



**Doncaster
Council**

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Date: 7 March 2018

Dear Member

TOLL BAR PRIMARY SCHOOL GOVERNING BODY

Would you please note that the next meeting of the Toll Bar Primary School Governing Body will be held at the school on Tuesday 20 March 2018, commencing at 5.00 pm.

I do hope it will be convenient for you to attend. Please contact the school on 01302 874324 if you will be unable to do so.

The agenda for the meeting is given below.

Yours faithfully

CAROL WILLIAMS

Governors' Support Officer

Mr J Robinson (Chair)
Mr S Bower
Mr T Griffiths
Mrs A Jamroz
Mr M Milan
Mrs D Smith
Mrs P Sutton

Mrs Y Whaley
Mrs L Wood
Mrs K Wroe

Mrs A Newton – Associate Member
Sarah Millward - Clerk

Quorum for the meeting is 5 Governors (please note Associate Members and Observers cannot be counted as part of the quorum)

AGENDA

- 1 **TO AGREE A FINISHING TIME FOR THE MEETING**
- 2 **APOLOGIES**
- 3 **DECLARATIONS OF PERSONAL OR BUSINESS INTEREST, IF ANY**
- 4 **GOVERNING BODY MEMBERSHIP**
- 5 **TO RECEIVE A REPORT ON ANY URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR SINCE THE LAST MEETING**
- 6 **MINUTES OF THE MEETINGS HELD ON 19 OCTOBER, 21 (2 SETS) NOVEMBER AND 5 DECEMBER 2017 AND 8 FEBRUARY 2018**
- 7 **MATTERS ARISING FROM THE MINUTES/ACTION SHEET**
- 8 **HEADTEACHER'S REPORT**
- 9 **STANDARDS AND EFFECTIVENESS PARTNER (StEPS) REPORT**
- 10 **MONITORING THE SCHOOL BUDGET**
- 11 **DELEGATED SCHOOL BUDGETS 2018/2019**
- 12 **THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)**
- 13 **THE FINANCE POLICY**
- 14 **AUDITING OF VOLUNTARY AND PRIVATE FUNDS**
- 15 **RESPONSIBILITIES OF GOVERNING BODIES REGARDING 2018 ASSESSMENT AND REPORTING ARRANGEMENTS**
- 16 **PUPIL PREMIUM STRATEGY, SUPPORT AND CHALLENGE**
- 17 **CHILDREN IN CARE**
- 18 **GENERAL DATA PROTECTION REGULATION (GDPR)**
- 19 **QUALITY OF TEACHING**
- 20 **E-SAFETY**
- 21 **HEALTH AND SAFETY**
- 22 **SCHOOLS AND LEARNING PROVIDERS - ANNUAL SAFEGUARDING REPORT**
- 23 **KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) – CONSULTATION PROPOSED CHANGES FEBRUARY 2018**
- 24 **ATTENDANCE**

- 25 **ANALYSING SCHOOL PERFORMANCE – (ASP, the new name for RAISEonline)**
- 26 **SCHOOL GOVERNORS' FORUM MEETINGS**
- 27 **SCHOOL COMPLIMENTS, COMMENTS AND COMPLAINTS**
- 28 **GOVERNOR TRAINING LOG**
- 29 **TO CONFIRM ANY CONFIDENTIAL ITEMS**
- 30 **DATE AND TIME OF NEXT MEETING**

AGENDA

PART 1

IN THIS SECTION OF THE AGENDA THE REPORTS ARE AVAILABLE TO THE PUBLIC

1 TO AGREE A FINISHING TIME FOR THE MEETING

Governors are asked to give consideration to agreeing a finishing time for the meeting in line with the Governing Body Code of Conduct which makes reference to a maximum time limit of two hours.

2 APOLOGIES

Introduction

Governors are reminded that the School Governance Regulations require the Governing Body to formally confirm whether or not it consents to a Governor's absence and for that decision to be recorded in the Minutes. Where consent is given the Governor's absence will not count towards his/her disqualification from membership of the Governing Body.

Recommendation

The Governing Body is asked to confirm whether or not it consents to any Governor's absence from the meeting for which apologies have been submitted.

3 DECLARATIONS OF PERSONAL OR BUSINESS INTEREST, IF ANY

Governors are asked to declare any personal or business interest they may have in any item on the agenda or raised at the meeting.

4 GOVERNING BODY MEMBERSHIP

Changes to Governing Body Membership

Introduction

The following changes to the Governing Body's membership are reported for information:

Co-opted Governor Representatives

Due to Mr J Robinson, Mrs P Sutton and Miss J Whaley's terms of office expiring on 31 March 2018, together with the existing two vacancies there will be five Co-opted Vacancies on the Governing Body. The Governing Body is invited to appoint to the five vacancies.

A Co-opted Governor is an individual who in the opinion of the Governing Body has the skills required to contribute to the effective government and success of the school.

Staff can be appointed as Co-opted Governors on the Governing Body. The total number of staff when counted with the Headteacher and Staff Governor should not exceed one third of the total membership of the Governing Body.

Recommendation

The Governing Body is asked to:

- a) note the changes to the membership outlined above; and
- b) appoint to the 5 Co-opted Governor vacancies; and
- c) in light of the changes in membership consider whether to revise the composition of its Committees, details of which will be made available by the Clerk.

5 TO RECEIVE A REPORT ON ANY URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR SINCE THE LAST MEETING

6 MINUTES OF THE MEETINGS HELD ON 19 OCTOBER, 21 (2 SETS) NOVEMBER AND 5 DECEMBER 2017 AND 8 FEBRUARY 2018

(Enclosed)

7 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

Governors are asked to review the Action Sheet appended to the minutes of the Governing Body meeting or any matters arising.

SECTION ONE - EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT OF THE SCHOOL

8 HEADTEACHER'S REPORT

A copy of the Headteacher's report will be circulated separately for consideration.

This report may cover aspects contained in other agenda items.

9 STANDARDS AND EFFECTIVENESS PARTNER (StEPS) REPORT

Introduction

An Autumn term StEP visit was provided for all maintained schools which focused on a review of Pupil Outcomes (Achievement) and Governors are asked to receive a copy of the report from the Headteacher.

All maintained schools will also receive a Spring term StEP visit which will focus on the leadership of teaching and learning. The visit will be a full day and consist of a blend of practical activities, including discussions with staff and senior leaders and a scrutiny of pupils' work.

Recommendation

The Governing Body is asked to;

- a) receive a report from the Headteacher on the Autumn term StEP visit;
- b) note that a Spring term visit will also take place; and
- c) nominate a Governor to attend the Spring term StEP visit.

10 MONITORING THE SCHOOL BUDGET

Introduction

The Governing Body has recognised the need to monitor the school budget on a regular basis. As a consequence it was agreed that a budget monitoring report would be made available at each termly meeting identifying up-to-date income and expenditure details from the school's financial information system, including reasons for any variances.

Copies of the budget monitoring report will be circulated at the meeting by the Headteacher. Governors will be advised by the Headteacher as to whether the school is on target to meet its budget plan, the estimated balance at the end of the 2017/2018 financial year and the plan to spend/recover the balance, to inform budget setting for 2018/2019. If the school is expecting a year-end surplus then consideration will need to be given as to how to best utilise this in meeting the on-going aims of the school, in conjunction with the school development plan. If a deficit position is anticipated then consideration should be given to how to recover this balance in the next financial year.

Recommendation

The Governing Body is asked to:

- a) receive and note the above report; and
- b) consider the estimated 2017/2018 year-end balance and future plans to spend or recover the balance.

11 DELEGATED SCHOOL BUDGETS 2018/2019

Introduction

The Fair Funding Scheme for Financing Schools states that schools are required to submit a budget plan, including assumptions underpinning the budget, no later than 1 May 2018. The Governing Body, or Governing Body Committee, must approve the first formal plan of each financial year.

The Governing Body confirmed that the **Governing Body** would determine and submit the budget plan for the 2018/2019 financial year to the Local Authority.

The deadline for the Council to make budget share figures available to schools is 28 February 2018, although the LA will endeavour to provide these to schools by mid-February.

However, it is recommended that the budget review process should start as soon as possible in the Spring term by identifying expenditure required to deliver the School Improvement Plan, including costs to which the Governing Body will be committed in 2018/2019, and by considering those areas where changes could be made should the budget position require it.

Governors are reminded that support and advice is available from the Local Authority's Financial Management Team.

Recommendation

The Governing Body is asked to receive the above report and determine a date and time in March/April 2018 for either a Governing Body meeting or a meeting of the Committee with budget responsibilities, with a view to agreeing and submitting the budget plan for the financial year 2018/2019 to the Local Authority.

12 THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

Introduction

Governors of all maintained schools should now be fully aware of their responsibility to produce an annual return for the Schools Financial Value Standard (SFVS), the next of which needs to be submitted to Financial Management by 31 March 2018.

As in previous years, the DMBC return form ensures that an action plan is generated from the responses to the questions. This action plan should be updated and discussed at future Governing Body or committee meetings to monitor the implementation progress of actions. Any discussions regarding the SFVS at Governing Body or committee meetings should be minuted. This action plan should be submitted to Financial Management along with the SFVS form.

Governors are required to state on the return the date of the meeting they discussed the SFVS return along with the approval date.

The SFVS documentation again includes a Statement of Internal Control template which you are encouraged to consider, complete and submit at the same time as the SFVS.

Governors who require any assistance or clarification should email ERPGeneralLedger@doncaster.gov.uk or contact Sarah Burns on 01302 736725

The DMBC SFVS forms, guidance and supporting notes are available on the Doncaster Council internet site via the following link:

<http://www.doncaster.gov.uk/services/schools/the-school-s-financial-value-standard>

Recommendation

The Governing Body is asked to;

- a) receive and note the above report and provide an update on progress so far; and
- b) provide dates for the Governing Body to discuss and approve the SFVS return for submission.

13 THE FINANCE POLICY

In accordance with the Doncaster Schools Financial Regulations schools should review and approve annually the school Finance Policy. The school must ensure that the responsibilities of the Governing Body, committee with financial responsibility, Headteacher/Leadership Team and Administrative / Finance Officer are aligned with those agreed at the Governing Body's Annual meeting.

Recommendation

The Governing Body is asked to approve the school Finance Policy.

14 AUDITING OF VOLUNTARY AND PRIVATE FUNDS

Introduction

Governors are reminded that Doncaster's Scheme for Financing Schools requires schools to provide the Local Authority with annual audit certificates in respect of voluntary and private funds they hold and the accounts of any trading organisation they control.

This is also covered in more detail in the Schools Financial Regulations (section 16) with points covering the appointment of a treasurer to oversee the funds, appointment of an auditor who is independent of the operation of the funds, reporting on the balance of the fund to the Governing Body or finance committee and the undertaking of an annual audit. Also, the audited accounts and the auditor's certificate should be reported to the Governing Body as soon as possible after the financial year and an audit certificate signed by the Auditor and Headteacher must be sent to Financial Management within **four** months of the fund's financial year-end.

Recommendation

Governors are asked to ensure that annual audit certificates are approved and provided to the Local Authority within four months.

15 RESPONSIBILITIES OF GOVERNING BODIES REGARDING 2018 ASSESSMENT AND REPORTING ARRANGEMENTS

Introduction

Governing Bodies of maintained schools and academies must carry out their functions so that the requirements in the 2018 Assessment, Recording and Reporting Booklet are implemented in the school. If the Headteacher is temporarily or permanently absent, the Governing Body must ensure a nominated representative carries out the Headteacher's duties specified below.

Governing Bodies need to be familiar with the 2018 Assessment and Reporting Arrangements for Early Years Foundation Stage Profile (EYFSP), Key Stage 1 and Key Stage 2 as set out by the Standards and Testing Agency to ensure that Headteachers carry out their statutory responsibilities. In particular, it is important for the Governing Body to check that the Headteacher has taken all reasonable steps to support pupils' access to the tests so that they can achieve as well as they should.

Responsibility

It is the Headteacher's responsibility to ensure that the integrity of the tests (phonic screening, key stage 1 and key stage 2) are maintained throughout the test periods. Although responsibility for administration of the tests can be delegated, overall accountability remains with the Headteacher.

Given the number of staff that are involved in administering tests, Headteachers must ensure that there is a robust process for keeping the test materials secure and treating them as confidential from when the school receives them until the end of the timetable variation period (five school days after the final test).

The tests must be administered in accordance with the most up to date published procedures, in particular the Assessment and Reporting Arrangements (ARA) and the Test Administrators' Guide. It is recommended that the Headteacher allocates a member of staff who has responsibility for the cupboard key(s) and logging requests for access to the materials. This should be member of staff who is not directly involved in the administration of the tests, for example a business manager or senior administrator. It is the Headteacher's responsibility to ensure that the test administrators' guide is read and followed by all directly or indirectly involved in administering the tests such as teachers, teaching assistants, invigilators and any others involved in administering the tests. Headteachers need to be able to give an accurate account of all those who have had access to test materials before, during and after the test period. Schools should also consider inviting a Governor, who is not otherwise involved in administering the tests to observe, but they must be familiar with the DfE guidance. In addition to administering the tests and teacher assessments, Headteachers are responsible for "...the submission of accurate teacher assessment data..."

Guidance can be found at:

<https://www.gov.uk/government/publications/key-stage-2-tests-and-phonics-screening-check-keep-materials-secure/guidance-on-the-security-of-key-stage-2-tests-and-phonics-screening-check-materials>

<https://www.gov.uk/government/publications/2018-key-stage-2-assessment-and-reporting-arrangements-ara>

<https://www.gov.uk/government/publications/2018-key-stage-1-assessment-and-reporting-arrangements-ara>

<https://www.gov.uk/government/publications/2018-early-years-foundation-stage-assessment-and-reporting-arrangements-ara>

Recommendation

The Governing Body must ensure the requirements of the 2018 assessment and reporting arrangements for EYFS, KS1 and KS2 are implemented in the school by the Headteacher or nominated representative, if the Headteacher is absent, as specified in the statutory document.

16 PUPIL PREMIUM STRATEGY, SUPPORT AND CHALLENGE

Introduction

It is recommended that Governing Bodies appoint a named Governor with responsibility for challenging the provision and outcomes for Disadvantaged Pupils.

Their tasks could include;

- Analysis of the data for Disadvantaged Pupils through the use of the schools' internal data systems and the Analyse School Performance website.
- Meeting with the designated senior leader in school at least twice a year to discuss in-year progress towards improving outcomes for Disadvantaged Pupils.
- Ensuring that the planned expenditure of Pupil Premium funding is targeted at those priorities that relate to Disadvantaged Pupils.
- Challenging school leaders with regards to the measures taken to close and eliminate any negative performance differences between Disadvantaged Pupils and that of Non-Disadvantaged Pupils nationally.
- Ensuring the school's website is displaying statutory Pupil Premium information.
- Review the Local Authority annual inclusion conversation report and ensure any recommendations are actioned in a timely manner.

In relation to the latter point, the statutory requirement for the information that needs to be on the school website changed as of September 2016 as follows;

The following information is taken from <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

From September 2016, the school must publish a **strategy** for the school's use of the pupil premium. There is no requirement to publish a 'pupil premium statement'.

For the current academic year, you must include:

- your school's pupil premium grant allocation amount
- a summary of the main barriers to educational achievement faced by eligible pupils at the school
- how you'll spend the pupil premium to address those barriers and the reasons for that approach
- how you'll measure the impact of the pupil premium
- the date of the next review of the school's pupil premium strategy

For the previous academic year, you must include:

- how you spent the pupil premium allocation
- the impact of the expenditure on eligible and other pupils

Pupil premium funding is allocated for each financial year, but the information published online should refer to the academic year, as this is how parents understand the school system. As allocations are not known for the end of the academic year (April to July), you should report on the funding up to the end of the financial year and update it when the figures are received.

The Teaching Schools Council has published **templates** to support schools in presenting their pupil premium strategies. Use of the templates is voluntary.

The link to the templates for pupil premium strategies is

<http://tscouncil.org.uk/resources/guide-to-effective-pupil-premium-reviews/>

Recommendation

The Governing Body is asked to:

- a) ensure that the school website meets statutory requirements in relation to the publication of a pupil premium strategy;
- b) appoint a named Governor for Disadvantaged Pupils who should meet with the named school Pupil Premium / Disadvantaged Pupils Coordinator for a support and challenge conversation; and
- c) review and challenge the school's pupil premium strategy, ensuring that additional funding has been allocated effectively in order to diminish any attainment and progress differences with national non-disadvantaged pupils.

17 CHILDREN IN CARE

Introduction

In order to meet its collective responsibility for Children in Care, the Governing Body should ensure the following duties are fulfilled:

The Governing Body should ensure that there are arrangements in place to keep themselves informed about provision for and attainment and progress of children in care on the school's roll on a regular basis. The Governing Body should work in partnership with the Headteacher to monitor the effectiveness of the Designated Teacher for Looked After Children role in the context of wider school planning. The Designated Governor for Looked After Children should ensure that the school gives very high priority to raising education standards for this vulnerable group and that this philosophy is embedded in day to day practice.

The Governing Body should also be aware that revised statutory guidance on the role of the Governors and the Designated Teacher for Looked After Children is expected to be published later in the Spring Term. It will not change the duties to children in care, but will extend some of them to children who have left care under adoption, special guardianship, or care arrangement, orders. The Doncaster Virtual School for Looked After Children will highlight changes in duties to Governors, Heads and Designated Teachers once the statutory guidance is published.

Recommendation

The Governing Body is asked to consider:

- a) any issues with the School Leadership Team in relation to the school's strategic plans to promote the educational achievement of Children and Young People in Care. This should include, how the school plans to target the use of the LAC Pupil Premium Plus (PPP) to meet the needs of the child;
- b) the quality and detail of the information held in the child's Personal Education Plan. To ensure that the targets set include those related to the child's academic progress and that these are reviewed termly in order to make the document 'live' as per the legislative guidance. The latter is required so that the second tranche of the PPP can be forwarded to the school, as per Doncaster's Pupil Premium Plus policy; and

- c) the Designated Teacher's Annual report on the progress and outcomes for the academic year 2016 – 17, if it has not already been presented to the Governing Body. Thereafter a copy should be forwarded to the Virtual School Doncaster LA.

18 GENERAL DATA PROTECTION REGULATION (GDPR)

Introduction

New legislation will come into force from 25 May 2018 relating to data protection which is the General Data Protection Regulation. A separate [Law Enforcement Directive](#) has been passed for the processing of personal information for the prevention and detection of crime and there is also a new [Data Protection Bill](#). Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act. However, there are new elements and significant enhancements so some changes will be required. The Information Commissioner's Office has produced guidance, a compliance checklist and other resources to assist organisations with compliance. This can be found at;

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

It is essential to plan your approach to GDPR compliance now and identify what information you are processing and what new procedures you might need to put in place to deal with the GDPR's new provisions. There are specific requirements in relation to children's personal data.

Recommendation

The Governing Body is asked to:

- a) note the requirement to comply with the new regulations; and
- b) receive an update from the Headteacher on what procedures are in place to deal with the GDPR provisions.

SECTION TWO - QUALITY OF TEACHING, LEARNING AND ASSESSMENT IN THE SCHOOL

19 QUALITY OF TEACHING

Introduction

The quality of teaching, learning and assessment is one of the key judgements made by Ofsted. Outstanding teaching leads to outstanding progress, inadequate teaching leads to inadequate progress. The quality of teaching, its rate of improvement and impact on learning and progress is a direct reflection of the quality of leadership and management in the school.

In judging the quality of teaching, learning and assessment, inspectors will use a considerable amount of first-hand evidence gained from observing pupils in lessons, talking to them about their work, scrutinising their work and assessing how well leaders are securing continual improvements in the quality of teaching.

Direct observations of learning in lessons will be supplemented by a range of other evidence to enable inspectors to evaluate the impact that teachers and support assistants have on pupils' progress. Inspectors will **not** grade the quality of teaching, learning and assessment in individual lessons or learning walks.

Governors should pay due regard to the Teachers' Standards document and have a clear understanding that teachers' pay is directly related to their performance. Governors need to check that appraisal objectives relate directly to improvements in teaching and outcomes for pupils. They need to check that pay awards are distributed equitably and that the pay profile clearly matches the quality of teaching. Governors should not expect pay awards to be given where the range of evidence suggests that, over time, the quality of teaching and learning is not good.

Recommendation

The Governing Body is asked to:

- a) receive a report on the quality of teaching, learning and assessment in the school, but particularly for EYFS, Y2 and Y6 which are key national assessment points. Governors should expect this to be based on a wide range of evidence, in particular that seen in children's work books;
- b) receive a report on the actions taken to address any teaching that is inadequate or requires improvement, or develop and sustain teaching that is good or better. Governors should consider the urgency and rigour with which these actions are pursued and the difference they are making; and
- c) receive anonymised examples of appraisal objectives and an anonymised summary of pay awards. Governors should be able to match this against the report they receive on the quality of teaching and question any discrepancy in performance and pay, having regard to the confidentiality of individual awards and objectives.

SECTION THREE – PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF PUPILS AT THE SCHOOL

20 E-SAFETY

Introduction

As many of you will already know from it being a constant theme within the media, online protection issues are becoming a frequent problem. There has been a significant increase of children and young people who are victims of sexual harassment online and the role of education is paramount in working to prevent victims from this abuse both offline and online. The Department for Education (DfE) released the 'Sexual violence and sexual harassment between children in schools and colleges' publication in December 2017 which provides advice for Governing Bodies, proprietors, Headteachers, principals, senior leadership teams and designated safeguarding leads.

Within part two of the document, the DfE states *Schools and colleges have a statutory duty to safeguard and promote the welfare of the children at their school/college.*

There is emphasis in this guidance around what preventative education is being delivered to educate children on how they can keep safe online.

Please find the document on the link below.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/667862/Sexual_Harassment_and_Sexual_Violence_-_Advice.pdf

Recommendation

The Governing Body is asked to:

- a) identify what preventative education is being delivered to which year groups and how often; and
- b) establish whether the education being delivered in line with the recommendations made within the recent publication from the DfE and where this is not the case, ensure that the school is compliant with their recommendations.

21 HEALTH AND SAFETY

This item appears as a standard item on the agenda for all meetings of the Governing Body.

22 SCHOOLS AND LEARNING PROVIDERS - ANNUAL SAFEGUARDING REPORT

Introduction

There is a duty on Local Authorities (LAs) and Governing Bodies of all education settings to have arrangements in place to ensure that they are exercising their statutory functions to safeguard and promote the welfare of children. The duty on LAs extends to ensuring that Governing Bodies are carrying out their duty in accordance with Section 157 and Section 175 of The Children's Act 1989, 2004 (amended).

To further assist the Governing Body to fulfil its responsibility, it is recommended that the Designated Person for Safeguarding be requested to prepare an annual safeguarding report for consideration by Governors and that this report be received annually at the Spring term meeting and cover the period 1 January 2017 to 31 December 2017. Depending on your record systems, some schools and academies have agreed to provide data using academic years and therefore this report could cover the period September 2016 to August 2017. Your preference / period covered must be indicated on the report.

To assist in the preparation of this annual report, a recommended format and minimum content has been forwarded to the Designated Person for Safeguarding.

This provides for the report to include details of:

- Safeguarding training undertaken by relevant staff (including training undertaken by Governors);
- A summary of safeguarding policies, procedures and other documents; and
- A summary of activity, for example, the number of child protection referrals made the number of pupils subject to a Child Protection Plan, and the number of Children and Young People in Care in school, etc.

Once the report has been considered and endorsed, the Governing Body should ensure that a copy of the annual report is sent to the Education Safeguarding Manager by 15 March 2018, to assist the LA in meeting its responsibilities. The LA has a duty to provide a written report detailing the compliance of all educational establishments to the Doncaster Safeguarding Children's Board.

Recommendation

The Governing Body is asked to:

- a) receive the above report and note the Governing Body's duty with regard to safeguarding and promoting the welfare of children;
- b) request the Designated Person for Safeguarding to prepare a safeguarding report for consideration each year at its Spring term meeting and for the report to cover the period 1 January 2017 to 31 December 2017, or academic year.
- c) note a new virtual / on-line system for collecting S157/175 information will be available this term; and
- d) receive and approve the Governing Body's annual report and ensure a copy is forwarded to the Education Safeguarding Manager by 15 March 2018 email ellen.boden@doncaster.gov.uk

23 KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) – CONSULTATION PROPOSED CHANGES FEBRUARY 2018

Introduction

The Government has recently launched a consultation to review the current KCSIE September 2017 statutory guidance. All Governors are asked to read the proposed changes and respond to the consultation.

<https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/>

Governors are also advised to review their current safeguarding policy, to understand the proposed changes. In addition to changes to KCSIE, Working Together 2015 will also be updated during the Spring term, the proposals are to implement Working Together changes during April 2018. Both will have a direct impact on safeguarding policy and procedures.

Recommendation

The Governing Body is asked to review the current safeguarding policy, read the proposed changes and respond to the consultation.

24 ATTENDANCE

Introduction

Governors are asked to consider a report on the school's attendance in respect of all pupils including identified groups (e.g. FSM, CLA) in comparison with the national average – (primary attendance – 96%, Primary Persistent absence 8.2% - and secondary attendance - 94.8%, Secondary Persistent Absence 13.1%) and identify any actions required in order to make improvements.

It is recommended that schools identify a named Governor with responsibility for attendance. This Governor will monitor attendance against the targets set and challenge school leaders to improve attendance and reduce persistent absenteeism.

Recommendation

The Governing Body is asked to:

- a) receive a report on the school's attendance in comparison with the national average; and
- b) appoint a named Governor with responsibility for attendance to monitor attendance against the targets set and challenge school leaders to improve attendance and reduce persistent absenteeism.

SECTION FOUR - OUTCOMES FOR PUPILS AT THE SCHOOL

25 ANALYSING SCHOOL PERFORMANCE – (ASP, the new name for RAISEonline)

Introduction

ASP is the analysis tool designed by DfE and Ofsted to help schools with their self-evaluation and to support the inspection process. It is a slimmed-down and more user-friendly replacement for the old RAISEonline system, which closed in July 2017.

The system aims to:

- Enable schools to analyse performance data in greater depth as part of the self-evaluation process
- Provide a common set of analyses for schools, Local Authorities, Inspectors, Dioceses, academy trusts and Governors
- Support schools to improve teaching and learning

Recommendation

The Governing Body is asked to receive a report highlighting the key messages from ASP related to attainment and progress. This should provide a comparison to national averages over time and indicate any issues relating to the performance of key groups, including disadvantaged pupils and children in care. Consideration of the Inspection Data Summary Report (IDSR) should also be noted.

SECTION FIVE – OTHER INFORMATION

26 SCHOOL GOVERNORS' FORUM MEETINGS

Introduction

The Governors' Forums are held on a termly basis and are essentially briefing and consultation sessions for all Governors. They also provide the opportunity for Governors to attend a selection of workshops on topical and relevant issues and talk to officers on a one to one basis in respect of a specific issue relating to the school/academy.

A new format for the Forums was introduced for 2017 and Governors wishing to attend are now required to book onto the event by accessing <http://buy.doncaster.gov.uk/>. Further details of the event will be provided during the Spring term.

Governors are asked to note that the Summer term Forum will be held as follows:

Monday 14 May 2018 Castle Park, Armthorpe Road, Doncaster, DN2 5QB

Governors are asked to note that the workshops to be provided and the topics for discussion are yet to be determined and these will be confirmed when the event is advertised. There is no limit to the number of Governors who can book onto the event.

Recommendation

The Governing Body is asked to:

- a) note the date for the School Governors' Forum in the Summer term; and
- b) identify any workshops or topics for discussion which Governors would like to see at these Forums.

27 SCHOOL COMPLIMENTS, COMMENTS AND COMPLAINTS

The Governing Body is asked to receive a report on any school compliments, comments and complaints.

28 GOVERNOR TRAINING LOG (for schools which include as a standard item)

The Governing Body is asked to receive a report on any training undertaken or workshops attended.

29 TO CONFIRM ANY CONFIDENTIAL ITEMS

To consider the confidentiality of any items discussed during the meeting.

30 DATE AND TIME OF NEXT MEETING

Governors are asked to note that in accordance with the agreed schedule, the next meeting of the Governing Body will take place on Tuesday 12 June 2018, commencing at 5.00 pm.

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please contact the Governor Support Service staff on Doncaster 737111 for more information, or if you need any other help or advice. They can arrange for someone to speak to you in your own language if you need them to.