

GAYTON JUNIOR SCHOOL
FULL GOVERNING BOARD MEETING
MONDAY 25TH MARCH 2019 AT 6.30PM

MINUTES

Present

Governors: Rachel Burnett (*arrived where stated*), Michelle Bailey, Andy Cokayne (Vice Chair), Debbie Costema, Jane Hill, Sukhjinder Mahal (Chair), Rabinder Singh, Debbie Tomlinson, Chris Warren

Associate Members: Dan O'Donnell, Jules Hardisty

Apologies

Absent

Observer: Jit Tamber, Jenny Watson

Clerk in Attendance: Amanda Skidmore

**ACTION
BY**

The meeting commenced at 6.35pm

FG4/1

Apologies for Absence

There were no apologies given for this meeting. The meeting was established as quorate.

FG4/2

Declaration of Pecuniary or Business Interest

Governors were asked if there were any business interests to declare. S Mahal declared that she worked for Flint Bishops, D Tomlinson declared that she was a TA at the school.

FG4/3

Review of Membership

S Mahal stated that the Personnel and Pupils Committee had now been disbanded and amalgamated with Premises, Health & Safety, Finance Committee, and the Standards Committee. J Hill explained that the Terms of Reference for these Committees had been altered to include the remit of Personnel and Pupils. These documents were provided to Governors.

Q: AC asked:- Is PHSF and Standards going to be renamed and if so, what to?

A: JH responded:- This will be considered for next time.

ACTION: J Hill to consider new names for Committees to combine previous Personnel & Pupils. **JH**

At this point in the meeting, S Mahal introduced J Tamber and J Watson as observers who were looking to become School Governors. Introductions were made from all attendees.

FG4/4

Minutes and Matters Arising from previous FGB meeting - 14th January 2019

Minor spelling errors were raised.

ACTION: Clerk to amend spelling errors. **Clerk**

All actions had been completed. J Hill commented that no advertisement was made for new Governors as S Mahal had directly contacted individuals who had previously shown an interest.

J Hill stated that policies would be available on GovernorHub and a link sent to Governors at the appropriate time to review. Statutory Policies would be reviewed during meetings.

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

Confidential Minutes

The confidential minutes of the last Full Governing Board Meeting were accepted and ratified by the Governing Board as a true and accurate record.

FG4/5

Feedback from Committees

Standards - 23rd January 2019

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

Personnel & Pupils – 5th March 2019

The minutes of the last Personnel & Pupils Committee Meeting were ACCEPTED and RATIFIED by the Governing Board as a true and accurate record.

Premises, Health & Safety and Finance – 11th March 2019

The minutes of the last Premises, Health & Safety and Finance Committee Meeting were ACCEPTED and RATIFIED by the Governing Board as a true and accurate record.

Gayton/Ridgeway Working Party – 25th March 2019

J Hill highlighted the report provided to Governors at the meeting. She explained that the Working Party had been looking at the Curriculum in light of the Government focus over the next few years.

Q: CW asked:- What has been agreed with HT appointment (item 4)?

A: JH/SM responded:- No decision has been made yet.

Q: CW asked:- Do the Governors need to make a decision?

A: SM responded:- Recommendations will be put to FGB before any decision is made.

CW asked if we could ensure the FGB make all primary decisions. S Mahal and J Hill endorsed this request and would ensure that all primary decisions were brought back to the FGB for ratification.

FG4/6

Headteacher's Report

J Hill explained the Headteacher's Report provided to Governors at the start of the meeting.

R Burnett arrived at 6.56pm.

S Mahal explained that Ridgeway Infants were providing PREVENT training and the Governors would be welcome to attend. J Hill stated that this can be done online if Governors are unable to attend.

Q: RB asked:- Is this compulsory for all Governors to receive this training?

A: J Hill responded:- An understanding is needed. No need to attend if this has been covered elsewhere and sufficient knowledge has been acquired.

J Hill explained that CPOMS has been purchased as it is quicker software, it is all 'online', it can be shared faster and costs £900. Feedback from Leanne indicates that it is time saving and that it seems to be worth the money. Other staff members that are also using the software agree.

As Derby is an opportunity area for Mental Health, funding has been acquired allowing a member of staff to take a lead on Mental Health issues within school. Vicki Clarke has been designated as Lead for Mental Health at Gayton and is being trained as a Mental Health First Aider. J Hill expressed her appreciation of Vicki's hard work in this.

J Hill reported that RSE Curriculum is still to be published.

Q: CW asked:- Are Year 3 pupils going on any visits?

A:- JH responded:- They are going to the Adventure Farm but this had not been finalised at the time of writing the report.

FG4/7

Approval of Budget, Staffing Structure and Sold Services

J Hill explained that this had been looked at in detail at the last PHSF Committee. The budget document was provided for Governors at the meeting. J Hill briefly reviewed the budget.

Due to confidentiality, D Tomlinson left the meeting at 7.12pm.

This section has been recorded in Confidential Minutes.

D Tomlinson re-entered the meeting at 7.14pm.

J Hill explained that CW had previously asked if Pupil Premium could be indicated for School Trips. This has been actioned and can be viewed in 'Special Facilities' as part of the budget.

J Hill explained to the Governors that Governor Support and Training was available as 3 packages. She reviewed the Silver Package (current) and Gold Package.

Q: JH asked Governors:- Would Governors prefer Gold or Silver package?

Q: SM asked:- Is the support covered by Flint Bishops?

A: JH responded:- The support would be linked to Governance matters rather than HR issues.

A: SM responded to original question:-The Silver Package would be adequate.

Q: AC asked:- What is the school doing about the Meal Debts?

A: JH responded:- A new system has been put in place. When a debt reaches £30, a letter goes out to parents to state that a meal will no longer be provided for the child until the debt is written off. Following receipt of this letter, all parents/carers have since paid the debt off. J Hill explained that although there is currently approximately £500 debt for meals, this is actually quite low. J Hill explained that this is a rolling item in the school newsletter.

RATIFIED: Governors unanimously agreed the Budget for the year 2019/2020.

FG4/8

General Data Protection Regulations (GDPR)

J Hill explained that as part of GDPR, the School could no longer use Governor personal email addresses to send information relating to governing

matters. J Hill suggested that documents would no longer be sent via email to Governors, but a secure link would be sent via GovernorHub to email addresses. This includes draft minutes.

RATIFIED: Governors unanimously agreed that personal emails would not be used to send documents relating to governing matters other than draft minutes and that all other material would be provided on GovernorHub.

J Hill requested that all Governors watch a video on GDPR and how it relates to Governing role.

ACTION: J Hill to forward link to all Governors.

ACTION: Governors to watch GDPR video by next FGB meeting.

**JH
Governors**

J Hill explained the Privacy Notice provided to Governors at the meeting. Solicitors had suggested that this is seen by all Governors. This is currently available on the website.

Q: AC asked:- Under which Data Protection Policy is this included? If none, it should be included.

A: JH responded:- This will be investigated further with the Solicitors.

ACTION: J Hill to investigate which Policy the Privacy Notice should be included in. **JH**

Q: CW asked:- Do we need a section on medical questionnaire in the Privacy Notice?

A: RB responded:- Yes, this would be advisable to cover Governors and any incident that may occur during meetings.

Q: CW asked:- Should we have a simple questionnaire that all Governors should fill in?

A: JH responded:- There is one available. J Hill will investigate further.

ACTION: J Hill to investigate existing medical questionnaire with LA. **JH**

S Mahal thanked J Hill for the work she had done in completing the Privacy Notice and allowing the School to remain compliant.

FG4/9

Governor Training and Development

J Hill explained that in line with Vicki Clarke's lead on Mental Health, there needed to be a supporting Governor to work alongside her. This would involve a small amount of online training. J Hill asked Governors if anybody would like to take on this role. R Burnett agreed.

RATIFIED: Governors unanimously agreed that R Burnett act as Mental Health Governor link.

FG4/10

Governor Visits and Monitoring

Governors reported back on their recent visits. C Warren stated that he had been in to look at Maths, PE and Pupil Premium. C Warren reported that he is impressed with the command of data and direction of travel for the school within Maths; he is fully satisfied that the school is fully complaint with Sports Premium and that it is working to the benefit of the pupils; he is confident that good practice is being adhered to with Pupil Premium. C Warren has requested tracking one year group from Year 3 to Year 6 to identify progress as a result of Pupil Premium.

R Burnett stated that she visited the School to do a Writing Learning Walk. She was happy that all planning, data, and schemes are being actioned appropriately and well. R Burnett also stated that she had visited a Girl's Football Match, where the team behaved very well.

Chair's Signature: Date:

Gayton Junior School Full Governing Board Minutes held on 25/03/19.

A Cokayne stated that he has visited SEN for the preparation of the Peer Review. Feedback will be given at the next meeting.

FG4/11

Correspondence

J Hill informed the Governors that amendments had been made to the Governor Handbook. The revised Handbook was available on GovernorHub but a 3-page overview of major changes had been provided as a document to Governors.

FG4/12

Determination of Confidentiality

It was determined that one aspect of the Budget was Confidential.

FG4/13

Suggested Items for Future Agenda

No further items were suggested for Future agendas.

FG4/14

Date of Next Meeting

The next Full Governing Board meeting will be held at 6.30pm on Wednesday 10 July 2019.

The meeting finished at 7.55pm.