

MINUTES OF DEDDINGTON PRIMARY SCHOOL LOCAL GOVERNOR BOARD MEETING & AGM Wednesday 19 September 2018



Attendees	Category	Late arrival/ early departure
Andrew Bowen (AB) Carrick Cameron (CC) Jane Cross (JCR) Clive Evans (CE) Julie Hewish Paul Honess (PH) David Hunsley (DH) Juliet Morris (JM) Jacinta Prendergast (JP) Ben Williams (BW) Tei Williams (TW)	Foundation Joint Vice Chair, Foundation Staff Head Teacher Foundation Parent Foundation Joint Vice Chair, Foundation Foundation Parent Clerk	Arr 19:51
Rev. Annie Goldthorp (AG) Martin Squires (MS)	Invitee Co-opted Governor	

Apologies: MS & AG

1. **Prayer** - was offered by the HT.

2. Election of Chair and Vice Chairs:

Elections were held for the Chair and Vice Chair offices.

BW stood again as Chair, was seconded by JM. The vote was unanimous.

JM stood again as Joint Vice Chair, was seconded by CC. The vote was unanimous.

CC stood as Joint Vice Chair, was seconded by AB. The vote was unanimous.

3. **Apologies:** MS & AG

3. **Declaration of Urgent Business:** There were none

4. **Declaration of Business Interests:** There were none

5. Review of committee arrangements, terms of reference, membership and appointment of Heads:

T&L - BW said it should plan for succession after AB's departure next year.

Action: T&L

SIAMS - JM was nominated as Chair, seconded by PH. The vote was unanimous.

The meeting was informed that Cllr Alan Collins would be happy to take MS position as PCC member.

6. Minutes of the meeting held on 20 March

7. Should have read EYFS not EYES.

7. Matters Arising (Not covered elsewhere)

10. JC informed the meeting the SIAMs self assessment toolkit is not out yet nor training offered though she has all the documentation.

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12. CE reported Safeguarding Suitability declaration forms have been scrapped.
13. DH will go through figures monthly with JW.
15. GDPR BW has been considering email security following conversations with Warriner Partnership's Chairs. CE said that the school IT company could easily set up Governors accounts on the school mail system which could be accessed through on Office 365. DH was not convinced of the added value of this approach. PH said he had enough accounts already. BW agreed to take advice from ODST as to a recommended course of action apropos email. **Action: BW**
- DH and TW to look at the G's position regarding GDPR and make suggestions/best practise for the next meeting. **Action: DH/ TW**
16. TW to send out training course ticket to courses tomorrow. **Action: TW**

8. Chair's Report (incl. showing of new School Promo video & OFSTED)

CE showed a brief school promotional film by Emma Spelman and all agreed it was a fine production.

BW said the school becomes eligible for an OFSTED inspection from Autumn 2019-20 and that all attempts should be made to ensure readiness. AB said that the inspection will be when OFSTED reveal its new framework which is likely to be more evidence based. BW said ODST has a programme of inspection readiness over and above its normal school improvement support from which the school will benefit. This inspection will last one day but will not offer us an outstanding rating. If they believe outstanding is possible they will be back within 2 years; ditto if they believe the reverse is true.

BW presented the results of the 2017/18 parents survey, which had been circulated via email but not formally received by the LGB. However he noted there was a lot of really positive movement when compared to last years' outcome. A number of improvement areas were highlighted which had now been included in the SDP. The survey information has been uploaded on to the Hub.

There was a discussion about Governor photos being placed in the school to increase visibility. PH volunteered to look after any board that might be placed in the school. All agreed TW and PH to discuss. **Action:PH/TW**

9. Head Teacher's Report

SDP - CE will send out updated paper with ODST checklist in mind and will send it out before half term. He said it wasn't RAG rated yet. AB said he thought it a fine document but that it needs further clarity on Governor responsibility. **Action: CE**

The lead Governors are Project 1. Ben Williams, Project 2. Andrew Bowen, Project 3. CC said he thought it too fragmented to have just one Governor so T&L will take collective control of this project however Jacinta Prendergast will be the nominated lead . Project 4. Julie Morris Project 5 Carrick Cameron.

The first meeting with ODST's Elaine Sutherland is on Monday and will look at target setting which will be carried out on a very individual basis. This will give new numerical targets. Term 2 will look at Teaching, Learning Assessment.

CE has also sent information on changes in subject leadership.

He reported that previously the school was rated as a Green ODST school which is the top level however we have had a new rating, Purple which means the school is regarded as being of a standard to support other schools within ODST. CE has been approached to support Grove Primary with its reading. CE said it is likely this will happen on a regular basis.

Annual Equality Report - an annual report is needed which will come to Governors.

Inset Day - All went well and safeguarding training was refreshed. The SDP was looked at, key items this terms are T&L, personal social health and health strategies.

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The school will have two people trained in this area. Key Targets for staff focus were discussed on Inset Day. CE sent out the summary of the test results and information on targets.

SMART Log - H&S checks are being done by CE. The school needs quality care for its ICT systems as a lot of hours are spent on issues. We may have to use devolved capital to address aging IT infrastructure. AB said the most pressing need is IT support. JC said we do have remote support which is a great help.

AB said the LGB should be concerned about CE's current workload. CE reported the outdoor equipment has suffered during the summer break. We may need to look at some removal if we cannot repair or replace.

Attendance - PP is only just above national average. There is a key pupil who had a disproportionate effect on the attendance figures however the staff have accessed appropriate multi agency support.

KCSIE - The document needs to be read and quiz needs to be completed by all. TW to chase this urgent task.

Action: TW/LGB

Governor presence is needed for the parent consultation meetings on Tuesday 16 October, 3.30pm - 7pm.

Thursday 18 October, 3.30pm - 5.30pm.

Tuesday 2 April 2019, 3.30pm - 7pm.

Thursday 4 April 2019, 3.30pm - 5.30pm

All Governors to send availability to TW and CE

Action: LGB

Staff/Governor working plans - CE suggested dates. Governors to let CE know their availability by 11 October. He reiterated that Governors can come in to school at any time with notice.

Action: LGB

Policy renewals - Schedule is on the Hub so Governors can be aware of renewal dates.

Guys and Dolls was amazing. CE said it was a brilliant opportunity for the pupils to experience.

10. SDP

See above.

11. Minutes from Committee meeting

SIAMS - nothing to report. JM met with AL to prepare for her taking over Chair.

T&L - nothing to report. SIAMS and T&L meeting will be held sequentially on 9th October.

12. Safeguarding

CE & JM will hold an audit in 2 weeks and create annual report. Safeguarding Policy is to be read by all Governors who will be asked to sign to say they have. TW to prepare form.

Action: CE/JM/TW

Current ODST Draft Policy was adopted and signed by BW with acceptance of further potential revisions (noting that this is a Statutory Policy).

Safeguarding – Clive Evans is the Designated Safeguarding Lead (DSL) with Jane Cross and Tabitha Sharland as deputies and further staff will attend Designated Lead training. (Ruth Usher as she leads the Year 4 residential visit, Denise Welch and Libby Knox.)

13. Governor school visits and training

AL, BW & PH school visit reports on the Hub.

14. Website compliance

The parent who had updated the website has now left and CE has taken this on. The promotional video will be uploaded after all parental permissions have been gained. He is looking at a new website and asked for a Governor to help with this. PH offered his assistance in selecting a revised design.

Action: CE/PH

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CE conducted a website audit during the summer which brought up a couple of issues. TW to gather the Governor Business interests to put on the website. **Action: TW**

15. Stakeholder Understanding the value of being a Church School

The school's perceived position in the community was discussed at some length during SIAMS meeting. BW suggested a statement should be created to explain the school's position more clearly. JM said SIAMS will look at what is currently on the website and make a suggestion. **Action: SIAMS**

16. Policies for Ratification

ODST Child Protection and Safeguarding policy
Accessibility Policy passed as compliant and BW signed.

17. Clerk's Report (Incl Declaration of Interest & New Disqualification Rules)

TW to send annual Governor checks again to LGB. **Action: TW**

18. AOB

PH said the Admissions Committee lodged a formal complaint with OCC at the end of last school year which was upheld. OCC has offered a meeting for purposes of clarification which will be accepted. Where the admissions authority responsibility is held is a grey area.

Meeting finished at 21:00

Date of next meeting: Thursday 22 November 2018

JP offered apologies for November meeting

TW Minutes distributed 9 October 2018 Signed

dated

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Attachments in Governor Hub Meeting File:

Appendix	Agenda Item		Date in Hub
A	1	Agenda	10 Sept 2018
B	2	Minutes of June LGB Meeting	June 2018
C	9	Minutes of July SIAMS meeting	27 July 2018
D	9	HT report to LGB 19 September 2018	10 Sept 2018
E	9	Accessibility Plan 218 - 2022	10 Sept 2018
F	9	Deddington Categorisation July 2018	10 Sept 2018
G	9	Equality Report	10 Sept 2018
H	9	Plan for Governor Staff Cohesive Working 2018 - 2019	10 Sept 2018
I	9	Published Data 2018 Deddington Primary School	10 Sept 2018
J	10	SDP 2018 -2019 version	10 Sept 2018
K	11	Minutes SIAMS Meeting 17 July 2018	10 Sept 2018
L	13	Anne Linsey - Governor school Visit	27 July 2018
M	13	Ben Williams - School Visit - Welcome to F1 Parents	14 June 2018
N	13	Paul Honess - Governor School Visit	17 July 2018
O	13	Governor Training booked for 2018-2019	4 Sept 2018
P	16	Policy Renewal 2018 - 2019	10 Sept 2018

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		OTHER PAPERS	
		EYFS SDP Governor Meeting 13.6.18, Addendum to June JGB Minutes	June 2018
		ODST - The GDPR Essentials - HT Checklist 18 May 2018	July 2018