

**GAYTON JUNIOR SCHOOL**  
**Minutes of Full Governors Board Meeting**  
held on Wednesday 21<sup>st</sup> March 2018 from 6-40-9.00pm

**Present:**            **J Chapman**            **J Hill**            **M Bailey**            **D Tomlinson**  
                             **D Costema**            **S Mahal**            **A Cokayne**            **R Gill**

**In**                        **L Hill**                        **L Axten**  
**attendance:**    **(Minutes)**

**FG3/1    Apologies for absence and consent** Action

SM welcomed all to the meeting. LA advised that apologies had been received from R Singh and R Burnett, and also D Tomlinson to advise that she may be late. The apologies were accepted.

**FG3/2    Declaration of Pecuniary or Business Interest**

SM declared her employment at Flint Bishop. There were no other interests declared.

**FG3/3    Review of Membership**

JC advised that the Parent Governor election had gone ahead, and one candidate had put herself forward for the role. JC circulated a statement from the applicant. SM asked for the applicant's email address in order that she can be invited to governor training, which JH provided.

RG offered to advertise governor vacancies within Rolls Royce in the hope of attracting a candidate with a financial background. RG asked for a brief description of the role; JC confirmed she would provide this as soon as possible. RG  
JC

DC advised of another parent who may be interested and confirmed she would follow up further with the parent. DC

LA confirmed she would contact DCC regarding the vacancy for Local Authority Governor and the University of Derby to raise awareness of governor vacancies. LA

SM advised that there have been two resignations since the last meeting, confirming that Judith Lamie and Jane Witherow had each resigned from their roles.

LA informed the governors of the process for reconstitution of the Governing Board. The governors expressed concern regarding reducing the number of governors due to the potential for committee meetings being non-quorate.

LA advised she would revisit NGA skills audit to identify gaps. LA

SM referred to committee memberships and volunteered to move from the Standards committee to the Premises, Health & Safety and Finance committee in the interim prior to the appointment of more governors.

The governors agreed to consider reconstitution further at a future meeting.

**FG3/4    Minutes and Matters Arising- FGB 6<sup>th</sup> December 2017**

JH advised that J Lamie had come in to school to perform a Pupil and Sports Premium visit.

SM confirmed she had performed a visit with Rupinder which was useful and purposeful. SM confirmed that RB had performed a safeguarding visit and uploaded the documentation to Governorhub.

SM suggested a rolling programme to be put into place for September regarding governor visits.

DC and RG confirmed that they had scheduled an SEN visit for April 13<sup>th</sup> 2018.

The minutes were agreed as an accurate record of the meeting and signed off by SM.

**FG3/5 Minutes and Matters Arising from Committee Meetings**

JH gave an update from the Premises, Health & Safety and Finance meeting, advising that the budget proposals had been agreed. JH added that a vice-chair was still required for the committee.

SM gave a brief overview of the Personnel and Pupils minutes and asked if there had been any issues with the uniform changes, of which there had been none.

MB talked through the Standards committee meeting minutes, advising that the Single Equality Policy and Scheme had been advanced to the full governors' agenda and gave key updates from the meeting including the GAPS training for parents.

**FG3/6 Head Teacher's Report**

JC thanked LH for her hard work helping out with the school site in the absence of the Premises Manager, and thanked J Hill, D o'Donnell, L o'Donnell and other staff who had come into school to clear snow.

JC advised that she has been telephoning cleaning staff daily to ask whether the school requires gritting or snow clearing.

JC also mentioned the Premises Manager at Ridgeway who had provided invaluable support to the school.

*DT joined the meeting at 7.09pm.*

JH referred to the SEN part of the report and the current strain that is being felt in the SEN department. JC advised that one staff member from lower school, and one staff member from upper school are going to assist and shadow DC to alleviate workload, which will also be good practice in succession planning. JH advised of a plan that JH had put together to release time for DC due to timetable changes.

JC discussed the badge system, advising that a few parents had complained about it via a closed group on social media. JC advised that a survey had been circulated, which had been overwhelmingly in favour of the system, which has been tweaked in places in response.

JC advised that parents and children had been communicated with regarding the review and proposed changes.

JC referred to items under School Development Plan and informed that the training with Di Smith had taken place.

JC informed of children bringing unhealthy snacks into school and other children missing breakfast due to the closure of the Tuck Shop. JC advised that she has been made aware of an alternative provider who does meet the health standards, which she plans to investigate. JC

JC referred to Safeguarding Appendix 1, which detailed the Early Help Assessment training that she had planned to attend. JC informed that the training had been cancelled, however JC will attend once it is rescheduled. JC

JC advised of plans for a staff wellbeing day, which could include emotional, health and wellbeing training for children; JC advised of a parent that could offer training regarding mental health and confirmed that she had asked for a letter from the parent detailing her qualifications and experience.

JC suggested counselling for staff, which could be sourced at a discount, however governors expressed concern over the impact on the budget. JC advised that she will

investigate the costs and confirmed that she had sourced a trainer for E-safety training for parents.

JC informed the inset days for the next academic year:

- Thursday 6<sup>th</sup> and Friday 7<sup>th</sup> September 2018
- Monday 5<sup>th</sup> November 2018
- Monday 3<sup>rd</sup> December 2018
- Monday 3<sup>rd</sup> June 2019

JC

JC referred to attendance figures detailed in the Head Teacher's report, together with a comparison against national data. SM asked for the attendance figures to be further broken down into Pupil Premium children and split via gender.

### **FG3/7 Approval of Budget and Staffing Structure**

LH talked through the budget plan for next year, advising that the finance committee had already looked into the budget proposal in great detail.

LH talked through the key factors in the report, including staffing costs; LH advised that unions are requesting a 3-5% staffing pay increase, which would impact severely on the budget. LH informed that the budget planner is based on an assumed increase of 1%, upon current advice from DCC.

LH advised of carry forward figure of 10.2%, which will be needed for future years, which were projected as 7.8% for year 2 and 3.6% for year 3. LH explained that the hard funding formula has been partially introduced with £6,300 taken from the budget by DCC to support other schools. LH referred to detailed breakdown provided. The governors ratified the budget proposals, which will be signed off by SM once amended. All governors thanked LH for her hard work.

SM

### **FG3/8 Agreement on Buying Decision for Sold Services**

LH informed that the school is planning to stay with DCC for the following:

- Payroll
- IT services
- Educational Psychologist (5 visits booked)
- Health & Safety team
- SSIO head teacher performance management and one visit.
- Finance support package
- Standard package for Governors, to include E-learning.
- Legal Services and Employment Law

LH advised that the school plans to contract Flint Bishop for strategic HR again and that an E-safety workshop and Autism outreach services will be sourced externally.

LH confirmed that an SEN review by the Primary Strategy Group, which are part of DCC is being considered, which will be a good way to record issues the school has had with DCC SEN services.

***Q- Governors asked who gets the report and who makes recommendations?***

***JC advised that the school will receive the report and recommendations are done by independent consultants.***

***Q- The governors asked what value is to be gained from the review?***

***JH informed that the school will benefit from evidencing that the school is at capacity, which will enhance justification for refusing children that the school does not feel it can support.***

**Q- AC asked what the school expects to get out of the review?**

**JC advised that she had organised the review to pre-empt action from DCC.**

**The governors agreed to await the result of other school's participation and of RG's link visit with DC before deciding whether to go ahead with the review.**

**FG3/9 GDPR (General Data Protection Regulation)**

JC informed governors of the General Data Protection Regulation, which will come into force on May 25<sup>th</sup>. 2018. JC talked through the eight data protection principles, which the school must comply with.

JC talked through the organisations which share data with the school, and how the ICO can impose financial penalties if found to be non-compliant.

JC advised that she has begun the process by raising staff awareness and asking staff to check their laptops. JC advised of a free 'Bitblocker' which encrypts newer laptops and advised that older laptops must have an encrypted file to store personal data.

JC advised of the distinction between personal data and sensitive personal data and the measures she is planning to take to ensure compliance.

**FG3/10 Safeguarding**

SM passed on details of R Burnett's link governor Safeguarding audit, which she had completed to ensure that everyone was aware of roles and responsibilities and included acknowledgement of strengths and recommended areas for development, which had informed an action plan. SM passed on thanks from RB for all staff for filling in the staff questionnaire which contributed to the exercise.

**FG3/11** Items discussed can be found in the confidential minutes of this meeting.

**FG3/12 Governor Training and Development**

There were no items raised under this discussion.

**FG3/13 Governor Visits and Monitoring**

The governors agreed that the agenda item had been covered earlier in the meeting.

**FG3/14 Review of School Policies**

JC referred to the Single Equality Policy and Scheme provided in governor packs and circulated in advance of the meeting. JC advised that the policy with objectives is needed and that the scheme is not required.

JC advised that she has checked that the school meets the DfE's requirements for equality objectives, which must be present on the website, which JC confirmed to be the case.

JC asked governors whether they believe the Standards committee or the Personnel and Pupils committee to be responsible for the policy?

The governors agreed and ratified the policy to remain with the standards committee and reviewed in Spring 2021 by that committee.

**FG3/15 ICT Inventory Audit**

LH informed of the SFVS audit which had taken place which had identified three actions:

- 1) Trade card orders are not inputted into Oracle. LH informed of monitoring in place in school for trade cards within the budget. LH advised that DCC are resolving the issue with the auditors.
- 2) ICT inventory- LH confirmed that the ICT audit had taken place by a midday supervisor and all items had been photographed by an IT technician. LH added that serial numbers and photographs are recorded for the audit, which were also made available at the meeting.

- 3) School fund account had been audited and signed off by finance committee.

***Q- Governors asked what happens when new kit comes in?  
LH confirmed that new items are added to the audit and Jonathan Butler holds responsibility for them.***

**FG3/16 Correspondence**

JC advised that one midday supervisor has resigned and leaves tomorrow, adding that a new cleaner and midday supervisor have been appointed, however there are questions as to whether the candidate will take up the role.

JC confirmed that the lead midday supervisor had resigned, hence there will be another vacancy.

**FG3/17 Determination of Confidentiality of Business**

Items in FG3/6, 11 and 16 were determined to be confidential.

**FG3/17 Suggested Items for a Future Agenda**

Reconstitution of the Governing Board

Review of membership including new members and committee structures.

The meeting closed at 9.00pm.

**Date of next meeting: Monday 9<sup>th</sup> July 2018**

**Items for Action**

<b>FG3/3</b>	RG to circulate governor vacancy at Rolls Royce.	RG
	JC to send RG a brief description of the role.	JC
	LA to contact the University of Derby to make them aware of governor vacancies.	LA
	DC to further follow up with interested parent.	DC
<b>FG3/6</b>	JC to attend 'Early Help Assessment' training once available.	JC
	JC to investigate healthy Tuck Shop provider.	JC
	JC to investigate whether costs for staff counselling are feasible for budget proposal.	JC
	JC to provide further break down in attendance statistics as directed.	JC
<b>FG3/7</b>	SM to sign off amended budget.	SM