



Full Governing Body Meeting

Monday 3rd February 2020

Chaired by: Jill Skidmore

Clerked by: Laura McNulty

Present: Lionel Atherton (LA); Sarah Bellicoso (SB); Janet Haddock-Fraser (JHF); James Handley (JH) Head; Cat Labio (CL); Caroline Payne (CP); Jill Skidmore (JS) Chair; Mary Teeboon (MT); Helen Woodruff (HW); and Laura McNulty (LM) Clerk.

Action:

056 19/20 **Introduction and Welcome**

The meeting started at 5:40pm with a welcome from JS who expressed best wishes to HW for her birthday.

057 19/20 **What we are hoping to achieve this evening**

Governors agreed that they hope to achieve a positive, timely and productive meeting.

058 19/20 **Any other business**

JH has two items of other business.

059 19/20 **Apologies**

No absences.

060 19/20 **Governing Body Membership**

There are still three Governor vacancies (1 for a foundation Governor and 2 for foundation trustee Governors). One candidate has been confirmed in principle and is just awaiting the necessary paperwork. A second candidate is close to being agreed by the PCC and should be in position by the next meeting. The third post remains vacant.

CL has very kindly agreed to stay on for another term of office following the completion of a full term. Governors are extremely grateful and appreciate the skills and time CL gives to this post. Agreed at the last meeting.

CP will complete her term on 3rd March, before the next meeting. As this is a parent Governor position, school will need to go through the formalities of asking all parents for nominations. CP has agreed to stand again. JS is also going to ask the PCC and trustees if CP would be eligible for the third outstanding foundation Governor position. Governors are appreciative of the extensive and reasonably unique skills that CP brings to the governing body, and wish to retain these if at all possible.

JS

061 19/20 **Declaration of Business Interests**

There were no declarations of business interests in the agenda of this meeting.

062 19/20 **Minutes of previous meeting**

The minutes of the meeting held on 2nd December had been previously distributed. The following amendments were requested and agreed as necessary:
Any typo's of MH should be recognised to represent MT.
Additional policies (4) approved to include Financial Regulations, Procedures, Roles and Responsibilities (now one policy); Charges and Remissions;
Competence and Procedure for Support Staff; External Contributors.

Agreed

These have now been changed for the public minutes to be displayed on the school website. Apologies were given by LM for the mistypes and omissions. Other than these amendments, the minutes were agreed to represent a true and accurate reflection of the meeting and were duly signed by JS.

Agreed

063 19/20

Confidentiality

Governors agreed that the minutes regarding the Personnel Committee should be marked as confidential.

Agreed

064 19/20

Matters arising and actions

LM stated that due to some last minute amendments to the agenda, the minutes and agenda may not directly align for this meeting.

Actions:

(113 14/15) Consider purchase re B Gregory – ‘Bill’s Bell’. Ongoing.

(035 19/20) Complete Dec of Pec Int forms – Completed

(043 19/20) and (052 19/20) Complete Designated Safeguarding Lead training – Completed

(043 19/20) Book MT onto Governor Safeguarding training – Outstanding

(052 19/20) Arrange and complete Safeguarding Audit – Completed

(053 19/20) Governors to complete visit forms – Completed

065 19/20

Committees:

Curriculum Committee – Chair CL

This committee will next meet when there is a requirement, which is likely to be around the time that assessment data is produced, or when specific policies need adjusting. Governors agreed to not setting specific meeting dates in advance, and waiting until the requirement has been identified.

Agreed

Finance Committee – Chair JS

Not met. Due to meet in March to look at the Annex 1 budget before the visit by the DCC Patch Officer.

Personnel Committee – Chair JS

Not met.

Buildings and H&S Committee – Chair JS

Not met.

JS reported that minor alterations to the school buildings (specifically the hall and PE store) may be required if admissions in September are as high as predicted. This discussion was continued into the next agenda item...

066 19/20

Admissions

Due to excellent promotion, the school is now highly desirable. Usual admissions in Reception are for a maximum of 8 students. Presently 15 have applied with Taddington as their first choice, and a further 3 have the school as a second choice. JS noted that this is a reflection of the hard work of all staff, and the outstanding nature of the school.

JS explained that after careful consideration of the holistic impact of this many students, it is thought to be advisable to accept all who have the school as their first choice, up to a maximum of 17 students. Governors discussed the impact on space, resources, staffing and the budget. Governors unanimously agreed to increase the intake to a maximum of 17 Reception students.

Agreed

JHF expressed thanks to JH and all the staff for doing a tremendous job.

Providing optimal space for this many students was discussed. JS and JH have already considered this and believe that a temporary conversion of the PE store which is attached to the hall, would provide the quickest, cheapest and all-round best alternative classroom for the Reception year students. This would be a temporary arrangement whilst ongoing NOR are closely monitored, and funding for a possible permanent extension is sought. A new shed would be required to house the PE equipment, and placed where the existing old shed is. The old shed has already been identified as requiring replacement. JH will bring costing and more specific plans to the next meeting.

JH

JH mentioned how there has also been an additional request for 3 'in-year' students to join Taddington School. They are presently partly home-schooled and are not all from the same family. The pupils would be in years 1, 2 and 5. The parents have requested that the pupils attend Taddington for four days a week, having Monday at home for the rest of this academic year, to provide a transition into full-time education. CP asked how this would impact on existing students, who are strongly encouraged against having non-essential absence from school; on teaching staff who are required to provide continuity, and on the new students? JH explained that he does not wish for the attendance of any of our students to be on a flexible basis, but believe in this instance that it is in the best interests of these students and their families. Governors discussed this including the likely disruption it may cause. LA felt strongly that the students should attend fully from the outset. All Governors agreed that any part-time attendance should be of a very limited fixed duration. JH stressed that all situations should be judged on their own merits, on an individual case-by-case basis, and with sensitivity and consideration to all concerned. Governors agreed to accept the students on the basis that any home-schooling did not last more than this academic year.

Agreed

067 19/20

Headteachers Report

JH talked through the previously distributed report. CP asked if there are any patterns in student absences. JH replied that it seemed Monday and Friday had more absences than mid-week days. Generally, attendance is improving statistically, and only a few students/families have excessive absence.

CP noted that behaviour is inconsistent and asked if there are plans to manage poor behaviour from students? JH confirmed that the situation is being closely monitored and that additional staff training on techniques for managing low-level disruption may be beneficial.

Governors thanked JH for a very detailed report.

068 19/20

Early Help Offer

MT talked through the history and present requirement of the Early Help Offer. JH explained that this was covered in his recent Safeguarding training. EHO can be completed 'in-house' with the requirement for a statement added to the website and exact details to be included in the Safeguarding and Child Protection Policy. JHF mentioned that it should be easy to find and understand. Governors agreed that keeping the EHO 'in-house' presently provided that best option.

Agreed

069 19/20

Sports Funding and Pupil Premium

Sports Funding

Discussed in the Headteachers report and to be discussed further in both the next Curriculum and Finance committee meetings.

Pupil Premium

Discussed in the Headteachers report and to be discussed further in both the next Curriculum and Finance committee meetings.

- 070 19/20 **Policies**
Some policies which initially appeared on the agenda were transferred to the March meeting. The following policies were approved by governors:
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|---|---|---------------|
| Governors committees: | <ul style="list-style-type: none"> • Drugs • EYFS • CCTV • Collective Act of Worship • Disciplinary Appeal Staff • Freedom of Information • Management of Stress • School Dinner Money • Aims Of the School • Mission Statement | Agreed |
| <ul style="list-style-type: none"> • Appraisal & Pay • Buildings H&S • Curriculum & SEND • Protocol for Governor Visits to classrooms • Finance • Personnel | | |
- 071 19/20 **School Improvement Plan**
Progress report attached and discussed during the Headteachers report. All targets are on-track and colour coded.
- 072 19/20 **Chairs Report**
Nothing to report.
- 073 19/20 **Extended Services / Explorers**
CP confirmed that the financial situation remained unchanged, and that there was nothing new to report.
- 074 19/20 **Parent View**
As usual, there are not currently enough responses to feedback the results. JH proposed to conduct data analysis collected from parents regularly, by encouraging parents to complete paper-based questions taken directly from Parentview. By doing this it should encourage parents to feel more familiar with the questions, and when they are asked yearly to complete online, they will be more willing to do so and able to answer more accurately. Governors felt that this is an excellent initiative, proving that the school really strives to obtain and act on the views of parents. MT and JHF believed this to be a very positive and proactive approach.
- 075 19/20 **Governor SEF and Skills Audit**
Governors discussed the results of their recent feedback with regard to the skills they hold and their self-evaluation. It was suggested that training be identified to combat weaker areas.
- 076 19/20 **Budget / Finance**
Discussed. On track.
- 077 19/20 **Virements, Approvals, Disposals and Transfers**
No requests.
- 078 19/20 **SEND**
HW and JH reported that record keeping and actions are in a strong position and improving constantly. New procedures are being instilled and proving successful.
- 079 19/20 **Safeguarding Audit S175**
This will be a standing agenda item for the next few meetings as all points in the detailed and specific audit are considered and employed. There are many actions

required. MT talked through the audit, explaining that it is a professional and logical way to ensure that best practice and compliance is regularly monitored and improved where necessary. The very detailed checklist has been broken down into manageable chunks. MT talked specifically through the items listed as needing completing most urgently.

CL asked if it is best practice that only JH checks the SCR and not other school staff, due to the constraints and best practice around GDPR. JH agreed. CL asked where the audit is kept. JH confirmed that a hard copy is kept in the Safeguarding portfolio and an electronic copy is kept on the secure area of the website. JS asked for the audit to be kept in an accessible place so that visiting governors may use it as a dynamic document for appraisal. JH agreed to find a suitable folder.

JH

Progress so far was discussed and approved.

Agreed

080 19/20 **Safeguarding**
Nothing to report.

JS suggested having a behaviour and anti-bullying governor role. Governors to discuss at the next meeting when the Governing Body vacancies may have been filled.

081 19/20 **Governor Visits**
CL visited school to view CPD with Katie. CL completed a Governor visit form which was discussed with the full Governing Body. CL believes this form of CPD to be a very productive form of Performance Management. The focus of CPD is formative assessment.

MT visited to consider and make a start on the Safeguarding Audit.

HW and LA visited frequently.

082 19/20 **Correspondence and Information for Governors**
CP has sent a letter via JH to 8 local developers asking for more information on their policy to aid local education through funding. This is a legal requirement of all large housing developers, and our Governors would like to know if any funds could be transferred for use within our school.

083 19/20 **AOB**
AOB1 – JH
JH is applying for grants for building extensions and improvements and has a friend who uses CAD professionally, and would be able to help with applications. JH expects there to be a small cost (less than £1,000), and asked Governors agreement as the payment would be to a social acquaintance. Governors unanimously agreed.

Agreed

AOB2 – JH
There is currently a vacancy for the position of Vicar of the Parish. JH has met with the Archdeacon and 5 other headteachers of primary schools covered by this vacancy. The Archdeacon suggested moving the church responsibility for the schools away from this vacancy and under either Ashbourne or Buxton Churches. JS asked why Bakewell was not considered? JH did not know. JH asked Governors what they felt that our school wanted from a vicar. Governors agreed that they would ideally like a vicar who is proactive, offering pastoral care and with a prominence in both the school and local community. SB suggested Governors email JH with their views of moving under a less local vicar.

What have we achieved that will make a difference to the children in our school?

A very full, informative, but lengthy meeting.

The meeting ended at 8:40pm.

Date of next meetings: **Monday 30th March 2020**
Monday 18th May 2020
Monday 13th July 2020

All meetings held in Taddington School.