

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

PRESENT:

Mrs C Dale
Mr K Graham (Chair for items 1-5)
Mr S Haylen
Mr G Martin (from item 15)
Mr S Murphy (Chair from item 6 to 17.1 and from 17.2)
Mr M Parker (from item 8)
Mrs S Weeks (Head Teacher)
Mrs A Willis

IN ATTENDANCE:

Miss K Lewis	Clerk
Mrs G Mills	Assistant Head Teacher (until item 10)
Mrs E Wilson	Deputy Head Teacher

Item	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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	<p>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.</p> <p>Governors were pleased to receive this positive feedback and thanked staff. They would like to see a copy of the report.</p>	SW
10.	<p>REPORTS FROM COMMITTEES</p> <p>10.1 <u>Achievement and Standards 18th October 2018</u> The minutes had been circulated and were noted.</p> <p>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.</p> <p>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.</p> <p>10.4 <u>Pay Committee 13th November 2018</u> It was reported that pay matters had been discussed and agreed.</p>	
11.	<p>SAFEGUARDING/ CHILD PROTECTION</p> <p>11.1 <u>Review safeguarding action plan</u> The plan was noted. Safeguarding data had been included in the HT report.</p> <p>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.</p>	KG
12.	<p>GOVERNOR VISITS /GOVERNORS' DAY/ LINK GOVERNOR REPORTS</p> <p>Visit reports had been circulated.</p> <p>MP said that he had also attended a parents' forum meeting, the open morning, Christmas fair and the celebration event earlier today.</p> <p>AW said she had also met with Geraldine Mills on SEND and seen examples of pupil progress reviews.</p> <p>Governors reported that the governors' day on 18th October had been successful and the training session held in the morning worthwhile. KG was thanked for organising.</p>	
13.	<p>COMPLIANCE</p> <p>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</p>	

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	<p>obligations.</p> <p>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.</p>	
14.	<p>CHAIR'S ACTION</p> <p>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.</p>	
15.	<p>POLICIES</p> <p>It was noted that the Child Protection/Safeguarding and Governor Visits policies had been approved.</p>	
16.	<p>GOVERNOR TRAINING</p> <p>AW reported that she had completed a number of NGA online training courses provided through the Octavo package.</p> <p>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.</p> <p>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.</p> <p>KG had suggested a demonstration of Trust Governor, an online document management site. This was agreed.</p>	<p>SW, Chair</p> <p>KG</p>
17.	<p>CONFIRM SIMON MURPHY AS CHAIR AND MICHAEL PARKER AS JOINT VICE CHAIR</p> <p>17.1 <u>Election of Chair for remainder of year 2018/19</u> SM provided an overview of his background and career in education.</p> <p>SM was unanimously elected as chair</p> <p>KG was thanked for his tireless work for the school. He would remain as a governor</p> <p>17.2 <u>Election of joint Vice Chair</u> MP was unanimously elected as joint vice-chair.</p>	
18.	<p>DATE OF NEXT MEETING</p> <p>28th March 2019.</p> <p>Dates for committee meetings and the rest of the year were contained in the meetings schedule.</p>	
19.	<p>AOB</p> <p>There was no other business</p>	

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20.	CONFIDENTIAL ITEMS There were no confidential items.	

The meeting closed at 8.45pm

Signed: Date: