

**MINUTES OF THE MEETING OF THE
THE FEDERATED LOCAL GOVERNING BODY
ST MARY'S AND ST SAVIOUR'S CHURCH OF ENGLAND PRIMARY SCHOOLS
HELD ON 24 MAY 2018 AT 6.30 PM AT ST MARY'S SCHOOL**

Present: Rev. Canon Ade Ademola (Chair) – Foundation Governor

Foundation Governors

Mrs Alisha Anderson
Rev. Vanessa Conant
Mr Stuart Lambert
Mr Paul Powell

Parent Governors

Professor Susannah Quinsee

Executive Headteacher

Mrs Beverley Hall

Associate Members

Ms Kerry Munden
Mr Matthew O'Brien

Also Present: Mr David Ogle

Clerk to the Governors: Gill Hand

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	To note resignation of Mr Zach Malik and amend records accordingly	Governor Services	Immediate
4.2.2	To prepare draft letters and co-ordinate circulation to governors and LBWF headteachers	DO	ASAP
4.2.4	To discuss social media at next IT Link meeting	SQ	Next meeting
4.2.5	To circulate GET policy structure information to governors	HF	ASAP
4.2.6	To circulate GDPR training dates to governors	KM	ASAP
6.2	To note that future LGB meetings after 5 July 2018 will start at 6.15pm to support training delivery	All/Governor Services	Immediate
7..1	To circulate Worship Link visit report	VC	ASAP
7.3	To submit SAT Visits reports to relevant head of school	All	ASAP
10.1	To review Annual Governance Statement and upload revised version to school website	KM	ASAP

Chair's Initials:



12.3	Governor Services to contact Heather/Alison to obtain Schedule of Meeting Dates 2018/19	Governor Services	ASAP
13.1	Forest Schools Update to be agenda item for next meeting	Governor Services	
14.1	Date of next meeting: Thursday 6 July 2018 at 5.30pm at St Mary's C of E Primary School. Agenda Items: Budget Update Forest Schools Update	All /GS	Immediate

1. OPENING PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

1.1 Opening Prayer

Rev. Canon Ademola welcomed all to the meeting which was opened the meeting with a prayer.

1.2 Apologies for absence

Apologies for absence were received and accepted from Mr Iftakhar Latif.

1.3 Apologies for absence not accepted

Apologies for absence had not been received from Father Salvador Telen.

1.6 Quorum

The Clerk confirmed that the meeting was quorate.

1.5 Notice of Any Other Business/Confidential items

The Executive Head teacher advised of one confidential meeting for discussion at the end of the meeting without staff present.

2. DECLARATIONS OF INTEREST

2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

3.1 Governor Resignation

It was noted that the resignation of Mr Zach Malik due to work commitments had not been formally recorded in the Local Governing Body minutes previously as it had been advised at a sub-committee meeting.

Canon Ade advised that he had emailed Mr Malik to thank him for all the support he had given to the school during his governance term.

ACTION: To note resignation of Mr Zach Malik and amend records accordingly

3.2 It was noted that Governance Review at the Local level had been completed and the Director level was currently being undertaken.

4. MINUTES

4.1 Governors received the minutes of the governing body meeting held on 22 March 2018 and subject to minor administrative amendment, agreed these to be an accurate record of the meeting. Rev. Canon Ade Ademola signed a copy of the minutes and these were retained by the school for filing.

Chair's Initials:



4.2 Matters arising:

To note that unless noted below, all actions from the previous agenda have either been completed or are on the agenda for discussion today.

4.2.1 Attendees

It was noted that Mrs Beverley Hall had been attendance at the previous meeting and Mr Zach Malik had not been in attendance.

4.2.2 Minute No – 4.2.1 – Parking Restrictions

A Governor had asked for it to be noted in his absence that a public meeting on transport including parking issues had been held on 19.04.18 but unfortunately no one had been in attendance from either school.

Mr Ogle advised that he had discussed the above with Mr Latif and moving forward he was suggesting that a draft letter was developed that could be circulated to governors for submission to the LA

In addition, the matter could potentially be raised at the next Head's briefing on 7 June 2018 which was attended by the Director of Education.

Q – What are we asking the LA to do via the letter? Should we consider providing solutions to the parking issue for consideration?

A – Agreed as a valid point for consideration within the letter

ACTION: To prepare draft letters and co-ordinate circulation to governors and LBWF headteachers

4.2.3 Minute 6.5 – SIMS Behaviour Tracking

Governors were advised that the current behaviour tracking system was being effectively fully utilised in school and the addition of SIMS behaviour tracking would not contribute significantly to information available.

4.2.4 Minute 6.6 - IT Link Meeting – Social Media discussion

It was noted that this action point remained outstanding and it was agreed to carry them forward to the next meeting.

ACTION: To discuss social media at next IT Link meeting

4.2.5 Minute 7.33 - GET Structure

The Governors were advised that this information would be circulated to governors after the meeting.

ACTION: To circulate GET policy structure information to governors

4.2.6 Minute 9.1 – GDPR Training Dates

This information had now been received from Governor Services and would be circulated to governors for information.

ACTION: To circulate GDPR training dates to governors

4.2.2 Minute – 10.2 – Governor's Week

It was noted that this should be Parent's Week and not Governor's Week as noted in the minutes.

4.2.3 Minute 13.2 – Art Exhibition

A governor advised that the dates of the Art Exhibitions needed to be transposed as the wrong dates had been attributed to each school.

5 **CHAIR'S ACTION**

5.1 Rev. Canon Ademola updated that there had been no requirement to take Chair's Action since the last meeting.

6 **GOVERNORS TRAINING**

6.1 Courses attended

It was noted that Professor Quinsee had attended the Effective Governance Training session since the last meeting.

6.2 Identified Additional Training Requirements

Governors advised it would be beneficial for information and training sessions on a range of Trust procedures such as Disciplinary Committees, investigations, hearings, exclusions etc. to be provided to governors.

It was agreed to amend the start time of future LGB meetings to allow for these information sharing sessions to be held then.

ACTION: To note that future LGB meetings after 5 July 2018 will start at 6.15pm to support training delivery

7. **GOVERNOR VISITS**

7.1 Worship Visit

Rev. Conant updated that she had carried out a Link Governor Worship visit on 16 May 2018 and the report of this visit would be circulated shortly.

ACTION: To circulate Worship Link visit report

7.2 Art Visit

Prof Quinsee advised that she had visited St Mary's School on 23 March 2018 and St Saviour's School on 1 May 2018 to carry out Art visits. The report of these visits had been circulated to governors for information.

7.3 SATS Visits

It was noted that several governors had carried out visits to both schools during each of the KS2 SATs. Governors were thanked for once again overseeing the process.

ACTION: To submit SAT Visits reports to relevant head of school

8. **SCHOOL ITEMS**

8.1 RE & Godly Play Presentation

It was noted that this presentation had been circulated to governors prior to the meeting. Cannon Ade asked that should governors have any questions; please email them to him for forwarding to Khadisha Gerald.

8.2 Head of School Report – St Mary's

The Head of School provided governors with a verbal report covering the following key points:

- Admissions/roll information
- Staffing
- Attendance
- SEND
- Safeguarding

- Educational visits
- School productions
- Teaching and Learning
- SATS KS1 & 2
- Early Years

8.2.1 Racism/Bullying/Exclusions and Complaints

Governors were advised that there had been no incidents of racism, bullying or exclusions to date and no complaints had been received by the school.

8.2.2 Fire Drill

Governors were advised that no planned fire drill had taken place since the last meeting but one was scheduled to happen before the end of term.

Governors thanked Mr O'Brien for his report.

8.3 Head of School Report – St Saviour's

The Head of School provided governors with a verbal report covering the following key points:

- Admissions/roll information
- Staffing
- Attendance
- SEND
- Safeguarding
- Educational visits
- School productions
- Teaching and Learning
- SATS KS1 & 2
- Early Years

8.3.1 Racism/Bullying/Exclusions and Complaints

Governors were advised that there had been no incidents of racism, bullying or exclusions to date and no complaints had been received by the school.

8.3.2 Fire Drill

Governors were advised that no planned fire drill had taken place since the last meeting but one was scheduled to happen before the end of term.

Governors thanked Mrs Munden for her report.

8.3.3 Head of School reporting Cycle

Q – Why has this report been presented as a verbal rather than a written report?

A – As per the LGB Cycle of Business, the Head of School provides reports in rotational written and verbal format.

Q – When is the written report circulated?

A – Via the Drop box and is made available to governors approximately 1 week prior to the meeting to allow time for consideration and questions to be identified.

Canon Ade asked governors should they have any questions rising from any reports circulated, could these be directed through him so he could arrange for a central response to be made available to all governors. Governors can also raise questions at the meeting.

- 8.4 Annual Pupil Premium report – St Saviour’s
It was noted that this report had been circulated prior to the meeting for information.
- 8.5 Annual Pupil Premium report – St Mary’s
It was noted that this report had been circulated prior to the meeting for information but had not included the numerical supporting data this is now rectified. This can view the updated information via the school website:.
- 8.6 Annual Sports Premium Grant Report - St Saviour’s
It was noted that this report had been circulated prior to the meeting for information.
- 8.7 Annual Sports Premium Grant Report - St Mary’s
It was noted that this report had been circulated prior to the meeting for information.
- Q – Is the 2 hours noted a minimum for PE?
A – Yes and that does not include the daily mile or Fitness Friday
- 8.8 EYFS report – St Saviour’s & St Mary’s
It was noted that this report had been circulated prior to the meeting for information.
- 8.9 SEND Report – St Saviour’s
It was noted that this report had been circulated prior to the meeting for information.
- 8.10 SEND Report – St Mary’s
It was noted that this report had been circulated prior to the meeting for information.
- 8.11 Modern Foreign Language Report
It was noted that this report had been circulated prior to the meeting for information.
- Q – Within the report, it is noted that French is taught across all KS2 classes. Is this correct?
A – Yes but there have been some changes recently due to SATS but the timetable has been amended to ensure that catch up time has been factored into the next half term. The school are mindful of this issue and will consider it as part of their planning for SATS next year
- 8.12 Risk Assessment – St Saviour’s
It was noted that this report had been circulated prior to the meeting for information.
- 8.13 Risk Assessment – St Mary’s
It was noted that this report had been circulated prior to the meeting for information.
- 8.14 Philosophy for Children Report
It was noted that this report had been circulated prior to the meeting for information.
- 8.15 Art & DT Report
It was noted that this report had been circulated prior to the meeting for information.
- 9. SCHOOL BUDGET 2018/19**
- 9.1 Governors were updated that the following documents have now been prepared and are due for submission by 25 June 2018:
- Draft Budget 2018/19
 - Projected Outturn Report

Governors were advised that the budget is on track, a contingency is available and the school remains financially secure.

10. GENERAL DATA PROTECTION REGULATIONS (GDPR)

10.1. The Governors were presented with a training session overview of GDPR including reference to the actions that the Trust and school had taken to date to ensure compliancy by the implementation date of 25 May 2018. These actions included the key areas noted below.

10.2 Appointment of Data Protection Officer (DPO)

Governors were advised that the Trust has commissioned Judiciam to support with the GDPR implementation and as part of this, Craig Stillwell has been appointed as the named DPO.

Q – Are we covered by insurance if a data breach occurs?

A – Yes – indemnity insurance has been provided via Judiciam

10.3 GDPR Policies

It was noted that the following model policies had been circulated to governors for information prior to the meeting:

- Model Data Protection Policy for Schools
- Schools Personal Data Breach Procedure
- Policy & Procedure for reporting of Data Protection infringements by Employees
- Privacy Notice - Primary
- Privacy Notice – Staff

10.4 Guidance on the Use of Internet Services

Governors were advised that all staff at the school had signed an Acceptable User Policy as part of school procedures which covered the use of internet services.

10.5 Governor Secure Emails

It was noted that all governors would be provided with a secure email address for future use and this information would be circulated shortly. Governors were advised that this email must be used for all governor related communication.

ACTION: To send Governor Services new secure governor email addresses

10.6 GDPR Audit

Governors were advised that a GDPR audit was taking place on Friday 25 May 2018 to assess progress to date and actions required.

11. ANNUAL GOVERNANCE STATEMENT

11.1 It was agreed that this document would be reviewed and updated outside of the meeting prior to uploading onto the school website.

ACTION: To review Annual Governance Statement and upload revised version to school website

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Date of next meeting

Governors to note that the date of the next meeting is 6 July 2018 at 5.30pm at St Saviour's C of E Primary School.

- 12.2 Agenda Items
Budget Update
Forest Schools Update

- 12.3 Schedule of Meeting Dates 2018/19
Governors were advised that as the meeting schedule is centrally co-ordinated within the Trust, this information would be circulated in due course.

ACTION: Governor Services to contact Heather/Alison to obtain Schedule of Meeting Dates 2018/19

- 12.2 Governor's Briefing
Canon Ade advised that diary permitting; he would attend the next Governor's Briefing on 6 June 2018 at the Town Hall.

13. ANY OTHER BUSINESS

- 13.1 Forest Schools
Governors were provided with an overview of the current Forest School offer at St Saviours and the positive impact this had on children's learning.

Governors were advised that in order to continue to build on the Forest School principals, it would be beneficial for an area at St Saviours to be further developed to support learning in different contexts. It was noted that the estimated cost of this development would be circa £30K and some funding could potentially be via grant funding.

Governors voted to agree in principle to explore the Forest School proposed development at St Saviours in anticipation for implementation by September 2018.

It was agreed that a Building Sub Committee would be established to explore this proposal further. Rev. Conant, Professor Quinsee and Mr Lambert volunteered to represent governors and responsibility for the TOR development was delegated to the school.

ACTION: Forest Schools update to be agenda item for next meeting

- 13.2 Art Exhibition
In the absence of the Art Trail this year, Rev Conant offered the opportunity for the school to exhibit student art work in the church should they wish to do so.

- 13.3 Confidential Item
Members of staff other than the Executive Headteacher left the room and the Governing Body went into closed session to discuss a confidential item.

14. CLOSING PRAYER

- 14.1 The meeting was closed with a prayer from Mr Powell.

The meeting closed at 9pm

Chair: NEUD Canon ADE ADEWOL (print)

A - Adech (sign)

Date: 6th July 2018

Chair's Initials:
