

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
THURSDAY 20TH SEPTEMBER 2018 AT 6.30 PM
TO COMPLETE AGENDA FROM 13TH SEPTEMBER AND RATIFY DECISION TO PROCEED TO
IMPLEMENTATION TO BECOME A FOUNDATION TRUST AND APPROVE THE REQUIRED
RESOLUTION**

PRESENT: Mr T Baughan
Mr K Graham (Chair)
Mr G Martin
Mr M Parker
Mrs S Weeks (Head Teacher)
Mrs A Willis

IN ATTENDANCE: Mrs P Baines (Observer item 1-3 and 5-10)
Mr P Haylock (Deputy Head Teacher items 1-3 and 5-12)
Miss K Lewis (Clerk)

Item	Agenda Item	Action
1.	<p>WELCOME AND APOLOGIES FOR ABSENCE Apologies were received and accepted from Sam Haylen.</p> <p>Pauline Baines was welcomed as an observer.</p> <p>Non-members were subject to the same level of confidentiality as members.</p>	
2.	<p>DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST None declared.</p>	
3.	<p>FOUNDATION TRUST: CONFIRM DECISION TO PROCEED TO IMPLEMENTATION AND ADOPT RESOLUTION At its meeting on 13th September (see minutes), the Board discussed in detail the proposal to become a Co-operative Education Trust and, in order to implement this, change category from community school to foundation school and join the <i>Achievement for All Cooperative Trust (AFACT)</i>. It had been agreed that governors would be given further time to consider the proposal and review the associated documentation, and confirm their decision by email. It was reported that the Board had unanimously agreed to the proposal. The next step was for Board to pass the following resolution:</p> <p><i>This Governing Board notes the content of the report provided by CSNET and the predominantly positive responses received during meetings, discussions and debate following the publication of the Proposal to join a Co-operative Education Trust.</i></p> <ul style="list-style-type: none"> • <i>The Governing Board, having carefully considered its statutory responsibilities hereby resolves to proceed to implementation of a change of category from Community school to Foundation school and simultaneously join the Foundation to be known as AFACT Foundation Trust.</i> • <i>The Governing Board further resolves to delegate to the Head Teacher and Chair of Governors the work required in respect of associated actions be completed, working with CSNET to advise on finalisation of:</i> <ul style="list-style-type: none"> (a) <i>The model Articles (legal constitution) for the Trust</i> (b) <i>The reconstitution of the Governing , providing for two Foundation</i> 	

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	<p><i>Governors to be appointed: this must be completed within the period stipulated under the relevant regulations</i></p> <p><i>(c) The appropriate initial arrangements for meetings of the Trustees</i></p> <p><i>(d) Appointment of Stone King as legal advisers to the Governing , subject to contract, to undertake:</i></p> <ul style="list-style-type: none"> • <i>Establishment of the Cooperative Trust as a legal entity</i> • <i>Formal registration of Trustees at Companies House</i> • <i>Oversight of and guidance for each individual Governing in respect of matters relating to Land and Asset transfer from the local authority to the Trust”</i> <p>The resolution was unanimously passed.</p> <p>It was noted that the Head Teacher and Chair of Governors would report regularly on progress and at each stage of the process to all members of the Board and would convene a meeting as required to formally sign off the reconstitution of the Board.</p>	
3.	<p>OFSTED INSPECTION 18TH SEPTEMBER 2018</p> <p>SW and PH discussed the inspection with the board, noting that parents had recorded very positive views on Parent View. SW was very pleased with the level of response.</p> <p>The rest of this discussion was deemed confidential until the Ofsted report was formally released.</p> <p>Governors thanked staff for all their hard work. KG, in recalling the regular building expansion board meeting with the LA of which the latest had been on the previous day, commended staff and children for responding to change, with significant challenges from building work all year. This was echoed by the board.</p>	
4.	<p>CONSTITUTION OF GOVERNING BODY</p> <p>PH and PB left the meeting.</p> <p><u>4.1 Appointment of Sue Tysell as Co-opted Governor</u></p> <p>It was reported that unfortunately ST had communicated that she was now unable continue with her application as a co-opted governor for personal reasons. KG had met with her to discuss her decision and although she was unable to attend the meeting this evening, the proposal was that in order to retain her skills she become an associate member for the present. It was confirmed that MP and KG had met with ST during the summer and were happy to support her appointment. The proposal was discussed. It was agreed that she should be appointed as an associate member subject to confirmation that she was still able to take up the appointment and arranging a meeting with SW.</p> <p><u>4.2 LA Governor</u></p> <p>Governors were pleased that PB was now able to continue to stand as LA governor. Before formally agreeing her nomination the Board required confirmation that her nomination had been reinstated by the LA.</p> <p><u>4.3 Associated Member</u></p> <p>It was reported that Theresa Bellsham would continue as an associate member with responsibility for the website and this would maintain a link with Bromley High. It was unlikely that she would be able to attend GB meetings but she would be invited to a social event to meet new governors when possible. This was agreed. She had undertaken a recent audit of the website which the Clerk would circulate.</p>	<p>KG</p> <p>Clerk</p>

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	<p>Safeguarding lead governor (to be supported by governor team): To be confirmed - in the meantime KG would continue in the role.</p> <p><u>School event schedule</u> It was agreed that governors should be present at least one event during the year. Events were listed on the school website and SW would also send out details via the Clerk.</p>	SW, Clerk
7.	<p>HT PERFORMANCE MANAGEMENT ARRANGEMENTS It was reported that the arrangements were in hand.</p>	
8.	<p>MINUTES AND ACTIONS/MATTERS ARISING 8.1 <u>Minutes of the meeting held on 12th July 2018</u> The minutes of the meeting were approved and signed by the Chair.</p> <p>8.2 <u>Actions/Matters Arising not on the agenda</u> The actions report was reviewed.</p> <p>a. <u>Item 5 Strategy, ethos and vision- facilitated session</u> It was agreed that a facilitated session would be deferred until the foundation trust process had been completed.</p> <p>b. <u>Item 9 Teaching And Learning – Governor Visits</u> A draft approach to governor visits had been prepared by MP and circulated along with the current visits policy. The documents would be circulated again and governors were asked to submit their comments. It was agreed that it would be useful to obtain feedback from staff.</p> <p>c. <u>Item 12 Safeguarding/Child Protection</u> The updated Keeping Children Safe in Education document had been circulated and governors confirmed they had read it.</p> <p>SW would inform governors of the date of the next school child protection/safeguarding training session. SW would circulate the slides from an online staff briefing from the LA.</p>	<p>Chair</p> <p>Clerk All governors, SW/PH</p> <p>SW</p>
9.	<p>STRATEGY AND COMPLIANCE 9.1 <u>School Improvement Plan</u> Governors reported on comments by Ofsted. SW would send the updated plan to governors. Governors were asked to email SW with questions.</p> <p>9.2 <u>Compliance with GDPR</u> As previously reported an audit was being undertaken of the school's data. SW was asked if a summary could be provided on the process so far.</p>	<p>SW, All</p> <p>SW</p>
10.	<p>GOVERNOR TRAINING Governor training completed during 2017- 18 had been circulated.</p> <p>Information on this year's training courses had been issued by Octavo.</p> <p>Whole school training on GDPR was taking place on 2nd October 2018 between 3.30 and 5pm and governors were invited to attend.</p> <p>KG reported that he had been in touch with Octavo to organise a session on board self evaluation. It was agreed that this would take place during the morning of Governors' Day on 18th October.</p> <p>Safer recruitment training was discussed. The next Octavo course was Saturday 9th February. Online training was also offered by NSPCC.</p>	

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11.	<p>CONFIDENTIAL ITEMS There were no confidential items.</p>	
12.	<p>MEETING IMPACT AND DATES OF NEXT MEETINGS The focus of the meeting had been to achieve an efficient and effective schedule for the business, awareness of individual roles and collective responsibilities.</p> <p>A meeting would take place on agendas, meetings and minutes.</p> <p>It was suggested that a 15 minute training slot should be allocated at each Board meeting. It was agreed that this should be discussed at the Governors' Day on 18th October and a list of training would be put together.</p> <p>A meetings schedule been circulated.</p> <p>Next Board meeting 4th December 2018 at 7pm</p> <p>Safety, Behaviour and Community Committee 9th October 2018 at 7pm</p> <p>Governors' Day 18th October 9am (including self evaluation session and Learning Walk) and Standards meeting pm</p> <p>Pay Committee 13th Nov at 7pm</p> <p>Resources Committee 22nd Nov at 7pm.</p>	<p>KG</p> <p>For Governors' Day</p>

The meeting closed at 9.15 pm

Signed: Date: