulated and the new format welcomed. The report	
	and the maths and English reports accompanying it were noted.	
	SW reported that a second open morning had been held with a very good	
	turnout and the school was grateful to MP for attending. MP reported on the	
	very positive comments he had received from parents, in particular that	
	governors were present and the range of speakers including pupils. Parents had also been impressed with the children who showed them around the	
	school.	
	The school had held its celebration event earlier today. Year 6 had	
	presented on the new building and representatives of the local authority had been present. Unfortunately, Councillor Fortune had been unable to	
	attend due to illness, and therefore his visit had been rearranged for 19 th	
	March. SW said that she would take this opportunity to invite members of	
	the local community, so they could see the result of the building	
	programme.	
	SW reported that an audit of the Provision had been commissioned by the	
	LA. AW, as SEN Governor, had attended. She said it had been a very	
	positive experience, and the inspector had been particularly complimentary	
	about the teaching in these classes.	
	Geraldine Mills said that the school had been commended on the	

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	relationship between children and staff, how well staff knew the children, and the engagement of the children. The inspector had met with a number of parents and reported that there had been no negative comments and it was clear that there was confidence and trust in the school. Parents felt the school supported rather than judged their children's behaviour. As with Ofsted, the inspector had been impressed with the school's approach to inclusion.	
	Governors were pleased to receive this positive feedback and thanked staff. They would like to see a copy of the report.	SW
10.	REPORTS FROM COMMITTEES10.1Achievement and Standards 18 th October 2018The minutes had been circulated and were noted.	
	10.2 <u>Safety, Behaviour and Community 9th October 2018</u> The minutes had been circulated and were noted. SH referred to the importance of having the safeguarding Governor as a member of the committee, and it was confirmed that KG was now a member. The application of the safeguarding/child protection policy would be reviewed at the February meeting.	
	10.3 <u>Resources 8th November 2018</u> The minutes had been circulated and were noted. The committee had recommended that a link Governor for PE should be appointed. SH volunteered for this role and would provide a report to Resources meetings. SW said that parents had been very complimentary about the PE facilities at the open day.	
	10.4 <u>Pay Committee 13th November 2018</u> It was reported that pay matters had been discussed and agreed.	
11.	SAFEGUARDING/ CHILD PROTECTION11.1Review safeguarding action planThe plan was noted. Safeguarding data had been included in the HT report.	
	11.2 <u>Confirm safeguarding Governor Team</u> It had been proposed that a team of governors to support this area should be appointed. KG would continue as lead safeguarding governor and the other members of the team would be confirmed, including PB. A safeguarding visit would be arranged.	KG
12.	GOVERNOR VISITS /GOVERNORS' DAY/ LINK GOVERNOR REPORTS Visit reports had been circulated.	
	MP said that he had also attended a parents' forum meeting, the open morning, Christmas fair and the celebration event earlier today.	
	AW said she had also met with Geraldine Mills on SEND and seen examples of pupil progress reviews.	
	Governors reported that the governors' day on 18 th October had been successful and the training session held in the morning worthwhile. KG was thanked for organising.	
13.	COMPLIANCE 13.1 <u>GDPR</u> An audit report had been circulated. An audit had first been undertaken in April and the report had been updated with progress following a review; a further visit was due to take place. The school was on track to meet its	

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	obligations.	
	A training session on GDPR had taken place in November to which governors had been invited and KG had attended. Governors confirmed that they had undertaken GDPR training.	
14.	CHAIR'S ACTION	
	KG reported that he had carried out an investigation into a matter raised earlier in the term by a parent which had now been completed and the issues addressed.	
15.	POLICIES It was noted that the Child Protection/Safeguarding and Governor Visits policies had been approved.	
16.	GOVERNOR TRAINING	
	AW reported that she had completed a number of NGA online training courses provided through the Octavo package.	
	Governor resources were discussed. It had been agreed to renew the subscription to The Key and NGA Gold in addition to the Octavo training package. It was discussed whether any economies of scale could be achieved now that the school was part of a foundation trust. It was agreed that this would be raised at a Trust Board meeting.	SW, Chair
	Accessing documents online was raised. The Clerk said that documents for board and committee meetings going back two years had been uploaded to the governor secure section of the school website, plus governor visits, foundation trust and other documents. Meeting documents were uploaded at the same time as agendas were issued. There was also a facility via LGfL to share and comment on documents and the school was in addition moving to Google docs, which would also provide this facility.	
	KG had suggested a demonstration of Trust Governor, an online document management site. This was agreed.	KG
17.	CONFIRM SIMON MURPHY AS CHAIR AND MICHAEL PARKER AS	
	 JOINT VICE CHAIR 17.1 Election of Chair for remainder of year 2018/19 SM provided an overview of his background and career in education. 	
	SM was unanimously elected as chair	
	KG was thanked for his tireless work for the school. He would remain as a governor	
	17.2 <u>Election of joint Vice Chair</u> MP was unanimously elected as joint vice-chair.	
18.	DATE OF NEXT MEETING 28 th March 2019.	
	Dates for committee meetings and the rest of the year were contained in the meetings schedule.	
19.	AOB There was no other business	

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20.	CONFIDENTIAL ITEMS	
	There were no confidential items.	

The meeting closed at 8.45pm

Signed: Date: