

Minutes of a meeting of the Governing Board

Date: 15 May 2018 Time: 19.00 Venue: The School

Present: Amy Chitty, Canon Ted Goodyer, Rev Joe King, Fr Michael Payne, David Rosenthal, Penny Scott-Beaulieu, Lynda Pollard, Michele Woodham

Guest: Janet Harding – Inclusions Manager

Clerk: Kim Barton

	Item	Action
1	Prayers	
	Prayers were led by Rev Joe King to open the meeting at 19.00. The Chair welcomed Canon Ted Goodyer as a new member of the Governing Board.	
2	Apologies for absence	
	Governors: <ul style="list-style-type: none"> • Received apologies from Nick Richmond, Darren Smith and Anne Southgate. • Accepted all apologies. 	
3	Register of Business Interests	
	Governors: <ul style="list-style-type: none"> • Reported no amendments to business interests. 	
4	Accuracy of Minutes of Board Meeting 21 March 2018	
	Governors: <ul style="list-style-type: none"> • Agreed the minutes of the Board meeting held on 21 March 2018. 	
5	Matters arising from the Minutes of the previous meeting (not covered elsewhere on the Agenda)	
	<u>Item 2</u> Clerk: <ul style="list-style-type: none"> • Informed members that Nick Richmond's work abroad is coming to an end, so he should be able to attend Board meetings regularly from September 2018. <u>Item 5</u> Governors: <ul style="list-style-type: none"> • Had received the Cornerstones report prepared by Anne Southgate. 	

- Had received a report of the special educational needs update held on 21 March 2018.
- Were informed that the Trust's logo would be added to Trust school signs; families looking for faith school places would be signposted to other Trust schools if places were not available in their chosen school.

Item 7

Clerk:

- **Asked Canon Ted Goodyer and Rev Joe King to complete resumes for the school website.**
- Confirmed that a table of Governors' attendance at Full Governing Board meetings had been added to the school website.

Canon Ted
Goodyer/
Rev Joe King

Item 8

Head Teacher:

- Confirmed that she had received a copy of the Trust's dashboard from Sue Tunncliffe.

Item 10

Head Teacher

- Presented an anonymised report detailing how persistent absence is stringently monitored by the Welfare Officer at St Botolph's. Persistent absence is currently low.

Chair:

- Asked if the national benchmark was now set at 90% and was informed this was the case.
- Thanked the Head Teacher for a comprehensive and positive report.

Item 11

Head Teacher:

- Informed the Board that Virginia Corbyn had spent a morning with the school's RE Lead. Understanding Christianity was still in its pilot year and was continually improving; staff were enjoying teaching RE more as a result of the programme.
- Thanked Fr Michael for visiting classrooms to help with the teaching of Understanding Christianity.

Item 12

Head Teacher:

- Informed the Board that the problems regarding the new pipework at St Botolph's were ongoing. Further remedial work would be carried out at half term.

	<p><u>Item 14</u></p> <p>Governors:</p> <ul style="list-style-type: none"> • Were informed that there is no requirement to renew DBS checks every five years; it is not Trust policy to do so because of costs. • Agreed that the DBS update service, available for an additional cost, should be considered for any new appointments. • Asked the Head Teacher to raise this matter at the next Trust Board meeting. <p><u>Item 16</u></p> <p>Governors:</p> <ul style="list-style-type: none"> • Were informed that the annual Safeguarding training would take place at St Botolph's on Friday 31 August 2018 at 9.00am. • Asked the Clerk to email members, inviting them to the training and asking them to reserve the date. 	<p>Head Teacher</p> <p>Clerk</p>
6	Membership Issues	
	<p>Governors:</p> <ul style="list-style-type: none"> • Welcomed Fr Ted Goodyer as a member of the Board. 	
7	Safeguarding	
	<p>Governors:</p> <ul style="list-style-type: none"> • Received assurance from the Head Teacher that safeguarding arrangements are compliant with requirements. The new "Keeping Children Safe in Education" paper had not yet been released but would be available by September, in time for staff and Governor training. 	
8	Disabilities and Special Educational Needs	
	<p>Governors:</p> <ul style="list-style-type: none"> • Received a report from Janet Harding regarding Special Education Needs. • Asked if all interventions took place in the classroom and were informed that some had to take place outside of the classroom. • Governors were pleased with the Special Education Needs provisions in place and thanked Janet Harding for a comprehensive report. <p>Head Teacher:</p> <ul style="list-style-type: none"> • Thanked Janet Harding, on behalf of the staff, for her work in building an effective inclusions team. 	
9	Curriculum	
	<p>Governors:</p> <ul style="list-style-type: none"> • Received a report from the Curriculum Committee, which followed up on issues identified during the previous year. • Thanked the Head Teacher and staff for their hard work. 	

10	Staffing and responsibility structure	
	<p>Governors:</p> <ul style="list-style-type: none"> • Received a report from the Head Teacher detailing the current and proposed staffing structure for September 2018. <p>Head Teacher:</p> <ul style="list-style-type: none"> • Informed members that Conor Govey and Lynda Pollard had been appointed as Assistant Heads on a one-year contract from September 2018. • Reported that a pupil had recently been diagnosed with a condition that required the school to employ an additional teaching assistant. The most cost-effective solution would be to employ an apprentice teaching assistant. <p>Governors:</p> <ul style="list-style-type: none"> • Were unanimous in agreeing the proposed staffing structure. 	
11	Governor training	
	<p>Fr Michael:</p> <ul style="list-style-type: none"> • Confirmed that the Governing Body currently possessed a good skill set. • Recommended that Canon Ted Goodyer attended a new governor induction session. • Informed Governors that a District Governors Briefing would be held at Eastgate on 23 May from 7.00pm to 9.00pm. • Reminded Governors to inform him of any training undertaken and to send him copies of certificates gained from courses. <p>Head Teacher:</p> <ul style="list-style-type: none"> • Informed Governors that she had recently attended the new SIAMS framework briefing. The key change was that the inspection was now driven by vision rather than values. The school is aware of the changes but no action is needed at present. There are no concerns regarding the current practice at the school. 	
12	Progress	
	<p>Governors:</p> <ul style="list-style-type: none"> • Received a report on in-year progress, which showed some anomalies. • Asked if the figures for expected progress included accelerated progress and were informed that they did not. • Asked if the assessment of progress was arrived at purely by teacher assessment and were informed that tests and moderation also contributed. • Received a report detailing term by term tracking of attainment. • Were informed that the figures for 'Expected Plus' encompassed 'Greater Depth'. • Were happy that there was consistency in higher attainment and that proportions were rising. 	

	<ul style="list-style-type: none"> Received a report showing headlines for Early Years Foundation Stage term 4 data. Were asked if they were happy with the presentation of the data and suggested that a headline commentary should be provided on the main highlights and issues. 	
13	SEF Update	
	<p>Governors:</p> <ul style="list-style-type: none"> Received a SEF Summary from the Head Teacher, evaluating the areas that were being worked on. Thanked the Head Teacher for a reassuring picture of the school. 	
14	Asbestos Management Assurance Process	
	<p>Governors:</p> <ul style="list-style-type: none"> Were informed that the Asbestos Management Assurance Process had been completed and submitted. No issues had been identified. 	
15	General Data Protection Regulation (GDPR)	
	<p>Governors:</p> <ul style="list-style-type: none"> Were given an overview of the General Data Protection Regulation (GDPR), which would come into force on 25 May 2018. Kim Barton had been appointed as the GDPR Lead for St Botolph's and would report to Alex Finch, the Data Protection Officer for the Trust. Were informed that they could continue to use personal email accounts for Governor related work if the accounts were password protected. Any devices used to access email accounts would also need to be password protected. Were informed that a new Acceptable Use Policy for Governors was being created by the Trust. Were reminded that the Governing Board was responsible for monitoring the school's GDPR compliance. Asked that the creation of a GDPR Working Party be added to the Agenda for the next meeting. <p>Chair:</p> <ul style="list-style-type: none"> Asked the Clerk to circulate a short video to all Governors, which explains what is expected managerially in relation to the GDPR. 	<p>Clerk</p> <p>Clerk</p>
16	Community Links	
	<p>Governors:</p> <ul style="list-style-type: none"> Asked that this item be postponed until the next Governing Body meeting. 	Clerk

17	Chair's actions/correspondence	
	Chair: <ul style="list-style-type: none"> Reported that he had attended a Trust Chairs' Meeting. 	
18	Any other business	
	Governors: <ul style="list-style-type: none"> Agreed to the nomination of Amy Chitty as a member of the Schools Funding Forum. Asked that the Clerk submit the nomination proposal. 	Clerk
19	Confidential items	
	Governors: <ul style="list-style-type: none"> Agreed that three items be recorded as confidential minutes. 	
20	Prayers	
	Prayers were led by Fr Michael Payne to close the meeting at 21.00.	