

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
HELD ON WEDNESDAY 14 SEPTEMBER 2022 AT 6pm
AT THE SCHOOL**

PRESENT:

Mr K Graham
Mrs J Nemeth
Mr M Parker
Mrs S Tysall (Chair)
Mr D Vernau from item 2
Mr J Wardle
Mrs S Weeks (Head Teacher)
Mrs C Wildman
Mrs A Willis

IN ATTENDANCE:

Mrs K Boorman (Head of Pastoral Care) for item 6
Mr P Haylock (Deputy Head Teacher) from item 3
Miss K Lewis (Clerk)
Mrs G Mills (Assistant Head teacher/SENDCo) from item 3
Mrs E Wilson (Deputy Head Teacher) from item 3

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1.	<p>APPOINTMENT OF CO-OPTED GOVERNOR</p> <p>David Vernau had submitted an application form and been interviewed by ST, SW and MP. He had also joined governors at lunchtime on Governors' Day to introduce himself. He would bring a number of key skills to the Board and it was recommended that he be appointed.</p> <p>It was agreed that DV be appointed as a co-opted governor and he joined the meeting.</p>	
2.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>2.1 <u>Election of Chair for 2022/23</u> There was one nomination for chair. Sue Tysall was unanimously re-elected for a further term.</p> <p>2.2 <u>Election of Vice Chair for 2022/23</u> There was one nomination for vice chair. Michael Parker was unanimously re-elected for a further term.</p>	
3.	<p>WELCOME AND APOLOGIES FOR ABSENCE DECLARATION OF INTERESTS</p> <p>Apologies were received and accepted from Mr S Haylen and Mr G Martin.</p> <p>No interests were declared in any agenda items.</p>	
4.	<p>Board matters</p> <p>4.1 <u>Board membership and terms of office ending in October 2022</u> The terms of office for KG, SH, GM, MP and ST came to an end on 18 October. All wished to stand for reappointment apart from GM who would like to stand down after the next FGB meeting on 30 November.</p> <p>It proposed that the Board consider formally adopting as good practice the recommendation from governance organisations, and applied in other educational and charitable sectors, that there should be a limit on the reappointment of board members following the expiry of their term of office, in order to regularly refresh membership and ensure it was adapting to changing needs. In the case of the Poverest Board, it was</p>	

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	<p>put forward that governors should serve a maximum of two terms of office (up to eight years). This practice would also allow governors who had reached the end of their term to take their expertise to other schools' governing boards.</p> <p>Following discussion and expression of views, it was agreed that a maximum term of office policy should be adopted as proposed.</p> <p>The following were approved: KG (served two terms totalling 7 years): re-appointed as a co-opted governor for a further year SH (served two terms totalling 6 years): re-appointed for a further 2 years MP (served 4 years): re-appointed as a foundation governor for a second term. ST (served 4 years): re-appointed as a co-opted governor for a second term. GM: term extended until 1 December.</p> <p>4.2 <u>Completion of annual declaration of interests forms</u> Forms were handed to the Clerk and others would be emailed.</p> <p>4.3 <u>Agree 2022-23 Code of Conduct for Governors</u> Agreed and signed by the Chair on behalf of the Board.</p> <p>4.4 <u>Agree Committee Scheme of Delegation</u> Agreed.</p> <p>4.5 <u>GB evaluation</u> An evaluation had been undertaken at the Governors' Day on 14 July and ST had prepared a report on the outcome. The report was discussed. The Clerk confirmed that new governors were asked to complete a skills audit at the application stage or after election.</p> <p>Another skills audit for all governors would take place next term.</p> <p>ST would insert impact and a timeline into the report.</p> <p>4.6 <u>Chair's action - Report on any action taken by the chair or vice-chair on behalf of the board since the last meeting</u> An item was declared confidential and would be minuted separately.</p>	<p>Governors</p> <p>Clerk</p> <p>ST</p>
5.	<p>5.1 Membership of Committees and Panels a. Resources: AW, JN, SW, KG, DV, ST. Chair: AW appointed b. Pay: ST, JN [third member MP] Chair: to be appointed at first meeting c. Behaviour for Learning, Safeguarding and Community: SH, KG, ST, SW, MP, CW, JW Chair: to be appointed at first meeting d. Head Teacher's Performance Review Panel*: ST, JN</p> <p><u>*Arrangements for HT Performance Management</u> 13 October 2022.</p> <p>6.2 Link Governor/monitoring roles <i>Safeguarding governor:</i> ST supported by KG <i>SEND:</i> AW and ST <i>Health and safety and premises:</i> JN and DV <i>Teaching and learning and curriculum:</i> MP and ST with CW and DV for behaviour and attendance aspects <i>Teaching and learning and outdoor curriculum:</i> SH and JW <i>EYFS:</i> CW and JW</p>	

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	<i>Pupil premium: AW</i> <i>Sports funding: SH</i> <i>Attendance and behaviour: CW and DV (linked to Teaching and Learning)</i> <i>PHSE, SMSC, including British values: ST</i> <i>Equality and diversity: CW</i> <i>Wellbeing: JN</i> <i>Governor training and development: ST, MP</i> <i>Website: ST</i>	
6.	<p>CHILD PROTECTION AND SAFEGUARDING</p> <p>6.1 <u>Updates to Keeping Children Safe in Education (KCSIE) September 2022</u> A link to the document for governors to read and a summary of changes had been circulated.</p> <p>6.2 <u>Governor Safeguarding Training</u> Governors had been invited to training at the beginning of term. It was now a requirement of KCSIE that governors receive appropriate safeguarding and child protection (including online) training which was regularly updated. The details of the school session would be circulated for those governors who were unable to attend the recent training.</p> <p>6.3 <u>Report from head of Pastoral Care</u> KB joined the meeting. Governors asked KB about her workload and the support she received, plus the role of outside agencies. KB confirmed that nothing had changed with regard to her workload. Governors were concerned to ensure her wellbeing. Further support for KB was discussed. KB was thanked for her dedication to her role. KB left the meeting.</p>	<p>Governors</p> <p>ST, Governors</p>
7.	<p>MINUTES AND ACTIONS/MATTERS ARISING</p> <p>7.1 <u>Minutes</u> Minutes of the meeting held on 14 July 2022 were approved and signed by the Chair.</p> <p>7.2 <u>Actions and Matters Arising not on the agenda</u> <u>Completion of Governor Safeguarding Training</u> Covered under item 6.2.</p> <p>7.2.1 <u>GDPR/Data Protection</u> An audit was taking place on 5 October.</p> <p>7.2.2 <u>Governor Training- cyber security</u> Details had been circulated again.</p> <p>7.2.3 <u>Self-Evaluation 2021/2022</u> The updated SEF for the end of the last school year had been circulated. ST had asked a number of questions which had been responded to.</p> <p>7.2.4 <u>School Day plans Sept 2022 in light of the white paper</u> It was reported that the changes to the school day were working well. Parent governors confirmed this.</p> <p>7.2.5 <u>Increasing class sizes</u> It was confirmed that the next meeting of Resources Committee would look at this item and other scenarios regarding the future finance situation, for consideration and recommendation to the FGB. ST had held an initial discussion with the Finance Manager.</p>	<p>Governors</p> <p>Resources Committee</p>

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	<p>7.2.6 Risk Register The register would be reviewed at the next Resources meeting</p> <p>7.2.7 Health and Safety and Premises report JN's visit report had been circulated. There was no progress as yet with rectifying the flooring in the dining area since the LA had visited, as reported at the July meeting. It was agreed that this need to be urgently pursued. Given his expertise, DV would arrange to visit with JN to review.</p> <p>JN reported that the school had worked hard on putting a matrix together on the premises issues, which JN would review when she visited.</p> <p><i>It was asked how staff reported issues that they had identified.</i> It was confirmed that there was an online system to facilitate this.</p> <p>7.2.8 Staff absence An update on the figures and reasons for absence and how these would be reported would be provided.</p> <p>7.2.9 Wellbeing The staff wellbeing survey had been discussed at the strategy session on Governors' Day. An action plan was being developed from the results of the survey. It was confirmed that a draft plan had been prepared. A task force would be established which would include governors. The issues will also form part of the School Development Plan. It was agreed that JN would meet with SW and JN to further discuss.</p> <p>The action plan would be presented to governors at the next FGB meeting.</p> <p>The survey would be undertaken termly. It was agreed the current questions would be retained as a benchmark but others added if felt to be appropriate.</p> <p>7.2.10 SEND There would be an item on SEND at the November FGB meeting.</p> <p>7.3 Governors' Day sessions 14 July 2022 The record of the strategy sessions and learning walks were noted.</p>	<p>Resources Committee</p> <p>DV, JN</p> <p>SW, SLT, Chair, JN</p> <p>JN, SW</p> <p>SW, EW</p> <p>SW, G Mills</p>
8.	<p>GOVERNOR TRAINING Training resources available were noted:</p> <ul style="list-style-type: none"> • The National College • The Key • NGA • Octavo on individual course basis 	
9.	<p>LINK GOVERNOR AND MONITORING VISIT REPORTS</p> <p>9.1 Health and Safety and premises JN's visit report had been discussed under item 7.2.7.</p> <p>9.2 Learning walks on Governors' Day Feedback had been documented in the Governors' Day notes. Governors had been very impressed with the children who accompanied them to the classes they were visiting.</p>	
10.	<p>STATUTORY POLICIES TO BE APPROVED</p> <p>10.1 Pay The policy had been reviewed by JN and SW. There were no changes to the wording of the policy. The pay scales could not be finalised at this point as national awards for support staff were under consultation, but these</p>	

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	would be reported to the Resources Committee. The policy was approved subject to the inserting of outstanding pay scales.	SW
11.	<p>AOB</p> <p>11.1 <u>SEND</u> G Mills provided an update on the situation following her report on 14 July, on requests being received by the School to take children with high needs. As reported earlier, there would be an item on the November FGB agenda to discuss SEND. AW and ST would arrange to visit when the next LA audit was being undertaken.</p> <p>11.2 <u>Outdoor lighting</u> The lighting of certain areas was raised. This would be further discussed between MP and SW.</p> <p>11.3 <u>Road Safety</u> MP provided an update on the position. The yellow lines that had been painted had not resolved the issues. The matter would continue to be pursued with the LA.</p>	G Mills, ST, AW
12.	<p>CONFIDENTIAL ITEMS</p> <p>Item 4.6.</p>	
13.	<p>DATES OF NEXT MEETINGS</p> <p>The meeting schedule for the rest of the term had been circulated.</p> <p>FGB:</p> <ul style="list-style-type: none"> - Wednesday 30 November 2022 6pm <p>Committee meetings:</p> <ul style="list-style-type: none"> - Behaviour for Learning, Community and Safeguarding: Wednesday 5 October 2022 6pm - Pay: to be rearranged - Resources: Wednesday 16 November 6pm 	

The meeting closed at 7.45pm

Signed: Date: