

TOLL BAR PRIMARY SCHOOL GOVERNING BODY

Minutes of the Toll Bar Primary School Governing Body's Meeting held at the school on Tuesday 3 July 2018, commencing at 5.00 pm.

PRESENT: J Robinson (Chair), S Bower (Headteacher), A Jamroz, M Milan, D Smith, P Sutton, Y Whaley, L Wood and K Wroe

IN ATTENDANCE: A Newton – Associate Member

CLERK: S Millward

1 TO AGREE A FINISHING TIME FOR THE MEETING

RESOLVED (1)

That the finishing time for the meeting be agreed as 6.15 pm.

2 APOLOGIES

The Governing Body considered a report concerning the submission and acceptance of apologies for absence from any of the Governing Body's meetings and the disqualification from membership of the Governing Body due to non-attendance.

RESOLVED (2)

- a) That the report be received and noted.
- b) That T Griffiths' apologies for absence from the meeting be formally accepted.

3 DECLARATIONS OF PERSONAL OR BUSINESS INTERESTS

There were no declarations of personal or business interest in respect of any item on the agenda or raised at the meeting.

4 GOVERNING BODY MEMBERSHIP

Co-opted Governor Vacancies

The Governing Body was invited to appoint to the two existing Co-opted Governor vacancies.

Governors were advised that K Midgely had expressed an interest in becoming a Co-opted Governor.

RESOLVED (3)

- a) That the appointment of K Midgely as a Co-opted Governor be pursued with the LA.
- b) That the remaining vacancy be further considered at the next meeting.

5 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR

It was reported that no urgent action had been taken since the last Governing Body meeting.

6 MINUTES

RESOLVED (4)

That the Minutes of the meetings held on 18 January, 22 February, 5, 9 (2 sets) and 20 March and 17 (2 sets) April, 6, 11, 18, 19 and 25 June 2018 be agreed and signed as correct records.

7 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

There were no matters arising from the minutes.

SECTION ONE - EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT OF THE SCHOOL

8 HEADTEACHER'S REPORT

The Headteacher addressed his written report which had been circulated separately prior to the meeting and covered the following items:

- Staffing Structure
- Recruitment
- School Improvement Plan
- School of Concern meeting
- STEP Update/overview
- Outcomes 2017 and 2018
- Teaching and Learning overview
- Staff Attendance
- External Support
- Safeguarding/Bullying/Racist Incidents
- Visits out of School
- Attendance
- GDPR Update
- Health and Safety

Governors discussed the impact of staff changes and wished to express their thanks to Mr Jones and Mrs Wilkinson for all their work at the school.

Q Will after school clubs still be available given the staff changes?

A The Headteacher confirmed after school clubs would still be available.

The Headteacher gave a verbal overview of the outcomes contained in the report and answered Governors questions regarding the data provided.

Governors discussed the Teaching and Learning review and teaching assessments (anonymised). The Headteacher outlined interventions which had been implemented to strengthen this area where required.

A report on spending associated with school of concern funding was discussed. Governors reviewed the report on attendance circulated prior to the meeting.

An analysis of staff absence was considered which showed data over the past few years as a comparison.

RESOLVED (5)

That the Headteacher's report and supplementary reports be received with thanks.

9 SCHOOL UPDATE

This item had been addressed as part of the Headteachers Report.

10 STANDARDS AND EFFECTIVENESS PARTNER (StEP) REPORT

The Headteacher provided a report on the StEP visit for the Summer term which focused on:

- The effectiveness of leaders and managers in designing, implementing and evaluating the curriculum.
- The impact of the curriculum on the pupil outcomes and their personal development, behaviour and welfare.

RESOLVED (6)

That the Headteacher's report on the StEP visit be received and noted.

11 DELEGATED SCHOOL BUDGET 2018/2019 FINANCIAL YEAR

The Governing Body received a report from A Newton and the Headteacher on the budget which had been recommended to the Local Authority for the financial year 2018/2019.

RESOLVED (7)

That the update on the recommended budget for 2018/2019 be received and noted.

12 MONITORING THE SCHOOL BUDGET

Governors considered a budget monitoring report for the financial year 2017/2018 and A Newton and the Headteacher provided an update on the school's budget position.

RESOLVED (8)

- a) That the budget monitoring report for the financial year 2017/2018 be received and noted.
- b) That it be noted that the school was on target to meet its budget plan.

13 FINDINGS FROM RECENT SCHOOL AUDITS

The Governing Body was informed that a number of audits had recently been undertaken looking at data protection, income / cash received and banking arrangements. A number of common issues had been identified and were provided on the agenda.

More in-depth information on these findings and the recommendations had been made available to schools.

RESOLVED (9)

- a) That the report be received and noted.
- b) That it be noted that the school was compliant with all issues identified.

14 PERFORMANCE MANAGEMENT OF HEADTEACHERS – APPOINTMENT OF GOVERNOR REVIEWERS

Appraisal Policy

The Governing Body was asked to ensure that a written appraisal policy for teachers and a policy covering all staff which deals with lack of capability were in place and that these were reviewed regularly.

External Adviser

The Governing Body was advised that it must appoint an external adviser for the purposes of providing advice and support in relation to the appraisal of the Headteacher and notify the Local Authority of this appointment. Governors were asked to ensure that the External Adviser was qualified or experienced to undertake the process and had the skills to provide the rigour and challenge in the process.

Appointment of Governor Reviewers

Governors were also advised that the Governing Body must appraise the performance of the Headteacher in respect of each appraisal period and were asked to consider delegating this to a group of Governors to perform the duties of the reviewer on behalf of the Governing Body.

Wherever possible, appointed Reviewer Governors should be consistent throughout the performance management cycle and remain the same ones that undertook the initial review. It was also noted that these Governors should not be employed in the school.

RESOLVED (10)

- a) That the report be received and noted.
- b) That it be confirmed that a written Appraisal Policy for teachers and a policy covering all staff which deals with any capability issues was in place and that was regularly reviewed.
- c) That S Kimber be appointed as the external adviser in relation to the appraisal of the Headteacher.
- d) That be J Robinson, D Smith and P Sutton be appointed to act as reviewers for the Headteacher's Performance Management.

15 **CHILDREN AND YOUNG PEOPLE IN CARE**

Guidance on the statutory duty of Governors to promote the outcomes of Looked After Children and previously Looked After Children

Governors were informed of the Governing Body's duty to promote the outcomes of Looked After Children and previously Looked After Children registered at the school. A link to Statutory guidance which would come into force from September 2018 was provided. Supporting information would be provided during the Summer term to enable schools to plan for September.

Also included on the agenda was the requirement for an Annual Report, from the Designated Teacher for Looked After Children and previously Looked After Children to be considered during the Autumn term and submitted to the Doncaster Virtual School. The areas that this report should demonstrate were detailed and it was also highlighted that the Ofsted framework required an account of how the use of the Pupil Premium Plus had benefited looked after children and previously looked after children, and that gaps between the performance of these pupils and all pupils were considered during Inspection.

Governors were also asked to ensure that arrangements were in place to keep the Governing Body informed about provision for, and attainment of, children in care on the school's roll on a more regular basis.

The Governing Body was asked to identify a member of staff as the Designated Teacher for Looked After Children and previously Looked After Children who would be responsible for the promotion of educational achievement, effective personal education planning and the production of high quality Personal Education Plans (PEP). A Governor was also required to assist and advise the Governing Body on fulfilling its duties in relation to looked after children.

In addition the Governing Body was asked to ensure that the Designated Teacher was able to attend training to help them to work effectively to support the child in the context of wider school planning.

RESOLVED (11)

- a) That the report and statutory guidance which would come into force from September 2018 be received and noted.
- b) That the Headteacher be identified as Designated Teacher for Looked After Children and previously Looked After Children and be appropriately trained.
- c) That J Robinson be identified as Governor with Specific Responsibility for Looked After Children and previously Looked After Children.
- d) That the requirement to provide an Annual Report to the Doncaster Virtual School each Autumn term be noted

16 **GENERAL DATA PROTECTION REGULATION (GDPR)**

The Governing Body noted the introduction of the General Data Protection Regulation, new legislation relating to data protection, which would become legally binding on all schools from 25 May 2018.

Governors considered the guidance provided by the Information Commissioner's Office and received a report on the measures put in place since the Spring term meeting to ensure the school's compliance with the GDPR provisions. Governors noted the Local Authority's establishment of a template for compliance on the Buy Doncaster website and the progress made towards this compliance via the action plan.

Governors discussed how to keep information/paperwork regarding Governing Body matters secure.

RESOLVED (12)

- a) That the report be received and progress towards the new General Data Protection Regulation be noted.
- b) That advice be sought from the LA regarding security of paperwork.

17 **EMERGENCY PROCEDURES**

Following a number of recent malicious hoax threats made to Doncaster schools, Doncaster Council had revised the Emergency Planning Guidance to include responding to hoax emails.

Governors were requested to ensure the academy/school had a robust emergency plan in place and leaders communicated the plan to all staff and share guidance on how to respond to malicious emails.

RESOLVED (13)

- a) That the report be received and noted.
- b) That it be noted that a robust emergency plan was currently in place.

18 HEALTH AND SAFETY

This item had been covered in the Headteacher's report.

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

19 S175 / 157 ANNUAL SAFEGUARDING REPORT– NEW ON-LINE REPORTING REQUIREMENTS

The Governing Body was informed that Enable Audit, a new system from the Virtual College allowed S175 audits to be issued and completed on line and replaced the S175 word documents.

Governors were asked to ensure that the latest approved S175/157 was uploaded onto the Virtual College new S175 safeguarding reporting system by the 20 July 2018.

The Chair or designated Safeguarding Governor was requested to review the Virtual College generated S175/157 safeguarding report and action plan. Governors were also asked to approve and then review progress against actions on a regular basis to ensure any identified area for development was supported and monitored.

RESOLVED (14)

- a) That the report on the progress for uploading the information onto the new safeguarding reporting system be received and noted.
- b) That the Chair be appointed to review the generated safeguarding report and action plan.
- c) That the Governing Body review progress against actions regularly to ensure any identified area for development was supported and monitored.

20 PREVENT - CHANGES TO PROCEDURE

Governors were informed that there had been a small number of recent referrals where delays have been experienced in information reaching the Prevent team for assessment, which had created the need to clarify the referral pathway to all statutory partners and other associates.

All Prevent-related matters / referrals must be directed to the Police Prevent team in the first instance.

RESOLVED (15)

- a) That the report be received and the changes to procedure be noted.
- b) That all staff working in the school be made aware of the new procedure.
- c) That the Safeguarding Policy be updated to reflect this change.

21 ATTENDANCE

This item had already been considered in the Headteacher's report.

SECTION THREE - OUTCOMES FOR PUPILS AT THE SCHOOL

22 ANALYSIS OF TRACKING DATA

Governors considered a report relating to the indications from the tracking of pupil progress and the impact of intervention strategies. Clear predictions for the expected outcomes for the end of Key Stage examinations were provided, together with an analysis of relevant gaps. Further analysis and discussion related to the performance of identified groups including the impact of Pupil Premium funding including Children Looked After.

RESOLVED (16)

That the report be received and noted.

SECTION FOUR – OTHER INFORMATION

23 SCHOOL GOVERNORS' FORUM MEETINGS

The Governing Body was reminded that the Forums were held on a termly basis and were essentially briefing and consultation sessions for all 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.

The Governing Body was advised that the format of the Forums had changed and Governors wishing to attend were now required to book onto the event.

Governors were asked to note that the date for the Autumn term Forum was yet to be determined.

RESOLVED (17)

That it be noted that the date for the Autumn term Forum had yet to be determined and the requirement for Governors to register on the event be noted.

24 COMPLAINTS REVIEW

There were no complaints to consider.

25 GOVERNOR TRAINING LOG

The Governing Body was informed of the training undertaken or Workshops attended by Governors since the last meeting on the report circulated to Governors at the meeting.

RESOLVED (18)

That the information be received and noted.

26 DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2018/2019

Governors were asked to agree a programme of meetings for the forthcoming academic year.

The school's Annual Schedule of Meetings for the 2018/2019 academic year had been attached to the agenda for consideration.

RESOLVED (19)

That the Governing Body meetings for the 2018/2019 academic year be held as follows:

	Date	Time
Autumn term 2018	20 November 2018	5.00 pm
Spring term 2019	12 March 2019	5.00 pm
Summer term 2019	9 July 2019	5.00 pm

27 TO CONFIRM ANY CONFIDENTIAL ITEMS

There were no items discussed which were deemed to be of a confidential nature.

28 DATE AND TIME OF NEXT MEETING

RESOLVED (20)

That it be noted that the Governing Body's next meeting would be held at the school on Tuesday 20 November 2018.

Chair _____

Date _____

The meeting ended at 6.30 pm.