

**CARDEN PRIMARY SCHOOL  
GOVERNING BODY MEETING  
MINUTES**

<b>Meeting</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	20 <sup>th</sup> March 2018 4.00 pm
<b>Location:</b>	Carden Primary School
<b>For:</b>	Full Governing Body, Website
<b>Quorum:</b>	For decisions to be binding at least one half of current governors are required. The meeting was quorate throughout.
<b>Present:</b>	Governors (voting) Dan Holmes (DH) John Hull (JH) Helen Longton-Howorth (HLH) Hayley Mallipoudy (HM) Amanda Mortensen (AM) Pete Sandeman (PSD) appointed at item 6 Natasha Sothcott (NS) Other (non-voting) Janet Johnson (JJ) Clerk
<b>Apologies:</b>	Sam Beal (SB) accepted Jeff Nixon (JN) accepted Paul Smith (PS) accepted Sophie Wadleigh (SW) accepted

**ACTION POINT SUMMARY**

<b>Item</b>	<b>Owner</b>	<b>Action</b>	<b>Due by</b>
3.3	AM	Review ASP and SEN progress data	May?
6	ALL	Book on to training and advise AM JJ circulate list.	26.4.18
6 3.3	AM CHAIRS	Review work of governing body and information required, liaise JJ and HLH to produce schedule	Summer FGB

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	<b>DISCUSSION AND DECISIONS</b>	<b>ACTION</b>
0	<p><b>GDPR Presentation</b></p> <p>The General Data Protection Regulations were coming into force in May 2018 and governors had been keeping a watching brief on its implementation. HLH had attended a local authority meeting on the subject and now talked to an informative power point presentation that was then circulated. It included definitions of personal and sensitive data, the duties of the various parties, the principles of GDPR and what the school needed to do next.</p> <ul style="list-style-type: none"> <li>GDPR was aimed primarily at global businesses and is a codifying and coordinating approach to give consistency across the EU countries.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Schools are used to processing personal data already and complying with the Data Protection Act.</li> <li>• The definition of sensitive personal data which required even more protection had been extended to: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic data; biometric data; health; sex life and sexual orientation.</li> <li>• There was a need to know why data were held, who could have access to it and the rights of data subjects. In other than statutory cases, freely given, explicit consent was required from the data subject and the onus was on the school to prove it had it. For children under 13, parents need to give consent.</li> <li>• There was no longer the need to retain information for 35 years.</li> <li>• Subject Access Requests were now free.</li> </ul> <p>Going forward, Paul Platts from the local authority was attending at the school the next week to complete an audit. Information already held would be considered and privacy notices reviewed. Annual audits would be good practice. None of Carden’s cloud based systems were based outside of the EU.</p> <p>Governors considered their induction/the acceptable use of ICT policy needed updating to reflect changes. HLH would continue to keep governors updated.</p>	
1	<p><b>INTRODUCTION</b></p> <p>AM opened the meeting which had originally been planned for the week before and extended a warm welcome to HM who had just been elected as a parent governor. General introductions followed. Apologies were considered. HM declared her interests as being a teacher at a secondary school in East Sussex. No other new declarations were made when invited and all governors could make full contribution and vote throughout the meeting.</p>	
2	<p><b>MINUTES OF LAST MEETING and MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• The minutes were agreed to be an accurate record and signed accordingly.</li> <li>• The maths scrutiny had been postponed till April</li> <li>• The staffing structure item had not been completed.</li> </ul> <p>All other matters had either been completed or no longer required.</p>	
3	<p><b>MATTERS ARISING</b> – Committee Chair Updates. Governors had already received and considered all the draft minutes and the SFVS.</p> <p>3.1 HSW Committee</p> <ul style="list-style-type: none"> <li>• Informal support for the safeguarding team was not yet in place</li> <li>• A governor link for travellers was under consideration</li> <li>• The amount offered by the insurance company had increased a little but was not yet at an acceptable level. A governor could report relentlessly chasing the insurance company.</li> <li>• The notice re zero tolerance of abuse to staff was still under discussion within the staffing body. A decision had not yet been made as other actions taken had resulted in satisfactory outcomes and it was not usually a problem encountered by staff.</li> </ul> <p><b>Has the children’s library started yet?</b> Not yet.</p> <p>The minutes were accepted.</p>	

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	<p>3.2 D&amp;R Committee <b>Has the field been let?</b> Yes, for May. HLH informed that she was in discussion with the LA and some schools that were undersubscribed. Promotion of the school was continuing and the forecast for next year's budget was tight. The school was continuing to support the Save our Schools national funding campaign. The minutes were accepted. The SFVS was accepted.</p> <p>3.3 CLA Committee A governor had attended the ASP training and confirmed the need for analysis of in-year data. It was requested that dates for CLA meetings be made for the beginning of term. It was agreed AM would review SEN progress and ASP including data excluding speech and language centre pupils. The minutes were accepted.</p>	<p>KC JJ AM</p>
4	<p><b>ANALYSE SCHOOL PERFORMANCE</b> See item 3.3</p>	
5	<p><b>HEADTEACHER'S REPORT</b> HLH gave a verbal report.</p> <ul style="list-style-type: none"> <li>• Finance. The outturn was projected to be balanced or a small surplus and governors wished thanks to be passed on to the school business manager. Next year it was not looking as though a restructure would be required.</li> <li>• Challenges as a result of the previous restructure were continuing, particularly when cover was required but everyone was doing their best to maintain and improve outcomes. Some classes had no general Teaching Assistant support.</li> <li>• The focus was still on quality first teaching as this had proved to be the best way to improve outcomes for all, especially the disadvantaged.</li> <li>• Standards: The new EYFS lead was doing very well and the nursery staffing had been streamlined. The numbers achieving Good Level of Development were improving, progress was even better and phonics was good. A governor had attended a learning walk and confirmed this was improving.</li> <li>• External data. Priority was focus on the higher attaining. Maths challenge was going well. From internal data focus on writing was required. Two governors were able to confirm they had examined what was being done to raise the profile, give pupils lots of experience, extend peer working and that cluster and partnership schools were being used to improve best practice.</li> </ul> <p><b>How much was raised by the half-marathon?</b> Around £4000 which would go towards enrichment for the pupils. Governors praised the participants' efforts and HLH was thanked for her report.</p>	
6	<p><b>CHAIR'S REPORT</b></p> <ul style="list-style-type: none"> <li>• The headteacher performance management group had met for an interim meeting.</li> <li>• There was a need for more training amongst the governing body and all were requested to commit to attend at least one session per year. JJ would circulate the recently up-dated list. More</li> </ul>	<p>ALL</p>

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	<p>involvement with the school was also needed to inform decision making.</p> <ul style="list-style-type: none"> <li>• Membership. Governors had previously indicated they would wish PSD and SW to continue as governors. <ul style="list-style-type: none"> <li>❖ SW was appointed as parent governor</li> <li>❖ PSD was appointed as co-opted governor</li> <li>❖ The constitution of the governing body was considered and no changes suggested.</li> </ul> </li> <li>• There was a need to review the split of work of the governing body to make it more resilient. All governors needed to contribute.</li> </ul>	AM Chairs
7	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p><b>How is the swimming pool coming on?</b> We are nearly there. In discussion governors considered whether an adverse weather policy would be beneficial. HLH appraised governors of the many considerations involved in the decision whether to close the school, including many that might not immediately spring to mind, for example, whether the caterers could carry out their duties and she confirmed she consulted with local schools. It was clear there was a range of factors to consider, and the decision was not taken lightly. She understood that from a parent point of view it could sometimes feel like an overreaction but that circumstances might be different each day and a policy may not help.</p> <p><b>Can you choose how it is coded re absence?</b> No.</p> <p>There being no further business, the meeting closed at 5.00 pm</p>	

..... signed ..... dated