



# Governing Body of *Coldean Primary School*

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## Meeting (housekeeping) of the Full Board of Governors (FBG) – Minutes

**Tuesday 18 September 2018 at 17.00 hours**

Present: Dawn Lorec (DL), Rebecca Ouassa (RO), Cassie Palmer (CP), Karis Cooper (KC), Sharon Terrill (ST), Tom Humphries (TH) and Stuart McConnachie (SM – Headteacher).

In attendance Nigel Watson (NW – staff member) and David Harvey (DH – clerk).

1. **Apologies for absence** – were accepted from Samantha Fearn (SF), Manish Suchak (MS) and Steve Horne (SH). The Clerk noted that seven out of ten governors were present and confirmed that the meeting was quorate.
2. **Election of Chair and Vice Chair** – DH noted receipt of two nominations; ST and DL for the positions of Chair and Vice Chair respectively. Both were approved by the FBG unanimously. In addition, governors paid tribute to the hard work and significant contribution made by the previous Chair, Kristie Scarle (KS); SM agreed to mark this recognition on behalf of the FBG by means of a suitable gift and presentation.
3. **Declarations of interest** – None.
4. **Minutes of the previous meeting**

The minutes of the meetings held on 10 July 2018 were approved by the FBG and signed by the Chair.

### 5. **Actions from the last meeting:-**

- Consideration of introducing a school social media policy – SM stated that such a policy had been created (using a ‘School Bus’ model) and tied in with the one on ‘acceptable use’. SM discussed briefly the school’s use of Facebook, on which were posted details of key events and undertook to investigate further the value of using Twitter. SM asked governors to make full use of the ‘School Bus’, to accept and approve policies.
- Enquiry to Governor Support about schools forums influencing – The Chair reported that KS had carried out work on this issue, with the conclusion that the FBG could keep up to date via its links with the Partnership (the Aspirational Partners in Learning and Leadership – APLL). SM recommended that one governor attend APLL meetings to receive disseminated financial information – TH agreed to take on this task.

6. **Matters arising** – None.

### 7. **Governing Body Code of Conduct 2018/2019**

The Chair noted the FBG’s unanimous approval of this document and duly signed it.



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### **8. Committees**

#### *Education and Learning*

The Chair noted that DL, ST, SH and KC had agreed to be members; also that NW would attend on a regular basis. The Chair also noted allocation of the following roles:-

- Child Protection & Safeguarding (including Children In Care (CIC)/Previously In Care (PIC)) - DL;
- Special Educational Needs (SEN) - SH;
- Early Years Foundation Stage (EYFS) - ST;
- Pupil Premium + PE & Sports Premium (including Equalities & Diversity) - SF

#### *Resources and Finance*

The Chair noted that RO, TH, MS, SM and CP had agreed to be members; and also noted allocation of the following roles:-

- Health & Safety - MS;
- Compliance - RO;
- Training – TH
- GDPR – RO

#### *Headteacher Appraisal Committee (& appeals)*

The Chair noted that ST, DL and RO had agreed to be members, acknowledging that appeals needed to be heard by different governors.

#### *Pay & Performance Committee*

The Chair noted that ST, RO and TH had agreed to be members.

### **9. Recruitment and Retention**

#### *Governor vacancies*

The Chair notified an advertisement for filling the parent governor vacancy had been put in the Coldean community magazine. With regard to the co-opted vacancy, the Chair reported that whilst attending an affordable housing presentation meeting (Hyde Housing), KS had been approached by a member of this company, who thought it would be good to forge links with the school and was interested in meeting the Chair and SM. The Chair reported that this person believed there was a possibility of recruiting someone to the role of co-opted governor from the company but nothing at the moment had been suggested or discussed. Governors welcomed this news and agreed this initiative should be taken forward. The Chair agreed to consult further with SM on this point; also to meet with the company representative concerned.

#### *Governor terms of office renewal*



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The Chair noted that the terms of office of RO, CP and MS were due to finish on 16 March 2019; these would have to be renewed for a further four years by the FBG at its next meeting on 8 February 2019 – subject to the agreement of those governors concerned to stay on for another term of office.

### **10. Raising Attainment Plan (RAP)**

SM stated that the new RAP was not based on the OfSTED areas anymore, instead now on what the school needed to do to improve. In this regard, SM drew attention to actions listed in the RAP on

- reading & comprehension - to take account of use of books, reading journals, use of older children and peers to tutor younger pupils;
- mathematics - the same plans as for reading would be put in place, including peer tutors;
- writing – the school had to improve its attainment, so actions to address this included paired and shared writing in Key Stage 1, also use of the ‘Tribal Groove’ writing percussion programme.

CP added that the school would think more about writing, in the sense of encouraging children to write about their experiences.

SM went into more detail about plans for mathematics, taking into account the requirement to have a multiplication test for Year 4. SM drew attention to measures being taken such as having ‘counting sticks’ for multiplication; ‘Times Tables Rockstars’; number fact of the week; peer tutors; and planning support.

SM also drew attention to behaviour, with regard to implementing a new play policy for KS1 and 2 lunchtimes – to allow children more use of their imagination and removal of boundaries (drawing on the Fairlight Primary School model).

### **11. Monitoring Timetable**

The Vice Chair encouraged all governors to look closely at the timetable part of the RAP and identify areas of particular interest that they would visit and monitor the school about. NW recommended that the timetable be posted on the shared ‘One Drive’ area of Outlook, so that the timetable could be updated with a schedule of planned visits. The Chair noted governors’ agreement to proceed on this basis.

### **12. Governor visit reports**

SM recommended that a governor carry out a health and safety walk of the school, as soon as possible.

### **13. Headteacher report**

SM highlighted: -

- safeguarding – training to be carried out and the school being generally compliant;
- Operation Encompass – contact with the police about incidents involving children;



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- Partnership work – details about the Strategic School Improvement Fund (SSIF) bid; training and secondments;
- Sussex Coast Teaching Alliance – leadership development programme;
- Finance – teachers' pay increase, a promise of a 2% uplift to the budget from the local authority (which would be checked);
- Premises – details of summer works, a nappy changing facility and wood fascia replacement programme, training room creation and emergency lights requiring attention.

### **14. Data**

NW drew governors' attention to key points of the 'at a glance' data table for the school, highlighting:-

- reading, writing, mathematics and combined (RWM) – figures were the same as last year, although writing for Year 6 was lower than expected;
- the school was below the national average on combined, with writing and grammar, punctuation and spelling (GPS) not as good as last year;
- progress was fine, with everything above the national figure, although reading and writing were not as good as last year but mathematics was better;
- disadvantaged pupils group – on combined and reading, the school had done better than the national average (also on progress).

(Note – SM and RO left the meeting at 18.10 hours)

### **15. General Data Protection Regulation (GDPR)**

NW drew attention to the training booklet policy, highlighting the key aspects of changes to the Data Protection Act (DPA). NW stated that these went to where data was stored, who had access to it, what was done with it and what happened to it at the end of its life.

NW notified governors that a privacy notice had been produced for pupils and now posted on the school website.

NW drew attention to the school's GDPR policy, which discussed amongst other issues how to deal with a breach. With this in mind, NW highlighted the school's data breach prevention plan, commenting that he was Coombe Road Primary School's Data Protection Office (DPO). NW recommended to governors that they only used professional (i.e. school email addresses) means of communication for official business and not social media.

NW also drew attention to other documents prepared by the school on this issue, such as the Digital Continuity Statement, the Surveillance & CCTV policy; the Photographs & Videos policy; the E-Safety policy; the Acceptable Use policy (note – individual certificates were signed by governors and staff present and returned to NW) and the GDPR governor audit (completed by KS during the summer).

### **16. Any other business - None**

### **17. Agreements / recommendations made at the meeting**



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- APLL link governor representative appointment of TH
- Governing Body Code of Conduct 2018/2019
- Committees' membership for 2018/2019

| ACTIONS   | BY WHOM |
|---|---------|
| Recognition of contribution presentation to KS                  | SM      |
| Taking forward recruitment of co-opted governor candidate       | ST/SM   |
| Updating of governors' monitoring timetable with planned visits | DL/all  |
| Health & Safety walk of the school                              | MS      |

I confirm this to be a true representation of the Governing Body meeting on this day

..... Chair .....Date

Next meeting – Friday 8 February 2019