



**St. Paul's Walden Primary School, Whitwell**

**Minutes of the meeting of the Governing Body**

**Thursday 29th November 2018 at 7.30pm**

**Key:** √ = Present.

<b>Governor</b>	<b>Category</b>	<b>Committee</b>	<b>Specific governor role</b>	<b>Term Starts</b>	<b>Term Ends</b>	<b>29th Nov 2018</b>
Mrs Nancy Adshead <b>Head Teacher</b>	HT	Standards & Resources		01/11/18		√
Mr Paul Dawes - <b>Vice-Chair</b>	PAR	Resources (Chair) & Standards	English/GDPR	4/11/15	3/11/19	√
Mr David Rowsell	PAR	Resources	H&S/PE	11/02/16	10/02/20	√
Mrs Jo Roberts	PAR	Resources	Curriculum/ Communication	20/1/17	19/1/21	√
Mrs Vicky Walrond	PAR	Resources	Behaviour	25/9/17	24/9/21	√
Mrs Liz Joyce	STAFF	Resources	GDC/ Communication	19/12/14	18/12/18	√
Mrs Sue Carter	Co-opted	Standards	Curriculum	4/11/15	3/11/19	√
Mr John Norman	Co-opted	Resources	CP	11/02/16	10/02/20	
Mrs Anne Reid - <b>Chair</b>	Co-opted	Standards & Resources	SEN/ Leadership	2/4/15	1/4/19	√
Ms Elaine Petch	LA	Standards	CLA/CP	30/10/17	29/10/21	√
Dr Asha Herbert	Associate Member	Standards	Behaviour	30/10/17	29/10/21	√
Mr Matt Jackson	Associate Member	Standards	Communication /Early Years /GDPR assistant	07/11/18	06/11/19	
Mrs Leanne Curtis	Associate Member	Standards (Chair)		2/11/18	1/11/19	

**In attendance:** Dr Asha Herbert (Associate Member) and Mrs Priscilla Simmons (Clerk to the Governors).

The governing body was quorate.

**1. Welcome to the governing body.**

The Chair of governors welcomed the governing body.

**2. To receive apologies and approve absences.**

Apologies had been received from Mr Norman (Co-opted governor), Mr Jackson (Associate Member) and Mrs Curtis (Associate Member). The governing body consented to these absences.

**3. To note that any governor with a conflict of interest arising from an item must declare it and withdraw from the meeting for that item.**

No conflicts of interest were declared.

**4. To agree the minutes of the last governing body meeting, and sign by the Chair of governors.**

Governing body minutes

The governing body minutes of 11th September 2018, which had been distributed in advance of the meeting, were checked for accuracy.

Matters Arising:

- The school where Debbie Fenn (Mrs Adshead's mentor) is Headteacher has been rated Outstanding by Ofsted.
- GovernorHub was discussed. It would be sensible to sign up for the premium GovernorHub service, at a cost of £75 annually, because documents can be securely stored here and it is GDPR compliant. School email addresses for governors would be used.

**The governing body agreed to sign up for the GovernorHub premium service.**

The governing body minutes, plus confidential minutes, of 11th September 2018 were agreed as being a true record, approved by the governing body and signed by the Chair of governors.

**5. To confirm that the actions from previous minutes have been taken.**

- A new in-house training course to be booked, as the HR related training has taken place. **See item 14. This matter is closed.**
- Governors to sign to say that they have read 'The Keeping Children Safe in Education Sept 2016 guidance'. **The 2016 guidance has been updated, effective from 3 September 2018, all governors will have to re-sign that they have read the guidance. This matter is closed.**

**Action: Governors to sign to say that they have read 'The Keeping Children Safe in Education September 2018 guidance'.**

Governors present, who had done so, signed to say that they had read part 1 of 'The Keeping Children Safe in Education September 2018 guidance'.

- The possibility of obtaining Local Authority grants for perimeter fencing and an access upgrade to be investigated. **Feelers are being put out re. the perimeter fencing and access upgrade. This matter is ongoing.**
- School email addresses for governors, to be investigated, in line with the GDPR regulations. **School**

**email addresses will be set up.**

**This matter is ongoing.**

- The Acting Headteacher and another teacher need to carry out CLA training (Confidential Action). **Mrs Adshead has investigated the CLA training; a HfL training officer will be getting back to her about this.**

**This matter is ongoing.**

- Dr Herbert to research comments made in the Governors' written statement of behaviour principles statement. **This has been done and Dr Herbert's research has fed into the behaviour policy. This matter is closed.**

#### **6. To receive notification of Any Other Business.**

The following AOB was noted:

- Cheque signatories.
- Catering company.
- Forthcoming Staff governor vacancy.
- Pay committee date.
- Computers in school.

#### **The Chair of governors handed out the following documents:**

- 'Twenty Questions – 2nd Edition 2015, Key questions every governing board should ask itself'. (All Party Parliamentary Group on Education Governance and Leadership).  
<https://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Governance-Tools/Twenty-Questions.aspx>
- 'What governing boards should expect from school leaders and what school leaders should expect from governing boards'. Joint Paper (ASCL, Local Government Association, NAHT, NGA. June 2017). Emailed to governors on 30/11/18.
- 'Being Strategic A guide for governing boards. Improving governance for schools and academies'. (Wellcome, NGA. March 2018). Emailed to governors on 30/11/18.
- 'Summary of changes from January 2018, Judging Governance'. (Ofsted).

The following document was emailed to governors on 30/11/18.

- 'Improving governance, Governance arrangements in complex and challenging circumstances' Belita Scott HMI November 2016.

#### **7. To welcome Nancy Adshead as Headteacher.**

Mrs Adshead, the new Headteacher, was welcomed.

#### **8. Headteacher's report, including staffing update and response to questions emailed to NA ahead of meeting.**

The Headteacher's report had been distributed in advance of the meeting and was received with thanks. No questions had been emailed ahead of the meeting.

Mrs Adshead reminded governors that, the format for recording the self evaluation of the School has not changed. The Headteacher's report concentrates on the general procedures and systems for the running of the school. Main points discussed were:

**8.1**

Teaching Assistants have been told that a consultation is going to be carried out; it is being checked to see if the process still need to be gone through, should all Teaching Assistants agree.

**Question:** How did the TAs take this? **Answer:** They were supportive at the meeting, although some TAs have since decided that they do not wish to be part of the process (the reasons for this were further explained) and have resigned.

Mrs Adshead pointed out that staff at St. Paul's Walden Primary School have to be flexible, to be able to work as a team and to work with all the children. Indeed, at other schools TAs often move around hour to hour. If the TA is not productive, as well as the teacher being productive, then this is a failing of the teacher. Another point to bear in mind is that the apprenticeship levy has been paid for a year or so now (£1,500 annually). This was going to be used to train up unqualified TAs (which would involve the TAs attending sessions at university and writing essays); if the levy is not used the money paid will be lost. The governing body agreed that the TA apprenticeship qualification level 3 is an amazing opportunity.

**Question:** Is the apprenticeship linked to age? **Answer:** No it isn't. But our remaining TAs are already qualified.

**Question:** Where do we advertise for TAs? **Answer:** In Teacher Hub.

**Question:** Is an advert out for the TA vacancies? **Answer:** Yes. The closing date is next Wednesday but this can be extended, if necessary.

The Chair of governors wondered if the TA debate should have been addressed more fully in the Good to Outstanding training. However it is what it is; although the change of TAs could be slightly unsettling for parents it is also an opportunity for the School to move forward.

## 8.2

**Question:** Could you expand on the bullying/racism incidents? **Answer:** The bullying is persistent (and this was further explained, anonymously). The numbers given to the governing body are accurate and any racism incidents are reported to County. One bullying incident is unresolved; the parents are aware.

**Question:** We are a sheltered community though. Could not the racism comment have been factual, but wrongly said? **Answer:** It was racist with intent.

**Question:** So, did anti-bullying week come at a good time? **Answer:** Yes it did.

**Question:** Does the School talk about racism? **Answer:** Yes, the theme of the anti-bullying week was celebrating differences.

Governors wondered if misconceptions of any kind, made by the children, should be fed back to teachers for discussion in class. The Chair of governors added that the minority ethnic groups percentage at St. Paul's Walden is nearly average.

## 8.3

**Question:** It is great to see that you have enrolled on the new Head's programme. Going forward, what support is there for organising trips and workshops? **Answer:** The teachers will be looking at trips to complement lessons. We really need to have a trip once a term, or get a speaker in. Mr Bales is investigating a trip presently, and Reception, Year 1, and 2 went to the theatre to see 'Dear Zoo'. Please do suggest any other ideas that you may have.

## 8.4

**Question:** What can be done to encourage a spread of people to join the PTA? **Answer:** Changing the day that they meet may help, or we could send out invitations (not a blanket email). Also, if the PTA could include all parents in their invitations that would help (as the school does).

The governors discussed this further; it was noted that drumming up support for the Christmas fair this year has been a struggle. It was suggested that coffee mornings and drops ins after school could also help to advertise the PTA.

### 8.5

The Chair of governors, The Headteacher, Mrs Walrond, Ms Petch, and two teachers will be joining the Data Analysis Group. This will meet at 3.30pm for an hour starting on a Wednesday in January 2019, to analyse and compare achievement and progress data.

### 8.6

Safeguarding governors and Judith Sumner (HfL) completed a safeguarding check visit on 26th September 2018, the report of which had been distributed in advance of the meeting.

The Chair of governors reported that the outcome was positive. The report contains some actions related to Health and Safety which the school needs to address. These are being addressed, in addition to the necessary actions, following the school's Health and Safety audit. Also, the School does have a Looked After Children policy, which is included in the rolling programme.

Ms Petch (LAC/CP governor) added that she carried out an audit of paperwork on 6th November 2018.

Following the audit, Ms Petch reported that the Safeguarding paperwork is all in order.

Staff Safeguarding training was carried out on 10th October 2018, to which the Headteacher invited governors, Nursery staff and parents.

**Question:** Is there much else left to do, what is the plan? **Answer:** This is being worked through using the agreed actions and monitoring plans.

### 8.7

A librarian from The Priory School, Hitchin, is coming in to carry out some outsource work in the new library.

The Chair of governors thanked the Headteacher for her report.

## 9. Update on school achievement and progress data and Data Analysis Group.

See item 8.5.

## 10. Safeguarding update including Judith Sumner's return visit, training session and report from Safeguarding governors.

See item 8.6.

## 11. SEN – report on SEN governor visits

The 'Annual SEN visit' report, made by the Chair of governors on 27th June 2018, had been distributed in advance of the meeting and was received with thanks.

The Chair of governors presented her report. It was added that Mrs Taylor, the SENCo, is leaving St. Paul's Walden Primary School at the end of the autumn term. The new teacher, Ms Smith, who is starting in January 2019 will be taking on the role of SENCo and she will be supported by Mr Bales (the current Oaks class supply teacher who is SENCo trained).

## 12. Parent Questionnaire – analysis and discussion.

The parent questionnaire (results of 51 completed questionnaires plus 4 questionnaires with only first page completed) had been distributed in advance of the meeting and was received with thanks.

**Question:** Where do the questions come from? **Answer:** These are standard HfL questions, with the contact questions being added.

The governors commented that the results were interesting; specifics being better than the general. Some wording could be clearer, also the results do relate to earlier in the year.

Questions 5 & 6 results re. contact from teachers are enlightening.  
Question 12 results re. 'being invited to give views about any issues' is intriguing because 100% of parents were invited to comment on the new behaviour policy and yet 31% of parents replied that they had never been asked to give views. The inference is that the information is not in a format that parents access adequately.  
The Vice-Chair commented that results re. questions 7 & 8 about being contacted by teachers about events is, no doubt, accurate because he has never been contacted about events and would like to be.  
Question 13 re. being a parent governor can be interpreted many ways.

The question 'what are you going to do with this?' was asked. This led to a general discussion about the volume of emails, whether emails should be specific to a class or general, and other ways to communicate, including yearly timetables for reminders and communication for working parents specifically.

The Headteacher agreed that the whole system of communication needs to be looked at, without increasing workloads. The Chair of governors added that, however, communication has to hit to right spot. It was agreed to set up a communication focus group in January 2019, as a priority, and then to re-run the parent questionnaire.

**Action: A communication focus group to be set up in January 2019 and the parent questionnaire to be re-run.**

The Vice-Chair kindly offered to look at the format of the School Newsletter and this was agreed.

### **13. To receive the following committee reports:**

#### Resources - 6th November 2018.

The Resources committee minutes and the updated Resources committee terms of reference had been distributed in advance of the meeting and were received with thanks.

There had previously been discussion about adding LAC and Safeguarding references to the Resources terms of reference. However, the HfL model terms of reference do not refer to LAC and Safeguarding. The Chair of governors suggested that it would sensible to agree the updated Resources terms of reference and to investigate if LAC and Safeguarding references should be added, for the next academic year.

**The governing body agreed the updated Resources committee terms of reference.** It was noted that there is a typo to be sorted.

#### Standards - 20th November 2018.

The Standards committee minutes were distributed on 30th November 2018.  
Discussion had concluded that the curriculum policies should be written by staff, not governors. Governors can be shown curriculum policies during the relevant governor visit to subject leader.

### **14. To receive reports and certificates from governors on any training undertaken, and to agree future training.**

The following had been distributed in advance of the meeting and were received with thanks.

- GovernEd Leadership Training Report from the Chair of governors, dated 17th October 2018.
- Governors for Schools Driving School Improvement Training Report from the Chair of governors, dated online November 2018.
- Governors for Schools eLearning certificate 'School Performance Data'. Participant = Chair of governors.

- HfL Introduction to school data for governors, dated 13th November 2018. Participant = Dr Asha Herbert.
- HfL Disciplinary hearings – be prepared, dated 13th November 2018. Participant = Dr Asha Herbert.

The Chair of governors strongly recommended all governors to undertake the **Governors for Schools Driving School Improvement training** in lieu of a HfL in-house training course:

<https://www.governorsforschools.org.uk/e-learning/>

The Governors for schools Performance Data and Financial online training, plus HfL Budgets and Data e-learning training would also be useful to undertake.

All governors have been sent an email from HfL giving details on how to access the HfL e-learning training.

**Action: All governors to take the Governors for Schools Driving School Improvement training.**

#### **15. To receive reports from governors on any other visits undertaken and to agree future visits.**

The following had been distributed in advance of the meeting and were received with thanks.

- Governor visit proformas; link and casual.
- Casual Outdoor learning visit made by the Chair of governors on 8th June 2018.
- Casual Enrichment visit made by the Chair of governors in November 2018.

For the next two terms a schedule of appropriate visits will be made, informed by the interim Improvement and Monitoring plans.

#### **16. To discuss governors' strategic and monitoring roles, in the context of the new Headteacher's appointment.**

The Chair of governors handed out an annual plan, divided into terms, setting out the workload of the governing body.

The governing body thought hard about their core functions i.e. **being strategic, monitoring the strategy and ensuring financial probity**. Thus the School Development Plan involves everybody and the School self evaluation feeds into the other plans which are shared. The Chair of governors proposed that the governors' day be moved to Thursday 25th April 2019, so that the outcome of this drives the school budget, not vice versa. It was agreed to move the governors' day to Thursday 25th April 2019.

The Governors For Schools Driving School Improvement Training Report informs the schedule of governor business and visits (including Safeguarding and Health and Safety).

**Question:** Is the school motto "Dream – Believe - Succeed" to stay the same? **Answer:** This needs to be discussed. A governor added that where the school wants to be in five year's time will play a part.

The Chair of governors then read out the characteristics of poor governance.

**Question:** Should the characteristics of the School Development Plan (SDP) be changed? **Answer:** After the upheaval in the summer, we agreed that behaviour, communications, appraisals etc. should be the priorities of an interim SDP - this does not need to change and should inform the Headteacher's priorities for the next two terms until the SDP(s) agreed at governors' day 2019 comes into force.

**Question:** Can we have a monitoring plan to work with when visiting School? **Answer:** The Chair of Governors will work on this. This will be a learning process so that a good monitoring plan for the SDP 2019 can be produced.

**Question:** Can the SDP be broken down and allocated to governors? **Answer:** Yes, this is in the monitoring plan and visits will tie in with targets.

**Question:** Should we look specific training? **Answer:** This will tie in with the objectives.

**17. Governors to sign to say that they have read 'The Keeping Children Safe in Education Sept 2018' guidance.**

Governors who had read 'The Keeping Children Safe in Education Sept 2018' signed to say that they had done so.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

**18. To agree the following policies:**

All policies had been distributed in advance of the meeting and were received with thanks.

**The governing body agreed the St. Paul's Walden School Curriculum policy, Play.**

**The governing body agreed the St. Paul's Walden School General Data Protection Regulations (GDPR) policy.** This policy will be reviewed in February 2019.

**The governing body agreed the St. Paul's Walden School Health and Safety policy.**

**The governing body agreed the St. Paul's Walden School Online Safety policy (including online safety acceptable use agreements).** To be reviewed every 3 years unless huge changes made.

**The governing body agreed the St. Paul's Walden School Behaviour policy.**

**19. To update on the end of the building project.**

Mr Rowsell reported that that all went well, apart from some snagging issues with the flooring, which is being re-laid. The Chair of governors thanked Mr Rowsell and everyone else concerned for a successful project. A letter of thanks will be sent to the contractor, from the governing body.

**Question:** Is there a next phase planned? **Answer:** Not yet.

**20. To update on progress with the GDPR.**

The Clerk to the governors read out the following questions, taken from the recent Clerks Network, which were discussed.

**Question:** How is the school ensuring the culture is appropriate to prevent breaches? **Answer:** A new server would stop use of memory sticks.

**Question:** Who will report to the governing body? How often? Through which committee? **Answer:** Paul Dawes (Vice-Chair) = GDPR governor. He reports termly through the Resources committee and governing body meetings.

**Question:** How do we make sure we are mindful of approach to data protection? Visits? Meetings?

**Answer:** We talk about GDPR all the time. There is awareness and a policy of training.

**Question:** How do we handle sensitive data as a Governing Body? **Answer:** If there is a breach the governing body will be informed. What happens next depends upon the severity of the breach. A server crash is in fact a breach because this would mean that data cannot be accessed. At St. Paul's Walden Primary School we therefore print out vital information (which is locked away).

**Question** (asked by a governor): What about the area of parents taking photos at school performances? Have we told them what a breach is? **Answer:** This will have to go to the Resources committee for clarification.

## 21. AOB.

- Cheque signatories

The governing body agreed that Mrs Adshead, the Headteacher be added to the cheque signatories.

- Catering company

Herts Catering have been issued notice, as there have been concerns with the quality and quantity of food. Catering is being put out to tender and one contender is Dolce, who would discuss catering arrangements with parents.

**Question:** Would there be input from the kitchen garden? **Answer:** We are not sure.

- Forthcoming Staff governor vacancy

Mrs Joyce's term of office ends on 18th December 2018. A staff governor election will then have to be held.

- Pay committee date

Pay committee = The Chair of governors, the Headteacher, Mrs Roberts and Dr Herbert. Date to follow.

- Computers in school

It is intended to replace the school computers. The IT officer has been asked for a quote. The PTA are willing to make a contribution. It may be worthwhile approaching the Village Fund. Mr Bales is taking over as ICT/Computing teacher.

- Road Signs

The road signs have been paid for. Nevertheless, a grant is being applied for from the Henry Smith Foundation. If this is not successful the PTA have kindly offered to pay.

The governing body meeting concluded at 9.45pm.

**Future full governing body meetings:** Thursday 4th April 2019 7.30pm, TBA - extra FGB meeting to approve budget, Tuesday 18th June 2019 7.30pm.

**Governors' Day:** Thursday 25th April 2019.

### Rolling list of Action Items

<b>Date of Governing Body meeting</b>	<b>Item No.</b>	<b>Action</b>	<b>Status</b>	<b>Date to close</b>
2nd November 2016	8	A new in-house training course to be booked, as the HR related training has taken place.	closed	Gov's Day
23rd February 2017	11	Governors to sign to say that they have read 'The Keeping Children Safe in Education Sept 2016 guidance'.	closed	Gov's Day
20th February 2018	9	The possibility of obtaining Local Authority grants for perimeter fencing and an access upgrade to be investigated.	ongoing	
20th February 2018	15	School email addresses for governors, to be investigated, in line with the GDPR regulations.	ongoing	
8th May 2018	12	Confidential action.	ongoing	
11th September 2018	23	Dr Herbert to research comments made in the Governors' written statement of behaviour principles statement.	closed	
29th November 2018	9	Governors to sign to say that they have read 'The Keeping Children Safe in Education September 2018 guidance'.	ongoing	Standing item
29th November 2018	12	A communication focus group to be set up in January 2019 and the parent questionnaire to be re-run.	ongoing	January 2019
29th November 2018	14	All governors to take the Governors for Schools Driving School Improvement training.	ongoing	4/4/19