

Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Monday 9th April 2018 at 4pm.

Present

Lee Jowett – Co-opted Governor (Chair)
Jo Webb – Parent Governor
Neil Thorpe – Staff Governor
Sharmen Rahman – Parent Governor
Susan Hind – Authority Governor
Rhian Jones – Headteacher

In Attendance

Penny Cooper – Deputy Headteacher
Dan Cheetham - Deputy Headteacher
Robyn Cooper – Clerk to Governors

1) Apologies for Absence

Apologies were received and accepted from Jenny Bosworth, Rob John and Nazma Hamid.

2) Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted. For transparency purposes Jo Webb was a governor at Fosse Primary School.

3) Confirmation of the Minutes of the Last Meeting – 5th March 2018

The minutes of the meeting held on the 6th February 2018 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

4) Matters Arising

Item 14 Partnership Working Party – Mr Jowett had circulated the MOU to all governors.

5) Safeguarding competencies framework

The Safeguarding competencies had been recirculated to the governing body. It was agreed that governors would complete the governor section of the framework by the May FGB meeting. Mrs Cooper suggested that governors highlighted the training that they had undertaken.

ACTION: All Governors

Q (LJ): Had all staff now completed the framework documentation?

Mrs Cooper stated that they had worked with nearly all the staff on the framework and there were only lunchtime staff and some admin staff still to complete it.

Q (LJ): Had there been any safeguarding updates?

Mrs Cooper explained that they normally had the Safeguarding training for all briefing for all staff in November. It was highlighted that the Safeguarding Report/audit for the LA was due this term.

6) Review of Policies, Procedures and Publications

a) Behaviour Policy

The behaviour policy had been emailed out to all governors. Ms Jones highlighted that the policy had a few minor tweaks. The governing body agreed to the revised policy.

b) Financial Management Policy

The Financial Management Policy had been circulated to all governors. Ms Jones highlighted that minor changes (highlighted in red) regarding the backing up of data. Mr Jowett queried the last review date of the whistleblowing policy (November 2016). Ms Jones stated that it was a model policy and it was an LA review date and there had been no changes since November 2016. The governing body suggested updating the date to the when the school last reviewed/agreed the policy.

ACTION: RJ

The governing body agreed to the revised policy.

7) Governor Visits

a) Health and Safety

The Health and Safety visit report would come to the next meeting. Ms Webb highlighted that the actions from the visit had been fed back to the Headteacher and reported and minuted at the last meeting.

ACTION: JW

Ms Jones highlighted that the Gold award from health and safety audit had been received. She highlighted that the school could choose not to have an audit next year due to the lack of actions.

b) Sports Premium

The sports premium visit report undertaken by Prof John had been circulated to all governors and was noted.

c) EYFS – Susan Hind and Neil Thorpe

The EYFS visit report had been circulated to all governors. Mrs Hind and Mr Thorpe took the governing body through the report and highlighted how positive the visit had been. Mrs Hind highlighted that they had also spoken to the class teachers about outdoor learning and the more able pupils. The governing body discussed the impact of Singapore Maths and the pupil's enthusiasm for maths in school. Ms Webb asked about evidence of talking within the classes. Mrs Hind stated that the pupils were undertaking paired work and they were having discussions between themselves. Mrs Hind highlighted that they had discussed outdoor learning particular the impact of the new outdoor area and equipment. She explained that they had looked at some of the learning journeys. Ms Webb asked whether there was any particular area that staff had identified where resources were needed. Mrs Hind stated that the teachers had highlighted the need for some open ended construction equipment.

The following future visits were identified:

- Inventory Spot Check, Pupil premium and SEND – Mr Jowett
- Health and Safety (second annual visit) – Ms Webb and Mr Thorpe
- Safeguarding
- Anti-bullying (autumn term) – Mrs Hind
- Science – Mrs Rahman

ACTION: SR to liaise with RJ

8) Governing Body Business

a) Training and Development

The following training was highlighted:

- Ms Webb reported that she had attended a Higher Education conference as part of her work and there had been a session run by primary PGCE leader on Singapore maths. She highlighted that it had been interesting to see approaches from a governor

perspective. Mrs Rahman asked whether Singapore maths was part of the curriculum. Ms Jones explained that it was a scheme of work that the school had chosen to use. In response to a question from Mrs Rahman, Ms Jones explained why the school chose to use the scheme and how it was implemented.

9) [Redacted]

[Redacted]

10) Documents Received by the Chair of Governors

- Mr Jowett reported that he had received the information about a fixed term exclusion. Ms Jones provided some information about the circumstances and the support in place for the pupil. She explained that they were working with the pupil’s parents.

11) Any Other Business

There was no further business.

12) Date of Next Meetings

- Wednesday 9th May 2018
- Monday 4th June 2018 (first day back after half-term)
- Monday 2nd July 2018

13) Staffing Matter/updates (Non-Staff Governors Only)

The following item is minuted as confidential and is not available for public inspection, in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Part 4 section 15 (3) (a)

Signed9th May 2018