

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
THURSDAY 19th SEPTEMBER 2019 AT 7 PM**

PRESENT:

Mrs P Baines
Mr T Baughan
Mr K Graham
Mr S Haylen
Mr S Murphy
Mr M Parker
Mrs S Weeks (Head Teacher)
Mrs A Willis

IN ATTENDANCE:

Mrs E Wilson (Deputy Head Teacher)
Miss K Lewis (Clerk)

Item	Agenda Item	Action
1.	WELCOME AND APOLOGIES FOR ABSENCE Apologies were received and accepted from Mr G Martin, Mrs J Nemeth and Mrs S Tysall.	
2.	ELECTION OF CHAIR AND VICE CHAIR 2.1 <u>Election of Chair for 2019/20</u> There was one nomination for chair. Simon Murphy was unanimously re-elected for a further term. 2.2 <u>Election of Vice Chair(s) for 2019/20</u> There were two nominations for joint vice chair. Grant Martin and Michael Parker were unanimously re-elected for a further term. All were thanked for their contribution to the school in last year.	
3.	DECLARATIONS OF INTEREST 3.1 <u>Declaration of interests in any agenda items</u> No interests declared. 3.2 <u>Completion of annual declaration of interests forms</u> Forms were handed to the Clerk.	
4.	Board matters 4.1 <u>Board membership</u> The membership position had been circulated and was noted. 4.2 <u>Sign Code of Conduct for Governors</u> The code had been circulated and was signed by governors.	
5.	COMMITTEE MEMBERSHIP AND GOVERNOR MONITORING/LINK ROLES 6.1 <u>Committee Scheme of Delegation</u> The document had been circulated and was agreed. 6.2 <u>Committee Membership</u> a. Resources: GM, AW, JN, SW b. Pay: GM, PB, JN c. Achievement and Standards: SH, MP, SM, PB, CD, SW	

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	<p>c. Safety, Behaviour and Community: TB, SH, KG, ST, SW</p> <p>d. Head Teacher's Performance Review Panel: GM, SM, PB</p> <p>e. Head Teacher's Performance Review Appeal Panel: TBC</p> <p>g. Pay Appeals Panel: TBC</p> <p>Chairs would be appointed at first meetings and terms of reference reviewed for approval by the FGB.</p> <p><u>6.3 Link Governor/monitoring roles</u> <i>Safeguarding (including online safety) governor team:</i> KG, PB, ST. There were two nominations for safeguarding lead, KG and ST. This would be further discussed at the next SBC Committee meeting.</p> <p><i>SEND:</i> AW and ST. AW was thanked for the relationships she had built up last year.</p> <p>Health and safety and premises: JN</p> <p>Teaching and learning and curriculum: MP, SM, PB</p> <p>EYFS: ST</p> <p>Pupil premium and sports funding: AW and SH</p> <p>Attendance and behaviour: SH</p> <p>PHSE, SMSC, including British values: TB</p> <p>Equality and diversity: TB</p> <p>Data protection: KG, GM</p> <p>Roles and committees would be confirmed with absent governors.</p> <p>It was agreed that there should be an item on the next Trust Board agenda to explore link governor liaison with other Trust schools.</p>	<p>SBC</p> <p>Clerk</p> <p>Clerk</p>
6.	<p>PLANNING FOR THE PERFORMANCE MANAGEMENT OF HEAD TEACHER FOR 2019-20</p> <p>It was reported that the arrangements were in hand regarding the appointment of an external advisor. The timeline and process for setting objectives for the Head Teacher were discussed. This would include the school's improvement plan and related action plans. It was confirmed that SW would present on the School Improvement Plan at the next meeting.</p> <p>The performance management meeting would be arranged before the October half term.</p>	<p>SW next agenda</p> <p>SW, Panel</p>
7.	<p>MINUTES AND ACTIONS/MATTERS ARISING</p> <p><u>7.1 Minutes of the meeting held on 18th July 2018</u> The minutes of the meeting were approved and signed by the Chair subject to the amendment of typing errors.</p> <p><u>7.2 Actions/Matters Arising not on the agenda</u> a. <u>Instrument of Government</u> The school was still waiting to hear from the LA.</p>	

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	<p>b. <u>Safeguarding/Child Protection training</u> The login would be circulated again.</p> <p>c. <u>Raising the profile of governors</u> An article on governors had been included in a recent newsletter. Introducing individual governors were suggested for future editions.</p> <p>d. <u>Data Protection/GDPR</u> It was agreed that Trust Board accountability would be on the next Trust Board agenda.</p> <p>e. <u>Admission change 2021/22</u> SW reported that a meeting had been held with Trust school head teachers and the LA admissions officer. The next step in the process for Poverest to change its admissions criteria as agreed at the last meeting would now take place.</p>	<p>Clerk</p> <p>Governors to supply information</p> <p>Clerk</p>
8.	<p>GOVERNOR TRAINING</p> <p>8.1 <u>Leadership and management</u> Discussion on leadership and management had continued before the GB meeting, on the potential of apprenticeships as an opportunity for schools to look at the way they develop staff up to masters' level. It was suggested that this should also be discussed by the Trust Board.</p> <p>8.2 <u>Child Protection and Safeguarding</u> The next version of Keeping Children Safe in Education (KCSIE) had been published. The changes concerned:</p> <ul style="list-style-type: none"> • Governors and staff were required to read part one of the document • Making sure schools update safeguarding training for staff to include upskirting and serious violent crime • If a maintained school, governors would be subject to a section 128 check (whether a person is banned from being involved in the management and governance of schools). • Associate members do not need to have an enhanced DBS check • Schools should use Department for Education's new online safety guidance <p>These would be further discussed at SBC Committee.</p> <p>SW reported that the safeguarding policy had been updated to comply with KCSIE.</p>	<p>Clerk</p> <p>SBC Committee</p>
9.	<p>CONFIDENTIAL ITEMS There were no confidential items.</p>	
10.	<p>DATES OF NEXT MEETINGS A meeting schedule had been circulated. <u>FGB meetings</u> 3rd December 2019 at 7pm 26th March 2020 at 7pm 16th July 2020 (with Governors' Day)</p>	
11.	<p>AOB</p> <p>11.1 <u>Buildings</u> SW said that the signoff of the top building had not yet been completed. She reported on issues caused by the new build that had now been remedied. The asbestos removal work had been carried out. MP had donated a flagpole and the pupils had chosen its position.</p>	

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	<p>11.2 <u>Profile of the school</u> SW had been asked to present on the school's success at the HT conference on 3rd of October.</p> <p>Paul Haylock had been asked to be the lead LA moderator for Key Stage 2.</p> <p>11.3 <u>Important Dates</u> 6th October - Cray Valley Forum and area litter pickup. As many people as possible were encouraged to attend. The children were petitioning for all schools to have plastic recycling bins.</p> <p>10th October - CEO of Bromley was visiting the school and governors were invited to attend.</p> <p>13.4 <u>Artsmark application</u> It was confirmed that the school had submitted an application.</p> <p>13.5 <u>Library bus</u> The school had been given permission to park the bus on a certain area of the school grounds. However, there had been a letter from a resident who was unhappy with its position. SW had visited and would return to review once trees were bare to establish if the bus could be seen from their property. In the meantime the LA was being asked if the bus could be moved. This project was therefore on hold.</p>	

The meeting closed at 8.30pm

Signed: Date: