

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
THURSDAY 18<sup>th</sup> July 2019 AT 7PM**

**PRESENT:**

Mrs C Dale  
Mr K Graham  
Mr S Haylen  
Mr G Martin  
Mr S Murphy (Chair)  
Mr M Parker  
Mrs S Tysall  
Mrs S Weeks (Head Teacher)  
Mrs A Willis (until item 10)

**IN ATTENDANCE:**

Miss K Lewis                      Clerk  
Mrs E Wilson                      Deputy Head Teacher

Item	Agenda Item	Action
1.	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Pauline Baines, Trevor Baughan and Julie Nemeth.  The meeting was quorate.	
2.	<b>DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST</b> None were declared.	
3.	<b>BOARD MEMBERSHIP</b> 3.1 <u>Foundation Instrument of Government</u> The Clerk reported that the LA had not yet formally approved the IoG submitted as a foundation school. As there were no issues anticipated, Octavo had advised basing the GB composition on this IoG.	<b>Clerk</b>
4.	<b>MINUTES OF THE GB MEETING ON 28<sup>th</sup> MARCH 2019, ACTIONS AND MATTERS ARISING</b> 4.1 <u>Minutes</u> The minutes were approved and signed by the Chair.  4.2 <u>Actions and Matters Arising</u> a. <u>Item 4.2b Safeguarding/Child Protection training</u> Governors were reminded to complete the <i>Safeguard</i> training which included Prevent training. School email logins were required to access it.  4.3 <u>Item 9.2 Raising the profile of governors</u> It was agreed that SM's draft on the role of governors would appear in the next edition of the newsletter. This could be supplemented during the year with articles from individual governors.  4.4 <u>Item 10 Recognition of contribution of Staff</u> It was agreed that a letter of thanks to all staff would be issued from governors at the end of each year.  4.5 <u>Item 11.1 GDPR</u> A governor visit would be arranged at the beginning of the autumn term.	<b>All</b>      <b>SW</b> <b>All</b>   <b>Chair, SW</b>   <b>GDPR/DP Governor</b>

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	<p><u>Item 14.3.2 Observing administration of SATS w/c 13<sup>th</sup> May</u>  It was reported that MP, PB and KG had come in to observe. Governors were satisfied that all process had been complied with and impressed by the calm environment.</p> <p>All other items had been completed or were covered on the agenda.</p>	
5.	<p><b>CHAIR'S ACTION</b>  No emergency action had been taken by the Chair.</p>	
6.	<p><b>AFACT REPORT</b>  6.1 <u>Minutes of meeting held on 13<sup>th</sup> March 2019</u>  The minutes had been circulated and were noted.</p> <p>6.2 <u>Update from meeting held on 1<sup>st</sup> July 2019 and collaboration</u></p> <ol style="list-style-type: none"> <li>Governors and pupils were encouraged to visit other schools/attend events and this would be reported at each Board meeting. A Year 4 concert had been held.</li> <li>A meeting involving all business managers/finance officers would be arranged next term and this would include sharing information on contractors etc.</li> <li>A Trustee had agreed to look into energy costs and schools were investigating the cost of energy through CSNET.</li> <li>Head teachers were continuing to meet and visit each other's schools. There had been joint termly staff meetings.</li> <li>A new Partnership Development plan for 2019/20 containing objectives would be presented to the next Trust Board meeting together with a RAG rated 2018/19 plan.</li> <li>There had been moderation across the schools using expertise from each school.</li> <li>Subject leaders were meeting to discuss changes to the curriculum</li> <li>There had been a meeting with the LA to discuss the implications of becoming foundation status and further meetings would be held.</li> <li>As agreed at its March meeting, the Board would become more active in looking for partnerships once it had had an opportunity to develop as a small group; attending CSNET events was important to allow networking with other CSNET school.</li> <li>Schools should make use of CSNET facilities such as training and insurance which could be cheaper.</li> </ol>	
7.	<p><b>SCHOOL IMPROVEMENT PLAN (SIP) AND SELF-EVALUATION (SEF) PROGRESS</b>  An updated SIP and SEF had been circulated.</p> <p>7.1 <u>SIP</u>  <b>Governors asked if there were any unexpected issues identified.</b> SW said the school had been disappointed with greater depth writing results in KS1 as the children had made significant improvement. The results had been moderated by the LA. A number of children were borderline and some results were being appealed. Overall the school was very pleased with the Year 6 results.</p> <p>It was reported that the use of technology had very much benefited the children. The success of the <i>Spelling Shed</i> scheme, details of which had been circulated to governors, had meant an improvement in spelling results and writing. <i>Times Tables Rock Stars</i> had been introduced in Year 4 which had taken part in the times tables pilot and had also been very successful.</p> <p><b>Governors asked about the cost of licences for these schemes.</b> It was confirmed that that they were very reasonably priced. All investment in IT</p>	

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	<p>had achieved strong results.</p> <p><b>Governors asked what the challenges were for 2019/20.</b> SW reported on the focus for next year and building on the successes from this year. The significant progress that had been made in EYFS through using volunteers was highlighted. It was explained how professional teaching partners had been effectively used and the success of interventions.</p> <p><u>7.2 SEF</u> The document was noted.</p>	
8.	<p><b>HEAD TEACHER'S REPORT</b> The report had been circulated.</p> <p><b>Governors asked how an improvement in writing in KS1 would be achieved.</b> It was explained that new scheme was being introduced in September, <i>Literacy Tree</i>, which was a thematic, book-based approach to primary English, together with a much more structured and consistent approach to teaching. It was reported that there was an increase in the number of children coming into Reception, who would need speech and language support.</p> <p><b>Governors asked if a staff meeting had been held to discuss progress of the SIP.</b> It was confirmed that staff had met. It had been recognised that it had been a successful year but there was still areas to address. Parents had been asked what they felt the school could do better. The parent/carer survey had been discussed at the SBC committee meeting and would be circulated to governors. There had been a very good level of response.</p> <p><b>Governors asked if any specific areas had been identified.</b> It was reported that homework and spellings had been raised.</p> <p>Governors noted the good range of schools that Year 6 pupils would be moving to.</p> <p>SW thanked governors for their support. She said that staff had worked tirelessly and she particularly wanted to thank the Deputy Heads for their support.</p> <p>Governors acknowledged what the school had achieved and thanked all staff for their hard work and commitment.</p>	
9.	<p><b>REPORTS FROM COMMITTEES</b> <u>9.1 Achievement and Standards 29<sup>th</sup> April 2019</u> The minutes had been circulated and were noted.</p> <p><u>9.2 Resources</u> The minutes had been circulated. GM referred to the Committee's detailed review of the 3 to 5 year budget. Future years would be much more challenging.</p> <p>The dispute over the very high water bill had yet to be resolved. The school had evidence that the water company had acknowledged that the fault lay with it. However, the company was now arguing that the school had to pay. It was agreed that a strongly worded letter should sent from governors. SM would prepare a letter.</p> <p>It was confirmed that the asbestos removal from the boiler house was being undertaken during the summer.</p>	SM

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	<p>9.2.1 <u>Budget 2019/20</u> The budget had been agreed by the Committee and recommended to governors. The budget had been circulated to the FGB for approval. It was confirmed that the budget had been <b>approved</b>.</p> <p>9.3 <u>Safety, Behaviour and Community 18<sup>th</sup> of July 2019</u> The minutes would be circulated.</p>	Clerk
10.	<p><b>LINK GOVERNOR REPORTS/ GOVERNOR VISITS /GOVERNORS' DAY</b></p> <p>10.1 <u>Link Governor</u> <i>Safeguarding</i> –discussed at SBC Committee.</p> <p><i>Health and Safety</i> - MP reported that he visited the school fortnightly and this provided a very good insight into how the school works in a number of areas. SW said that staff and pupils were now used to seeing a Governor regularly in school.</p> <p>A health and safety and premises report prepared by Mrs White had been circulated.</p> <p>One item was deemed confidential and minuted separately.</p> <p><u>Governors' Day 18<sup>th</sup> July 2019</u> An assembly had been attended and governors had begun to look at strategy with a number of areas being identified. These would be taken forward for development at the next Governors' Day in October.</p>	
11.	<p><b>COMPLIANCE</b></p> <p>11.1 <u>GDPR</u> SW reported that school had moved away from a paper-based scheme following the implementation of the online <i>Safeguard</i> system. <b>A governor asked if the system ensured retention of records under best practice guidance in this area.</b> It was confirmed how all information was stored.</p> <p>A member of staff had been allocated to take on the oversight of GDPR compliance once she had completed the training. LB Bexley had overseen compliance this year.</p>	
12.	<p><b>POLICIES</b></p> <p>12.1 <u>Admissions</u> As a foundation school the Board was now the admissions authority. SW was asking the Board to consider changing the admissions criteria to give priority to the children of teaching staff members in the interest of employee retention; this would come into effect for the 2021/22 academic year. The amendment was <b>agreed</b> subject to the required consultation process.</p> <p>12.2 <u>Pay Policy</u> The Policy had been reviewed by the Resources Committee. The policy was <b>ratified</b> by the Board.</p> <p>12.3 <u>Complaints</u> A new policy had been approved and which took into account DfE guidelines.</p> <p>12.4 <u>SEND policy/information</u> The policy had been approved.</p>	SW

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13.	<p><b>GOVERNOR TRAINING</b></p> <p>The Board had participated leadership and management training and activities before the Board meeting.</p> <p>KG had circulated a safeguarding training link and link to receive weekly updates. Governors reported that the updates had been very useful.</p> <p>Training ahead of next FGB: follow up on leadership and management plus annual safeguarding policy review/update on statutory safeguarding guidance.</p> <p>The Octavo training brochure for next year was awaited.</p>	<p><b>SM</b> <b>SW</b></p>
14.	<p><b>AOB, CONFIDENTIAL ITEMS, DATE OF NEXT MEETING</b></p> <p>14.1 <u>Confidential items</u> 10.1.</p> <p>14.2 <u>Any other business</u></p> <p>14.2.1 <u>Items outstanding as a result of the building Work</u> It was reported that snagging issues still needed to be completed by the building company and the work signed off.</p> <p>14.2.2 <u>Provision furniture</u> It was confirmed that this would be discussed with SW.</p> <p>14.2.3 <u>Development of EYFS outside space- approval for purchase of climbing frame and flooring</u> It was reported that money had been put aside for this purchase and approval was being sought to proceed. Four quotes had been obtained. One company had stood out with regard to what it could supply and the details were provided. The quote was also lower than the others. The School Finance Officer had reviewed the detail of what the firm was offering. The equipment was guaranteed for 15 years. The funding was <b>approved</b>.</p> <p>14.2.4 <u>Date of next meetings</u> FGB 19<sup>th</sup> September 2019 at 7pm.</p> <p>Date of committee meetings and Governors' Days were contained in the meetings schedule.</p>	<p><b>SW</b></p>

The meeting closed at 5.25pm

Signed: ..... Date: .....