

# Minutes of Deddington Primary School Local Governor Meeting 13 June 2018 at 19:00 at the School



Attendees	Category	Late arrival/ early departure
<b>Andrew Bowen (AB)</b> <b>Carrick Cameron</b> <b>Jane Cross (JCR)</b> <b>Paul Honess (PH)</b> <b>David Hunsley (DH)</b> <b>Clive Evans (CE)</b> <b>Julie Hewish (JH)</b> <b>Anne Linsey (AL)</b> <b>Juliet Morris (JM)</b> <b>Jacinta Prendergast (JP)</b> <b>Martin Squires (MS)</b> <b>Ben Williams (BW)</b> <b>Tei Williams (TW)</b>	<b>Foundation</b> <b>Foundation</b> <b>Staff</b> <b>Parent Governor</b> <b>Foundation</b> <b>Head Teacher</b> <b>Foundation</b> <b>Foundation</b> <b>Vice Chair, Foundation</b> <b>Foundation</b> <b>Co-opted Governor</b> <b>Parent Governor</b> <b>Clerk</b>	
<b>Rev. Annie Goldthorp (AG)</b>	<b>Invitee</b>	

1. **Prayer** - AL opened the meeting with a prayer
2. **Apologies:** AG
3. **Declaration of Urgent Business** - there was none
4. **Declaration of Business Interests** - there was none
5. **Minutes of the meeting held on 20 March**  
Agreed as a true and correct record.
6. **Matters Arising** (Not covered elsewhere)  
Governor training sessions to be circulated and put on Hub when issued. **Action: TW**  
Safeguarding file examined by JO.  
CE reported OSDT had no recommendation about Flu jobs  
JO had met with CE before SIAMS
7. **EYES Development and Action Plan** Tabitha Sharland  
TS presented the meeting with a selection of papers one of which detailed the four priority development areas in response to the SDP and answered questions. (See attached paper).  
AB asked if TS felt Deddington pupils were on a par with national levels relating to practical skills. She said that most come in at the national average though a few were under. He also asked if the majority of parents make use of Tapestry. She answered that there is only about 3 that currently do not engage.

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CE said TS has driven through a lot of improvements and the data shows that there is an upward trend. PH said some of the goals on Tapestry were not totally transparent and that parents may not understand the terms. JC suggested a parental guide would help. BW thanked TS for her presentation.

**Action: JC/CE**

### 8. Chair's Report

BW extended a welcome to the new Governors, PH and JH and noted it was AL's final appearance following an impeccable tenure. He offered his thanks particularly for her work on SIAMS. MS said that after 6 years he had decided to retire from the LGB but is looking to recruit his replacement from the from the PCC.

**Action: MS**

BW highlighted the vacancies on the LGB and committees. He confirmed the skills set is good at present so it's not an urgent situation for the LGB but committees needed more support. He reported PH & JH had agreed to go on Admission and Complaints. Pay and Complaints Committees are unfilled. CC confirmed he was the Early Years lead and volunteered for School Council Liaison. PH volunteered to be PTA Liaison. BW said he will work Rev Annie Goldthorp to find the right person to head up SIAMS.

**Action: BW/AG**

### 9. Head Teacher's Report

CE thanked the SIAMS team for the Outstanding SIAMS rating under the leadership of Libby Knox and Anne Linsey and reported that the Bishop of Dorchester had said the school exceptional.

CE took questions.

*Recruitment* - CE said they had held a very successful recruitment process, with 8 applicants and 3 interviewees. Kerry Simpson, who had a career in the police previously, will be joining the school to work in Yr 5. He said that recruitment is becoming more of a challenge these days. CE thanked DH & JO for helping with the process. He reported that Site Manager is also leaving and the role has been reappraised to become more of a caretaking role with fewer hours. An advert will appear in Deddington News for the position as it is preferable the role is filled by a local person. Anne Hunsley is also leaving and by giving extra hours to existing staff the school will not be recruiting.

*Attendance* - He pointed out that attendance for PP has dropped slightly but this is linked to one child. The school is working with Home School Link worker and the family. PH said the impact of one child is magnified by the fact Deddington is a small school.

*School Role* - CE said there was a lot of movement with 2 children starting this week.

*Smart Log System* - He said staff use the H&S training and that the documents are stored there. ODST hopes for a 70% compliance and currently the school rates at 96%.

BW thanked the Head Teacher and said the report was well written and contained a real insight into the quality workings of the school

### 10. Minutes from Committee meetings

SIAMS, T&L & F&P

*F&P* - DH said it had reviewed the budget for next year and it was robust, though it will reduce when inflation is taken into account. A small surplus of £20k which will soon be eaten up. Buildings Project have met with ODST who were very buoyant about it. ODST said that it is possible that it could start on site in the summer of 2019.

*T&L* - AB reported that It had held its final meeting of the year and focussed on the amended terms of reference which will be compliant.

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SIAMS - AL said the focus was on assessment Self Evaluation Tool Kit which will be a big project for next year. The kit is not available yet, though JC had seen a proof which contained a few changes that will need to be taken onboard. SIAMS and T&L are to meet together to discuss.

**Action: SIAMS/T&L**

### 11. SDP

1. CE said all OK. CPD for staff will be taken forward. The overall position when looking at OFSTED Outstanding objectives had resulted in more ticks.
2. There were a couple of yellow issues but the school is on top of it. Looking at collection of evidence, ODST standards of middle leadership will make it easy to evaluate impact.
3. Waiting on the outcomes.
4. Looking at subject action plans and discussing the impact boxes which are currently empty. AL said that it's not helpful having lots of green boxes as it could show a lack of development. They will use RAG rating for the outcomes and suggested it should be used across the SDP.
5. Moderation has occurred resulting in a very positive outcome, with a few things to take forward that Tabitha mentioned in her report. They will be included in the SDP meeting with Staff and LGB tomorrow evening.

### 12. Safeguarding

JO reported that DH had completed the Safe Recruitment process online. New Suitability Declaration forms to be completed. JC to send TW the new form so it can be completed for the start of the new academic year.

**Action: JO/TW**

### 13. Period End Financial Controls Return

DH said that there is a requirement to sign off the report as being approved. DH has signed it off and will talk to Jenny Williams (School Clerk) and CE on a monthly basis.

**Action: DH/JW**

### 14. Independent Review Panels for Excluded Children

JO reported she had attended a course on Excluded Children where she was given a raft of useful proformas which are on the Hub. She felt ODST would be very supportive if we found ourselves in that position. JC reported that the last exclusion in Deddington was over 13 years ago.

### 15. GDPR

DH explained the school has implemented a number of actions required under the leadership of ODST. He thanked JW for her invaluable help completing this. ODST Compliance has been met and the school will continue to evaluate its position with the help of the compliance check list. An annual audit will be implemented in the Autumn term. Lists will be given to all who need to complete an audit. DH said the school has done everything needed and reminded people that ODST take final responsibility. He said that when Governors leave they immediately lose connection to Hub and that they should be told that all information concerning the school should be deleted. Governors will be asked to delete as before and asked to sign to say they have done so. DH & TW to work on this together.

**Action: DH/TW**

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### 16. Governor visits and training

BW said there had been a gratifying number of visits written up. BW has signed up for Chair training. DH has completed the Becoming an Effective Governor Course. TW to circulate the ODST courses as soon as they are published. **Action: TW**

### 17. Website compliance

CE has received a quote for a redesigned website which ticks all the required boxes. CE said there is an ODST check list. DH told the meeting that Governors had final responsibility for the legality of the website. PH said the Governor info seemed a little out of date. TW to look at this aspect. **Action: TW**

### 18. Policies for Ratification

Radicalisation Policy was ratified and signed. CE will use the DFE numbering system in future .

### 17. Clerk's Report

Admissions - MF, a previous Governor will be giving JH and JH a briefing. TW has emailed information from ODST which will help in the interim before they attend a course.

### 18. AOB

Meeting finished at 21.03

**Date of next meeting: Wednesday 19 September**

*TW Minutes distributed 20 June 2018 Signed*

*dated*

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Attachments in Governor Hub Meeting File:

Appendix	Agenda Item	Title	Date in Hub
A	1	Agenda	7 June 2018
B	2	LGB Minutes 20 March	5 May 2018
C	9	HT Report of LGB 13 June	7 June 2018
D	9	SIAMS Report	5 May 2018
E	9	SEN Peer Led Review	7 June 2018
F	9	ODST Middle Leaders	7 June 2018
G	9	2017- 2018 June 2018	7 June 2018
H	9	Spring Term Progress	7 June 2018
I	10	Minutes SIAMS 15 March	April 2018
J	10	T&L Minutes 24 May	7 June 2018
K	10	F&P	11 June 2018
L	10	Budget Briefing	11 June 2018
M	15	ODST GDPR Essentials as of 18 May 2018	5 June 2018
N	16	Carrick Cameron Governor School Visit	23 May 2018
O	16	Juliet Morris Governor Visit Report Maths Observation	4 June 2018

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P	16	Juliet Morris Governor Visit RE Learning Walk	4 June 2018
Q	18	Tackling Extremism & Radicalisation Policy	7 June 2017
		<i>Other papers</i>	
R		HT Letters Confirming Permanent Exclusion	April 2018
S		ODST Clerks on Arrangement for Permanent Exclusion Meeting	April 2018
T		ODST Clerk Decision Letter Upholding Permanent Exclusion	April 2018
U		ODST Clerk Letter Overturning Permanent Exclusion	April 2018
V		A Guide to Schools Providing Evidence for a Governing Body's Consideration of Exclusion	April 2018
W		Governor Disciplinary Committees (Exclusion) Independent Review Panels	April 2018