

**Hoyle Court Primary School Governing Body
Minutes of the Full Governing Board Meeting
Thursday 22 March 2018**

Meeting commenced at 6:31pm

Present: Val Sherred (Chair), Tim Phillips (Head), Ben Dickinson (BD), Roger L'Amie (RL), Liz Will (LW), Judy Walton (JW), Adrian Metcalfe (AM), Ishtiaq Ahmed (IA), Janet Lodge (JL)

In Attendance: Nageena Khan - Clerk to Governors
Keeley Poole, Deputy Headteacher (KP)

Welcome and Introductions

Clerk chaired the meeting and welcomed all.

55/17 Apologies for absence and their acceptance

Apologies were received from Simon Kemp; these were accepted. The meeting was quorate.

**59/17 Governor Vacancies/ Appointments: Chair's Term of Office End 21/03/18
Chair exited the meeting at 6:36pm.**

Head read the statement received from Chair. Head reported that he and Chair had a discussion about the role of Chair and he highlighted that it was very important for him, in his first year of headship at Hoyle Court to have a Chair that he was confident and comfortable with and he found Val Sherred to be supportive as well as a critical friend.

All unanimously approved for Val Sherred to be reappointed as a co-opted governor, she would continue her Chair role for this academic year.

Chair returned at 6:43pm. She continued chairing the meeting.

56/17 Declarations of Interest for items on this Agenda

None.

57/17 Notification of Any Other Business and requests for agenda order variations

- Item 59/17 was covered first
- Redesign of the school website

58/17 Minutes of the Previous Meeting: 23 January 2018 (*previously circulated*)

Chair to be added to the attendance list. The minutes were approved as a true record of the meeting, proposed by JL, seconded by LW. A copy was signed and dated.

60/17 Matters Arising not elsewhere on the Agenda

A confidential item was discussed.

61/17 Correspondence

None.

62/17 Headteacher's Report

- Training- Our Values: A training session was scheduled to take place on 03 September 2018 focusing on 'Our Values'. Governors were invited to attend the training day.
- The KS2 Intervention room/ Breakfast and after-school club room was completed.
- Bid for a MUGA/ games area: Head stated that the school site was great; however there was insufficient playground space. Peter Sumter, a bid consultant

Signed..... Date.....

Action

Clerk

was recommended by Parkside Facilities and Head held a meeting with Peter who felt that there was a strong bid to be made for a MUGA/ games area on behalf of the school. Head was waiting for Peter to reply after which he would work with the SBM on a bid for a MUGA adjacent to the playing field and car park.

- GDPR training 08 February 2018: a policy was drafted that would be presented at the next FGB meeting.
- Data Protection Officer Role: this was a legal requirement in order to be compliant with GDPR and was required to be stand alone from the workings of the school. Head proposed discussing with the SLP the possibility of sponsoring one DPO for schools within the partnership. Governors approved for Head to pursue this.

Q: RL: could one person carry out this role for more than the schools in the cluster?

This was a possibility.

Q: AM: are there other firms that are offering this service?

Head replied yes, however they were expensive.

Chair was pleased to read that thirteen lessons out of thirteen observed were judged to be at least good, with three judged outstanding. No lessons were judged as requiring improvement. Head was reassured that the observation system in school was robust and the judgements made were accurate, he also observed lessons and triangulated information shared by other colleagues.

- Parents Handbook 2018-19 (draft) - **unanimously approved.**
- School Prospectus 2018-19 (draft) - The values in the school prospectus would need updating after the training session on 03 September 2018. **The document was unanimously approved.**
- Annual Pupil Questionnaire (draft) - Head reported that the staff and pupil questionnaires were identical to the Ofsted questionnaires. **The questionnaire was unanimously approved.**
- Annual Staff Questionnaire (draft) - **unanimously approved.**

63/17 Chair's Report

- The school decided to change the contracted service for HR from Fusion to NYCC on a 12 month contract. The contract with NYCC was £2.5k cheaper.
- Correspondence regarding Chair's Term of Office.
- Several and regular conversations with Head regarding the adverse weather conditions and impact on school. Head explained that he wanted to make it clear in the newsletter that school closure was not a light decision to make; it was based on the safety of staff and pupils being compromised. The vast majority of parents were very supportive and governors felt that Head had made the right decision for the school. Governors commended the SBM on the way she handled matters during the adverse weather conditions whilst SLT were not available. **Head to share this with the SBM.**
- Performance Management of Head: Head suggested to Chair and SK that an external consultant outside the authority that he used previously could support with his performance management, however he now felt that someone from the Bradford Authority should be used. Head informed that the SLP would cease to exist at the end of this academic year and he did not want Hoyle Court to be a stand alone school. It was suggested to contact Sara Rawnsley, a very capable

Head

Signed..... Date.....

education consultant who was highly respected. **Governors approved for this to be pursued.**

Head

- Parents Evening- 18 and 19 April 2018: governors were encouraged to attend the next parents evening. AM suggested for Head to inform parents that governors would be attending. **Head to include this in the next newsletter.**

Head

The logistics of the parents evening would be reviewed and amended.

Head

64/17 Safeguarding Update

- JW, the Named Governors for Safeguarding carried out a visit on 22 February 2018, a report was previously circulated.
- She reviewed recruitment documentation which was all compliant.
- Monitoring progress with actions from the Safeguarding Audit: JW spent a fair amount of time reviewing the safeguarding audit and a number of follow up actions were completed by JL; an NQT, the caretaker, a member of the kitchen staff team were spoken to and positive responses were received. JL would speak to the Kanga Sports Leader in due course. LJJ reported that those spoken to informed that they acquired most information on safeguarding procedures from KP rather than their own company; it was reassuring to hear that there was a system in school that worked. The kitchen staff member informed that if another person was 'borrowed' from another school they ensured that the staff member had been trained to work in that school.
- A clean copy of the safeguarding audit would be kept to monitor against at the end of the year.
- JL and JW planned to visit on 08 May 2018 to focus on section 7 of the audit, and ascertain views of the Behaviour policy.
- They would then meet with Head on 05 July 2018 to review progress against the safeguarding audit and prepare a report for the FGB at the beginning of the next academic year.
- A summarised action plan of the safeguarding audit was created by Head; governors found this a very useful document.

Clerk informed that the safeguarding audit would be required to be completed annually.

JW concluded that safeguarding was at the heart of what the school did, it was second nature and she was pleased with what she observed.

JW was thanked.

65/17 Review Policies: Lettings, Recruitment and Vetting, Redundancy and Reorganisation, Wraparound Care

- Lettings- the policy was unanimously approved.
- Recruitment and Vetting- a probationary period was included for all employment roles from now on. The policy was unanimously approved.
- Redundancy and Reorganisation- this was a standard policy from Fusion HR. the policy was unanimously approved.
- Wraparound Care- anyone running a club in school would receive a copy of this policy. The policy was unanimously approved.

Q: BD: not all the policies have page numbers, is this intentional?
Head to number all policies as a matter of consistency.

66/17 Impact of Governor Training and Visits to School

Signed..... Date.....

- BD attended the Induction for Governors training and he found this very informative, particularly his role in being supportive but a critical friend.
- **It was agreed to reorganise a monitoring visit for a book scrutiny with the Assistant Head.**
- **The Monitoring and Evaluation timeline would be sent to Clerk next week to circulate to governors.**
- JL carried out a SEN visit; **she would circulate a report to governors.**
- SK carried out a Literacy visit **and would circulate a report to governors.**

Action

Head

KP

JL

SK

67/17 Any Other Business referred from item 57/17 above

Redesign of the School Website:

Governors were shown the proposed design for the Hoyle Court Primary School website. They were then shown an example of a website that Head liked the design of. BD explained that the company also offered an app that created the website in a usable format for other devices. AM informed that a cascaded style sheet would also allow the website to be used on different mediums.

Head to ask the School Council regarding the design of the website.

Q: RL: will the website work for touchscreen?

BD replied yes, a tile version would be more user friendly.

Q: Chair: what is the timescale for completion of the website?

BD informed that the first draft was received and the redesigned website would be live by summer 2.

Governors were keen to view a prototype of the website before it went live. **BD to liaise with the company.**

BD

68/17 Date of next meeting: Thursday 03 May 2018 at 6:30pm

As there was no further business Chair thanked all for attending and the meeting closed at 7:50pm.

Signed..... Date.....