



Whitehall Primary School

Minutes of Full Governing Board

Term 2 – Thursday 7th December 2017

Venue: Whitehall Primary School, Johnsons Road, Bristol, Avon BS5 9AT

<p><u>Present:</u></p> <p>Helen Ball (HB) – Chair of Governors Sarah Allen (SA) – Headteacher Emma Collver (EC) – Staff Steve Burrow (SB) – Parent Christine Townsend (CT) – Co-opted Joanne Rumley (JR) – Co-opted Riffat Jabeen – Co-opted Glenetha McNamee (GM) – Co-opted</p>	<p><u>In Attendance:</u></p> <p>Will Ewens (WE) – Deputy Head Emma Thomas (ET) Felicity Forrest – Clerk to Governors</p> <p><u>Apologies:</u></p> <p>Mya Castillo (MC) - Parent Abdul Kader-Noor (AKN) – Co-opted Tracey Nash-Smart (TNS) – Co-opted</p>	
<u>MINUTES</u>		<u>ACTIONS</u>
<i>All papers distributed electronically in advance of meeting – additional submissions marked as 'tabled'</i>		
1	Welcome, Apologies & Statutory Duties	
	<p>The meeting was declared quorate and started at 6.00pm.</p> <p>1.1 Welcome: Emma Thomas</p> <p>1.2 Apologies: AKN, MC, TNS - <u>Accepted</u></p> <p>1.3 Declaration of Business or Pecuniary Interests: There were <u>no business or pecuniary interests</u> declared.</p> <p>Matters Arising: All noted as complete and/or added to agenda.</p> <p>Note of thanks extended by HB thanking all members for their continued support and work for the School over the previous two terms.</p>	
2	Introduction to Safeguarding	
	<p>Presentation 'Keeping Children Safe at Whitehall' provided by WE (Designated Safeguarding Lead (DSL))</p> <p>Roles and responsibilities including legal duties for both Governors and the School were clarified. In addition, the following items were discussed in more depth.</p> <ul style="list-style-type: none"> • KCSIE – Part 1 had been included with the papers with a register for non-staff Governors to sign to indicate this had been read. • Noted that SLT hold weekly safeguarding meetings, these are recorded with a robust system to track actions. • Overview provided about how concerns are reported to the appropriate authorities, (triaged by First Response) and if certain thresholds are met, how these are escalated. • Number of children currently being monitored by the School was verbally confirmed. • Link to H&S legal responsibilities noted and that JR would now be undertaking the link role for Safeguarding. H&S committee will adapt their terms of reference to include a more defined focus on Safeguarding. 	

<ul style="list-style-type: none"> • Referral forms – Securely stored and filed in a system that enables information for individual children to be found quickly, by an appropriate member of staff (each file contains a chronology). • Noted that schools now have a legal duty to ensure that all files are passed on to the next setting, for example transfer from primary to secondary. Confirmed this is currently done by sending hardcopy files using registered post and a receipt is always requested. • Medical Conditions – Detail around number of first aiders was noted and confirmed this information is reported on regularly via H&S committee. <u>Noted that the guidance refers to requirement to report to FGB.</u> <p><u>Prevent Duty</u> Noted this a statutory duty (for Governors) which falls within the Safeguarding remit, having additional links with, for example the PSHE and computing curriculums.</p> <p>Action: All governors to complete online Prevent Training – Clerk to send link via GovernorHub.</p> <p>Governors sought assurances around the format of computing lessons and suggested that it would be useful to monitor browser histories. After further discussion, it was agreed that IT advice to sought, to see if there is a way to generate monthly reports on browsing histories.</p> <p>Action: WE to discuss with IT support team.</p> <p>Noted that the School had organised parent workshops around online safety but they had not been well attended. It was also considered that these sessions were not reaching the right audience. Concerns about smartphones (outside of School) was raised but after a full discussion it was agreed that both parents and the School have role to play in equipping children with strategies to deal with inappropriate online content.</p> <p><u>H&S & Wellbeing</u> Wellbeing initiative underway. Bill Crocker has provided further H&S training and ET had also attended science training and provided feedback around safeguarding process for this part of the curriculum. Fire procedures have been practised several times in Term 2.</p> <p><u>Safer Recruitment</u> Recruitment processes for staff, either directly or through external agencies was noted. Governors were referred to an abridged version of the Governance Handbook (6.7.3) with a strong recommendation by WE this is read by all Governors. <u>Agreed</u></p> <p>Action: Non-staff Governors to read Governance Handbook (tabled) and complete online Prevent Training. Governors to update Clerk when complete.</p> <p>In conclusion, it was noted that Safeguarding thresholds for Bristol are high and that due to this, there are children the safeguarding team need to continuously monitor as they fall just below referral trigger points. The tenacity of the Safeguarding team was duly was acknowledged.</p> <p>Proposed that a further Safeguarding session for Governors be arranged at the next FGB to ensure that all Governors are totally clear around their role and responsibilities. <u>Agreed</u></p> <p>Action: Agenda item FGB Term ¾</p>	<p>All Govs/Clerk</p> <p>WE</p> <p>All Govs/Clerk</p> <p>Clerk</p>
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3	Minutes of previous FGB Meeting 12-10-17 There being no amendments, the minutes were duly <u>Approved</u> and the CoG signed the minutes.	
4	MAT Proposal <ul style="list-style-type: none"> • A short rationale had been prepared and sent to Regional Schools Commissioner (RSC) – this is not a formal application. The purpose of the rationale is to provide summary information to the RSC office, to see if a new MAT is viable or not. • National Governors Association (NGA) had been approached to offer bespoke support for Governors and Headteachers in terms of preparing a timeline, to consult on possible leadership structures and clarify the role of local governance. A meeting has been arranged on 11th January. • DfE online registration of interest needs to be completed before end of Term 2. LA have confirmed that if this is not undertaken before end of 2017, £10,000 will be taken by the LA from the MAT start-up grant (£25,000 will be reduced to £15,000). After discussion, this action was <u>Agreed</u> with rationale for this primarily around saving money. It was also confirmed that discussions are still in very early stages and that completing a registration of interest would not trigger the need to appoint a DfE lead. The RSC needs to fully evaluate the proposal first. • John Simpson – Meeting with Governors on 9th January to offer informal coaching/training session around role of governance in a MAT. 2-3 Governors from each school are invited to attend. <p>Proposed that a way to feedback from these meetings be arranged. <u>Agreed</u></p> <p>Action: Governors who wish to attend sessions above, contact Clerk for further detail about timings and venue. Attendees to provide feedback for next FGB.</p>	All Govs
5	Headteacher's Report Report, Core Visit (20.11.17) and Self-Evaluation (Section 5, Outcomes for Children) were <u>Accepted</u> . <u>Inspection Data Summary Report (ISDR)</u> – new format/dashboard noted, outcomes very positive, reflecting outstanding progress and outcomes for all children. <u>Core Visit</u> – Noted that format of visit had changed with less emphasis on individual children (e.g., outlier data around conversion between key stages) with a more broader evaluation of patterns and trends. Noted that the LA will now only fund one Core visit a year and therefore, the statutory responsibilities that were spread across three visits had been condensed into one. The School may have to buy back two visits and this would mean paying School Inspection Officer (SIO) directly. Visit had also included oversight of the Pupil Premium (PP) strategy. <u>Expansion</u> Car park work in progress with lighting being an ongoing concern. <u>Attendance</u> – Noted this is above target.	
6	Governing Board Matters	

	<p>New targets for teaching staff are linked closely to the School Improvement Plan (SIP) with an emphasis on improving outcomes for disadvantaged and EAL children. In addition, objectives have been set around enrichment and enjoyment of the curriculum.</p> <p>Senior Leaders have been set further objectives around broadening their leadership skills.</p>	
10	AOB	
	None	
11	Date & Time of next meetings	
	<ul style="list-style-type: none"> • Standards 4th January @ 4.00pm • SIC – 9th January @ 9.30am • Finance – 9th January @ 6.00pm • H&S – 25th January @ 12 noon • Learning Walk – 29th January @ 9.00pm • FGB – 1st February @ 6.00pm 	
	Meeting finished @ 7.25pm	

Minutes agreed to be a true and accurate record of the Full Governing Board held on 7th December 2017

Signed:

Date:

Action Summary from T2 FGB – Whitehall Primary School

	Actions	Who by	Deadline
2	Safeguarding All non-staff governors to complete online PREVENT training. Clerk to circulate link via GovernotHub	Non-staff Govs/Clerk	End Term 4 Clerk completed
2	WE to contact IT team, investigate reporting on browser histories.	WE	Ongoing
2	Governance Handbook – All governor to read	All	Soonest
4	MAT Meetings – FYI, please contact HB for further detail	All	Term 3
6.1	Adbul Noor and Emma Thomas – update GDS re co-opted appointments	Clerk	Term 3
6.1	LA vacancy – contact applicant, invite to Term 3 FGB and GDS for forms	Clerk	Term 3
7.4	October out-turn – agenda items for finance committee and c/f to Term 3 FGB	Clerk/CT	Term 3
8	Governor Allowances – coversheet, update schedule	Clerk	ASAP