

**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 6 JULY 2018 AT 5.30 PM AT ST SAVIOUR'S SCHOOL**

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

Foundation Governors

Mrs Alisha Anderson
Rev. Vanessa Conant

Parent Governors

Mr Iftakhar Latif

Staff Governor

Mrs Elaine McDonald-James

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
1.4	To present confidential minutes from 24.05.18 to next meeting for review and approval	Governor Services	Next LGB meeting
4.2.2	To prepare draft letters and co-ordinate circulation to governors and LBWF headteachers	DO	ASAP
4.2.4	To update on social media discussions following next IT Link meeting	SQ	Next LGB meeting
8.6	To contact Professor Quinsee re discussion over raised emailed questions on SDP	MO'B	By end of term
8.6	To prepare a Link Governor report following SDP discussion for circulation to governors for information	SQ	By next LGB mtg
8.8	To advise governors of overall number of G&T children	KM	By end of term
9.1	To circulate the draft minutes of the Personnel Committee meeting held on 28.06.18	KM/AB	ASAP

Chair's Initials:


9.2	To circulate the draft minutes of the Curriculum Committee meeting held on 25.06.18	MO'B/AB	ASAP
10.2	To include GDPR update in Headteacher's Reports	Heads of School	Ongoing
14.1	Date of next meeting: TBC Agenda Items: TBC	All /GS	Immediate
14.3	To forward Schedule of Meeting dates to Governor Services	AB	ASAP
15.1	To include road closure proposal information in school newsletter	KM/MO'B	Immediate
15.1	To draft letter for forwarding to LA expressing school's concerns about proposed road closures	KM	ASAP

1. OPENING PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

1.1 Opening Prayer

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

1.2 Apologies for absence

Apologies for absence were received and accepted from Mrs Beverley Hall, Mr Paul Powell, Prof. Susannah Quinsee, Father Salvador Telen and Mr Stuart Lambert.

1.3 Quorum

The Clerk confirmed that the meeting was quorate.

1.4 Notice of Any Other Business/Confidential items

The clerk advised that there were confidential minutes from the previous meeting to be reviewed and approved. However, as there were insufficient governors present to be quorate once staff governors left, these minutes were deferred to the following meeting for consideration.

ACTION: To present confidential minutes from 24.05.18 to next meeting for review and approval

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 The clerk advised that there was one vacancy on the Governing Body for a LA governor.

4. MINUTES

4.1 Governors received the minutes of the governing body meeting held on 24 May 2018 and these were agreed subject to the minor amendments noted below.

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 recorded below, all actions from the previous minutes have either been completed or are on the agenda for discussion today.

4.2.1 Minute 1.2 – Apologies for absence

Canon Ade advised that apologies for absence had been received from Mrs McDonald James. Governors agreed that these would be accepted.

4.2.2 Minute 4.2.2 – Parking Restrictions letter to headteachers

Governors were advised that this item had been deferred for completion until September 2018

4.2.3 Minute 4.2.4 – Social Media discussion at IT Link meeting

It was agreed that this item would be deferred to the next meeting where updates could be provided.

ACTION: To update on social media discussions following next IT Link meeting

4.2.4 Minute 14.1 – Date of next meeting

To note that this should read Friday 6 July 2018 at St Saviour's School

5 CHAIR'S ACTION

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

6 GOVERNORS TRAINING

6.1 Courses attended

Mrs Munden advised that governors had been informed of the date for GDPR training that took place on the 6 June 2018.

7. GOVERNOR VISITS

7.1 It was noted that there had been no governor's visits to either school since the last LGB meeting.

8. SCHOOL ITEMS

8.1 Headteacher Report – St Saviour's

The Headteacher provided governors with an overview of the written report that had been circulated prior to the meeting. This included reference to:

- Staffing
- Attendance
- SEND
- Inclusion
- Safeguarding
- Moderation
- Educational visits
- Data
- Teaching and Learning
- Monitoring & Impact
- Performance Management
- School Development Plan
- Community & Events

8.1.1 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.

8.1.2 Fire Drill

Governors were informed that a fire drill had taken place on Friday 29 June 2018 at 09.45am. A time of 2mins 56 secs to evacuate the building and account for everybody was recorded.

Governors thanked Mrs Munden for her report.

8.2 Headteacher Report – St Mary's

The Headteacher provided governors with an overview of the written report that had been circulated prior to the meeting. This included reference to:

- Staffing
- Attendance
- SEND
- Inclusion
- Safeguarding
- Moderation
- Educational visits
- Data
- Teaching and Learning
- Monitoring & Impact
- Performance Management
- School Development Plan
- Community & Events
- Lockdown procedure

8.2.1 Fire Drill

Governors were advised that a fire drill had taken place on Thursday 28 June 2018 at 2.45pm. A time of 3mins 17 secs to evacuate the building and account for everybody was recorded.

Governors thanked Mr O'Brien for his report.

8.3 Forest School Update

Governors were informed that following on from the last LGB, a Working Party had been established to look at the Forest School development.

As part of the Working Party remit, governors had:

- reviewed the specifications
- considered the quotes obtained for the work.
- identified the preferred quote
- recommended the preferred quote to the Finance Trust Board subcommittee

It was noted that the Finance Trust Board had accepted and approved the proposal.

The school had since liaised with the approved company, Lockwood Landscapes, re proposed start dates for works and further updates will be provided in due course.

8.4 Assessment Data Report – St Mary's

This report had been circulated prior to the meeting for information. Mr O'Brien provided an overview of the data report at the meeting including reference to

strategies that had been used to support improvement.

8.5 Assessment Data Report – St Saviour’s

This report had been circulated prior to the meeting for information and Mrs Munden provided an overview of the report. This included reference to the positive achievement of EAL and SEND students and the observation that when compared to KS1 data, every child in KS2 has made significant progress

8.6 School Development Plan (SDP) review - St Mary’s

This report had been circulated prior to the meeting for information.

The Chair advised that he had received an email from Professor Quinsee outlining a number of questions pertaining to the SDP review. It was agreed by governors that the email would be forwarded to Mr O’Brien for information and that he would contact Prof Quinsee to discuss these direct. These discussions could then be recorded as a link governor visit and shared with all governors in due course.

ACTION: To contact professor Quinsee re discussion over raised emailed questions on SDP

ACTION: To prepare a Link Governor report following SDP discussion for circulation to governors for information

8.7 School Development Plan (SDP) review - St Saviour’s

This report had been circulated prior to the meeting for information.

8.8 Gifted & Talented Report

It was noted that this joint school report had been circulated prior to the meeting for information.

Q – How many G&T children are there overall?

A – This information is available but not to hand so will be circulated after the meeting

ACTION: To advise governors of overall number of G&T children

8.9 School Playground Development – St Mary’s

It was noted that this proposal had been circulated prior to the meeting for information. Mrs McDonald-James provided an overview of the project and the timescale for implementation and completion.

Q – Is there just one contractor for the project?

A – No. The development is being completed by a number of contractors via a schedule of works

Q – Will the school be able to keep a record of the development so we have evidence of before and after the works?

A – Yes. This is already planned and can be shown to governors at a later date

Governors were informed that following the previous approval of the playground development project by the LGB, it had been presented to the GET Finance Board for consideration for approval.

The GET Finance Board had approved the project at their last meeting.

Q – Once complete, can there be a blessing ceremony at the opening?

A – Yes. This is already planned.

Mrs McDonald-James informed governors of the additional support that she had received from Ms Ellen Hanley in this area. Governors asked for their thanks to be extended to Ms Hanley.

8.9 School Playground Development – St Saviour’s

Governors were updated that playground developments were also taking place at St Saviour’s. This included the development of a creative art workshop in an existing provision in the playground area.

9. **SUB COMMITTEE UPDATES**

9.1 Personnel

Governors were updated that the Personnel Committee had met on the 28 June 2018 and draft minutes would be circulated in due course.

ACTION: To circulate the draft minutes of the Personnel Committee meeting held on 28.06.18

9.2 Curriculum

Governors were updated that the Curriculum Committee had met on the 25 June 2018 and draft minutes would be circulated in due course.

ACTION: To circulate the draft minutes of the Curriculum Committee meeting held on 25.06.18

9.3 Finance & Premises

It was noted that the Finance & Premises Committee had met on 21 June 2018. At this meeting the minutes of the meeting previously held on 22 February 2018 had been reviewed and agreed for approval.

The minutes of this meeting on 21 June 2018 were noted as approved and signed.

10. **GENERAL DATA PROTECTION REGULATIONS (GDPR) REPORT**

10.1. School Email Addresses

Governors informed that they were having some issues logging in to access email accounts. Mrs Munden advised that the school was aware of this and a solution had been found to resolve the situation. It was anticipated that governors would have no future problems accessing emails.

10.2 GDPR Update

It was agreed that in future, the headteacher’s reports would contain a GDPR update as a standing item

ACTION: To include GDPR update in Headteacher Reports

11. POLICIES

11.1 Governors were informed that the following Federation policies had been reviewed and ratified for adoption:

Above and Beyond
Anti-Bullying POP
Collective Worship SM
Collective Worship SS
Educational Visits
Handwriting
Induction
PE
Photographic Images
RE
Staff Handbook
Use of reasonable Force

11.2 Governors were informed that the following GET policies had been reviewed and ratified for adoption at the GET meeting on 5 July 2018:

Accounting
Anti-Fraud and Corruption
Business Charge cards
Consultancy Policy
Emergency School Closure
Gifts and Hospitality
Members', Directors' and Governors' Allowances
Risk management
Vehicles
Write Off Asset and Disposal

12. AUDIT OF THE SCHOOL'S WEBSITE & STATUTORY PUBLICATION OF DATA

12.1 School's Website Audit

Governors were advised that the above audit had been completed to ensure that all statutory document and information were available on the school's websites.

Q – Why is there no documentation relating to the audit in the circulated governor pack?

A – The audit is a physical check against an approved checklist which can be circulated.

12.2 Statutory Publication of Data

Governors were advised that this information is maintained by Governor Services and an updated report will be provided in the autumn academic term for uploading onto the website.

13. SELF EVALUATION FORM (SEF) UPDATE

13.1 This document had been circulated to governors prior to the meeting for information. Governors were reminded that as a live working document, it is regularly reviewed and therefore subject to change.

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

14.1 Date of next meeting

To be confirmed. Governors were reminded that future meetings would start at 6.15pm to allow for training to be provided prior to the full LGB meeting.

14.2 Agenda Items

To be confirmed

14.3 Schedule of Meeting Dates 2018/19

This information is currently being finalised and will be forwarded to governors and Governor Services in due course.

ACTION: To forward Schedule of Meeting dates to Governor Services

15. ANY OTHER BUSINESS

15.1 Potential Road Closures

Discussions were held on the proposed road closures in Boundary and Queens Rd and the impact this would have on St Saviour's School.

It was noted that the school had not been aware of the current consultation on this matter and therefore, potentially parents also would not be. It was agreed that it would be beneficial to share this information with parents via the school newsletter so they could reply to the consultation if they wished to do so.

It was also agreed that a letter should be sent from the Chair of Governors to the LA advising of their concerns over the proposal and the potential impact on the school.

ACTION: To include road closure proposal information in school newsletter

ACTION: To draft letter for forwarding to LA expressing school's concerns about proposed road closures

16. CLOSING PRAYER

14.1 The meeting was closed with a prayer from Rev. Canon Ademola.

The meeting closed at 6.55pm

Chair: Rev. Canon Ade Ademola (print)

A. Ademola (sign)

Date: 20/9/18

Chair's Initials:
