

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF ST ANDREW'S CE PRIMARY SCHOOL

17 SEPTEMBER 2018

MINUTES - PART 1

MEMBERS:

* *Revd Dr S Griffiths* - (Ex Officio)

Parent Governors

Mr P Cahalan
Mr A Okon-Williams

Headteacher

Miss C Mann (Ex Officio)

Foundation Governors

LDBS Mrs T Davis (Vice Chair)
LDBS Vacancy
PCC Mr R Bourne
PCC Mr C Willett
DS Mr J Roberts
* *Mrs M Mclean*
Mr T Harrison (Chair)

Staff Governor

Miss K Jones

Co-opted Governor

Ms N Ellis

Local Authority

* *Cllr M Rye*

* *Denotes absence*

Also attending:

Ms J Statham – Deputy Headteacher
Mrs A Keelan – Clerk

1. OPENING PRAYERS

NOTED that opening prayers were led by Miss Jones.

2. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Mrs Mclean and Cllr Rye.

NOTED that Revd Dr S Griffiths was absent from the meeting.

RESOLVED to consent to these absences.

3. DECLARATIONS OF INTEREST

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. None were made.

4. ELECTION OF CHAIR AND VICE-CHAIR

(a) Term of Office

RESOLVED that the Chair and Vice-Chair have a term of office of 1 year.

(b) Election of Chair

RESOLVED that Tim Harrison be Chair of the Governing Body.

(c) Election of Vice-Chair

RESOLVED that Theresa Davis be Vice-Chair of the Governing Body.

Governors unanimously agreed the appointments of Mr Harrison and Mrs Davis.

5. MEMBERSHIP

- (a) **NOTED** that the Governing Body was required to apply for a DBS certificate within 21 days of a Governor's appointment or election.

A Governor queried how often a DBS check needed to be repeated, The Headteacher explained that the School initiated the process for new Governors and this information was recorded on the School's Single Central Record.

RESOLVED

- (a) that a Governor's DBS be renewed where there was a re-appointment or approximately every 4 years;
- (b) to renew DBS checks for Mrs Davies, Mr Roberts and Ms Ellis.

ACTION: Miss Mann

6. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct

RECEIVED the 2017 NGA model Code of Conduct, a copy of which is in the Minute Book.

RESOLVED to adopt the NGA model Code of Conduct.

ACTION: All Governors

7. COMMITTEE COMPOSITION AND ORGANISATION

(a) Committee Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels.

RESOLVED

- (i) to amend the membership of the Governing Body's various Committees and Panels with delegated responsibilities as detailed in the Appendix to these Minutes;

- (ii) that each Committee elect a Chair and Vice-Chair at its first meeting of the academic year.

ACTION: Committee Clerk

(b) Annual Review of Delegated Responsibilities

RECEIVED the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book. The Document included recommended amendments to reflect recent changes in education policy and/or legislation. Governors reviewed the Document, focusing particularly on the recommended amendments.

NOTED that

- (i) Miss Mann updated Governors regarding the progress made towards compliance with the GDPR regulation. In response to a question Miss Mann explained that the School's relationship with the PTA came under its umbrella for GDPR and that its relationship with the PTA was not hindered under the new regulation changes;
- (ii) Governors discussed the need for a Home School Agreement. The Headteacher explained that the administration of asking parents to sign and return the Home School Agreement was onerous and no longer required;
- (iii) Governors discussed the DfE's recommendation of an external review of Governance and whether a review was due as the last one had been completed some time ago;
- (iv) Governors discussed the recommendation of good practice for a Governing Body to publish an annual governance statement to explain how it had fulfilled its responsibilities particularly in relation to core functions;
- (v) Governors discussed the Governors' Allowance Policy. There was a Policy in place but no Governors had recently claimed any expenses.

RESOLVED to

- (A) agree the Organisational Arrangement Document subject to the following amendments
- Page 2 School's Brochure amended to 'School's Website - ensure required information is available on the Website'. The associated comments box changed to show 'amended 2018';
 - Page 3 'Ensure School is compliant with the new General Data Protection Regulations' the responsibility for this was not delegated. The associated notes box to include 'including; produce data Protection Policy and Privacy notice (if required); appoint a Data Protection Officer; ensure staff are trained;
 - Page 3 Edubase is removed and 'getting Information about schools' site 'is added. in the comments box Edubase is replaced with 'site';
 - Page 3 'apply for' is added to Ensure Governors apply for DBS checks
 - Page 5 Home School Agreement deleted with agreement from Governors;
 - Page 6 child protection 'renew policy annually 'added and the notes box to include 'Need to ensure that the policy includes procedures to

minimise the risk of peer on peer abuse and how allegations of peer on peer abuse will be recorded, investigated and dealt with';

- Page 8 under Appraisal, the word 'annually' to be changed to 'regular' regarding policy review;
- Page 12 under contracts for premises work to add LDBS in the comments box to taking into consideration the Council's Contract Procedures Rules.

ACTION: Governing Body

- (B) that the following items be included on the agenda for the next Full Governing Body meeting on 12 November 18
- report formal feedback on the progress towards GDPR compliance;
 - to consider whether an external review of governance was needed and who would deliver the review;
 - 2017/18 Annual Governance Statement;
 - Governors' Allowance Policy.

ACTION: Miss Mann, Mr Harrison and Clerk

- (C) that Mr Harrison, Mrs Davis and Mr Cahalan support with writing the annual governance statement on behalf of the Governing Body for 2017/18.

ACTION: Mr Harrison, Mrs Davis and Mr Cahalan

8. MINUTES

The Minutes of the meetings held on 27 June 18 were confirmed and signed by the Chair as a correct record.

9. MATTERS ARISING FROM THE MINUTES OF 27 JUNE 18

- (a) Matters Arising (Minute No. 4 - Membership)

REPORTED the reappointment of Mrs Davis by the LDBS with effect from 1 September 2018.

- (b) New LDBS Governor (Minute No. 16 – Membership)

NOTED the continuing LDBS Governor vacancy due to the resignation of Mr Clifford. Miss Mann updated Governors with the progress towards filling the vacancy. She had approached two organisations and was having more success with Inspiring Governance. A Governor recommended contacting the Local Ecumenical Partnership.

- (c) Staff Survey (Minute No. 10)

REPORTED that 20 responses to the Staff Survey had been received, 9 of which were teachers who were not senior leadership. In general staff were satisfied. Balancing teachers' work load was an ongoing balancing act. It had been agreed that work emails would not be sent after 7.30pm or before 8am or at weekends. A common concern was the lack of budget for CPD. Ms Statham explained that SLT were aware of this but explained the budget meant that the cost of providing cover limited use of external courses. Staff were aware of this.

ACCOUNTABILITY AND MONITORING MATTERS

10. COMMITTEE, WORKING PARTY AND OTHER REPORTS

(a) Finance, Premises and Staffing Update

REPORTED that

- (i) the School was still hoping to end 2018/19 with a positive balance. The first quarterly report indicated that the School was on track with its budget. Teacher pay rises had now been agreed by the government but it was unclear how these were going to be funded after the first year;
- (ii) the School was delighted with its new hall which was now ready for use. The breakfast and after school clubs were up and running and there was an increasing demand for places. There were a few snagging issues which were being resolved with the contractors. Discussions were taking place with cleaning contractors regarding regular cleaning;
- (iii) the electrics for the fire system had been replaced during the summer break. There was an issue with dust and dirt produced from the work;
- (iv) staffing would be reported in Part 2 of the Minutes.

(b) Maintenance Contributions

NOTED that the maintenance contribution had been raised in 2017/18 to £35. Governors agreed that they did not feel that it needed to be raised again for 2018/19. Contributions had been collected through ParentPay. There was a discussion regarding the most efficient way to collect Gift Aid forms.

RESOLVED that the maintenance contribution for 2018/19 remain at £35 and that letters to parents be sent out by half term.

ACTION: Miss Mann

(c) Health and Safety Update

REPORTED that

- (i) Mr Bourne had conducted a H&S monitoring visit in the Summer term with the Site Manager. If there were any issues these would be reported at the next meeting of the Resources Committee on 1 October 18;
- (i) Cllr Rye had reviewed an anonymised version of the Single Central Record in the Summer term. There were no reported issues;
- (ii) a whole school fire evacuation practice would be carried out before the October half term.

11. REGISTER OF BUSINESS INTERESTS

Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

RESOLVED that the School provide hard copies of the Business Interests form at the next meeting of the Governing Body on 12 November 18 for all Governors to sign and the School to hold as a record and publish on its website.

ACTION: Miss Mann

12. POLICIES

(a) LA Complaints Procedure and Policy

RECEIVED the revised LA Complaints Procedure and Policy, a copy of which is included in the Minute Book.

NOTED that the School had spent some time reviewing its complaints procedure.

RESOLVED to continue to use the School's own Complaints Policy.

ACTION: Miss Mann

(b) LA Statutory Policies

RECEIVED the following LA statutory policies

- Model Safer Recruitment Policy for Schools;
- Safeguarding Checks on Adults who Have Contact With Pupils;
- The Management of Employee Absence and Ill Health Capability Procedure (Plus a Summary Leaflet for All Staff);
- Capability Procedure (Performance);
- Disciplinary Procedure;
- Redundancy, Redeployment and Reorganisation of School/PRU Based Staff;
- The Use of Fixed Term Contracts of Employment (Inc. Guidance and A Procedure for Terminating Fixed Term Employment);
- The Proposed Termination of Employment for a Reason Not Covered by Other Procedures.

NOTED that the revisions were either due to statutory changes or additional information/clarification to the Policy.

REPORTED that the DfE's Keeping Children Safe in Education 2018 guidance was effective from 3 September 18. The guidance had been strengthened and further clarified throughout. The key addition to the guidance was part 5 providing advice for schools on responding to and supporting young victims of sexual violence and harassment.

OTHER BUSINESS

13. LDBS SCHOOL BULLETINS

RECEIVED the LDBS School Bulletin for July 18, a copy of which is included in the Minute Book.

NOTED that Governors were referred to the Governance section in the bulletin.

14. GOVERNOR TRAINING AND DEVELOPMENT

(a) Training Attended

NOTED that

- (i) Mrs Davis and Miss Mann had completed the LA's online Fraud Awareness training;
- (ii) Mr Harrison, Mr Willett, Ms Ellis and Mr Cahalan had completed GDPR training at work.

(b) Governor Learning Walks

RECEIVED the 2018/19 schedule of Governor Learning Walks, a copy of which is included in the Minute Book.

RESOLVED that Governors email Ms Statham with dates they can attend.

ACTION: All Governors

(c) Questions from OFSTED for Governors

RECEIVED a copy of the The Key's suggested questions that inspectors may ask Governors during an inspection, a copy of which is included in the Minute Book.

NOTED that Governors were asked to spend some time before the November meeting reviewing the questions and thinking about responses.

RESOLVED to meet prior to the start of the November meeting to review feedback.

ACTION: All Governors

15. LOCAL AUTHORITY REFERRALS

NOTED that the Autumn Termly Pack for Governors had not yet been shared by the LA.

16. AOB

NOTED that the new breakfast and after school clubs started at the beginning of term in the new hall were becoming increasingly popular with take up for the breakfast club having increased from 55 places to 135 close to the capacity of 150 place. Similarly the take up of places for the after school club had increased from 70 places to 137. Feedback from parents had been very positive.

Governors thanked Karen and the staff for all their hard work and effective planning.

17. DATES OF FUTURE MEETINGS

RESOLVED that

- (a) the next meeting of the Governing Body take place on 12 November 18;
- (b) the following items be included on the agenda for the next meeting
 - an update regarding membership;
 - progress towards GDPR compliance;
 - to consider whether an external review of governance was needed and who would deliver the review;

- 2017/18 Annual Governance Statement;
- Governors' Allowance Policy;
- Register of Business Interests;
- Governor visits;
- update named Governors for the other committees.

(c) **NOTED** the following dates for the Governing Body meetings:

- 12 November 18 at 7.00 pm;
- 11 March 19;
- 25 June 19;

Confirmed and signed at a
meeting of the Governing
Body held on the 12 day
of November 2018