

GAYTON JUNIOR SCHOOL

FULL GOVERNING BOARD MEETING

MONDAY 16TH SEPTEMBER 2019 AT 6.30PM

MINUTES

Present

Governors: Andy Cokayne (Vice Chair), Jane Hill, Sukhjinder Mahal (Chair), Debbie Tomlinson, Jenny Watson, Chris Warren,

Apologies

Rachel Burnett, Debbie Costema, Rabinder Singh

Absent

Observer

Oliver Januszewski

Associate Members: Dan O'Donnell, Jules Hardisty,

Clerk in Attendance: Amanda Skidmore

**ACTION
BY**

The meeting commenced at 6.36pm

FG1/16.9.19 Apologies for Absence and Consent

Apologies for absence before the meeting were received from Rachel Burnett, Debbie Costema, Rabinder Singh.

Apologies were accepted by Governors and the meeting was established as quorate.

FG2/16.9.19 Declaration of Pecuniary or Business Interest

No business interests were declared.

FG3/16.9.19 Register of Pecuniary Interests / Governor Eligibility / Governor Information Forms

J Hill reviewed the documents provided to the Governors at the meeting. Governors filled in the documentation and handed the forms back to J Hill.

FG4/16.9.19 Election of Chair and Vice Chair

The Clerk informed Governors that S Mahal, Chair and A Cokayne, Vice Chair were required to relinquish their roles. The Clerk thanked them on behalf of the Governors for their hard work and commitment over the last year. The Clerk invited nominations for the role of Chair. D Tomlinson nominated S Mahal, seconded by A Cokayne. S Mahal agreed to take on the role for a further 12 months. The Clerk invited nominations for the role of Vice Chair. S Mahal nominated A Cokayne, seconded by D Tomlinson. A Cokayne agreed to take on the role for a further 12 months.

Governors unanimously agree to S Mahal being elected Chair of Governors for a period of one year.

Governors unanimously agree to A Cokayne being elected Vice Chair for a period of one year.

FG5/16.9.19 Governing Board Standing Orders/Code of Conduct

J Hill reviewed the documents provided to the Governors at the meeting. No changes had been made.

Governors unanimously agree to the Governing Board Standing Order/Code of Conduct without any amendments.

FG6/16.9.19

Committee Membership and Governor roles

J Hill reviewed the documents provided to the Governors at the meeting. S Mahal requested to be removed from Operations but to remain on Standards Committee. O Januszewki agreed to sit on Operations Committee. C Warren requested that Head Teacher's Appraisal be added to the Governor's Role document. S Mahal and C Warren are responsible for the Head Teacher's Appraisal, with A Cokayne acting as substitute. S Mahal explained the responsibility of the various link Governor roles. J Watson agreed to act as Link Governor for Pupil & Sports Premium.

Governors unanimously agreed to J Watson acting as Link Governor for Pupil & Sports Premium.

Governors agreed to the changes of Committee structure as follows:-

Standards Committee

D Costema
C Warren
R Burnett
J Watson
S Mahal

Operations Committee

D Tomlinson
R Singh
A Cokayne
S Mahal
O Januszewski

Link Governor Roles

SEND – A Cokayne
Pupil & Sports Premium – J Watson
Reading – S Mahal
Writing – R Burnett
Maths – C Warren
Safeguarding – R Burnett
Safer Recruitment – R Singh
Mental Health & Wellbeing – R Burnett
Induction – D Costema
Training – D Tomlinson
Appraisal – S Mahal, C Warren (substitute A Cokayne)

After the meeting, the following was agreed by email:

Governors unanimously agreed that the Deputy Head Teacher and School Business Manager be appointed as Associate Members to the Full Governing Board for a period of one year. No voting rights were given. The Deputy Head Teacher will also attend the Standards Committee and the School Business Manager will also attend the Operations Committee. No voting rights were given.

FG7/16.9.19

Minutes and matters arising from the last meeting – 10th July 2019

The minutes of the last Full Governing Board Meeting were ACCEPTED and RATIFIED by the Governing Board as a true and accurate record.

Matters Arising

Q: JHa – Has B Ellis decided if she will be a Governor?

A: JH – This will be checked.

ACTION: J Hill to check whether B Ellis will become Governor. **JH**

Q: AC – Where do we stand in the city with SATS?

A: JH – With the exception of Maths at Greater Depth, everything was significantly above the average. The City Report will be taken to Standards Committee.

P2 – P4 J Hill emailed Governors who have yet to watch the GDPR video.

ACTION: Governors who have yet to watch the GDPR video, to watch it as soon as possible **Governors**

Q: JW asked – I don't have access to Adobe Flash Player to access the video, what shall I do?

A: JH responded – I will investigate this further. JHa added that use of a school computer would always be an option.

ACTION: J Hill to investigate how to access GDPR video without adobe flash player. **JH**

FG8/16.9.19

Governor Objectives for 2019-20

J Hill referred the Governors to the documents provided at the meeting. J Hill mentioned that the website page is currently out of date, detailing Governor Objectives for 2017-2018. J Hill asked the Governors if they wanted to redo the objectives for the website, or whether they wanted to remove this section from the website. S Mahal suggested that this year's objectives would be:-

- Determine whether a collaboration with Ridgeway Infants School was to be progressed.
- To work towards appointing a new Head Teacher.

Governors unanimously agreed to the new objectives of the Governing Board.

ACTION: J Hill to send out new objectives to Governors by email before adding these to the school website **JH**

FG9/16.9.19

Head Teacher Delegated Powers

J Hill reported that no changes had been made to Head Teachers Delegated Powers since last year. She referred Governors to the document provided at the start of the meeting. J Hill stated that occasionally there is an issue with the £150 debit card limit and queried whether this was a discretionary limit or a rule. J Hardisty agreed to investigate further with local schools.

ACTION: J Hardisty to ask local schools about their financial scheme of delegation. **JHa**

Q: AC asked – Why do some Authorised Persons have a designated name?

A: JH replied – This is so that only the named person can authorise expenditure.

FG10/16.9.19

Head Teacher's Report

J Hill referred the Governors to the Head Teacher's Report provided on the screen during the meeting. In addition, J Hill added that the LA has been taking EHCP money away from Ridgeway Infants.

Q: AC asked – Is there a chance that the logic the LA are using for Ridgeway will be applied to Gayton?

A: JH responded – We will be impacted by those coming up from Ridgeway, but we are unlikely to be impacted by those already at Gayton.

J Hill discussed the positive take up of school lunches.

Q: AC asked – Has quality improved or has the menu improved?
A: JH replied – The menu has improved and we continue to keep on top of the quality. J Hardisty also stated that the wastage had decreased largely because they had asked the children what they would like to eat and a menu was designed around their responses.

FG11/16.9.19

School Development Plan

J Hill referred the Governors to the School Development Plan provided to them at the meeting, explaining the colour coding on page 3 and that MTP referred to Multiplication Pilot. J Hill explained that the MTP goes live in June 2020.

Q: CW asked – Is any of this SDP carried over from 2018/2019?

A: JH replied – The SRE is carried over as it wasn't made available until later in the year.

Q: CW asked – From p4 onwards, for all of the 'Intents', can we trace back to the source of the necessity?

A: JH responded – Yes, through data, collaborative working, SEND review etc.

Q: CW asked – After each 'Intent', could you put in parenthesis 'arising from questionnaire, data etc'?

A: JH replied - Yes, this will be done.

FG12/16.9.19

GDPR Review of Progress

J Hill referred the Governors to the document provided to them at the meeting. She further explained that the school had signed up to a package with Data Protection Officer, John Walker. J Hill stated that the document provided was for non-staff members and should be added to the back of the Confidentiality Policy.

Governors unanimously agreed and ratified the addition of non-staff Confidentiality Agreement to the Data Protection Policy.

J Hill discussed a recent example of a Subject Access Request from a solicitor requesting information from certain school records about a child. The solicitor required a lot of information from a range of records within 30 days. The task was actioned and completed with a lot of hard work. Staff have been informed of the example and learning points raised with them.

FG13/16.9.19

Review of School Policies

J Hill reviewed the minor changes to the SEND policy and Education Child Protection Safeguarding Policy.

Governors unanimously agreed and ratified the changes made to the Policies.

J Hill also provided the Governors with a record of policy reviews for the academic year.

FG14/16.9.19

Keeping Children Safe in Education

J Hill asked the Governors to notify her by email when they had read Keeping Children Safe in Education document. She explained that every part of this document must be read by Governors and stated that staff have already received training on this.

ACTION: Governors to read Keeping Children Safe in Education document by next FGB meeting and email J Hill to confirm they have done so.

Governors

FG15/16.9.19

Governor Visits

J Hill reminded the Governors that they are welcome to do a Governor Visit at any point throughout the year.

FG16/16.9.19 **Training**
 J Hill stated that she would confirm the venue for the Collaboration and Ofsted Training for Tuesday 1st October at 6pm.
ACTION: J Hill to confirm venue for Collaboration and Ofsted Training. **JH**

FG17/16.9.19 **Key Impacts**
 General Housekeeping and Election of Chair and Vice-Chair to allow for smooth running of the Governing Board.
 School Development Plan and intents for the year ahead.

FG18/16.9.19 **Determination of Confidentiality of Business**
 There were no items of Confidentiality.

FG19/16.9.19 **Correspondence**
 J Hill informed the Governors of the pay rise discussions that were about to begin between the Unions and the Local Authority, stating that the majority of the proposed pay rise would need to come out of the school budget.

FG20/16.9.19 **Date of Next Meeting and suggested items for a future agenda**
 The next Full Governing Board meeting will be held at 6.30pm on Monday 13th January 2020.

The meeting closed at 7.55pm.

Action Points

- J Hill to check whether B Ellis will become Governor. **J Hill**
- Governors who have yet to watch the GDPR video, to watch it as soon as possible. **Governors**
- J Hill to investigate how to access GDPR video without adobe flash player. **J Hill**
- J Hill to send out new objectives to Governors by email before adding these to the school website. **J Hill**
- J Hardisty to ask local schools about their financial scheme of delegation. **J Hardisty**
- Governors to read Keeping Children Safe in Education document by next FGB meeting and email J Hill to confirm they have done so. **Governors**
- J Hill to confirm venue for Collaboration and Ofsted Training. **J Hill**