

**Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Monday 17<sup>th</sup> September 2018 at 4pm.**

**Present**

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

**In Attendance**

Nazma Hamid – Associate Member  
Penny Cooper – Deputy Headteacher  
Jane Ridgewell – CEO Designate, Attenborough Learning Trust  
Shelley Whitehead – Academy partnership facilitator/Project Manager, Cambridge Education  
Robyn Cooper – Clerk to Governors

**1. Election of Chair of Governors**

Following a secret vote, Mr Jowett was re-elected as Chair of Governors for a 1 year of office ending on 30<sup>th</sup> September 2019.

**2. Election of Vice Chair of Governors**

Following a secret vote, Ms Webb was re-elected as Vice Chair of Governors for a 1 year of office ending on 30<sup>th</sup> September 2019.

**3. Apologies for Absence**

Apologies were received and accepted from Jenny Bosworth, Robert John and Sharmen Rahman.

**4. 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.

**5. Register of Interests**

Those Governors present duly completed and signed their annual declaration of business and personal interests which were co-signed by the Chair of Governors. It was noted that these should be kept in school for audit purposes.

**6. Confirmation of the Minutes of the Last Meeting – 2<sup>nd</sup> July 2018**

The minutes of the meeting held on the 2<sup>nd</sup> July 2018 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

**7. Matters Arising from the Minutes**

**Item 5 Headteacher's Report**

- Mr Jowett still needed to seek clarification on the funding criteria from the Virtual Schools Team.

**ACTION: LJ**

- Mr Jowett and/or Ms Webb would attend a future meeting with the LAC office for the school. It was noted that the next meeting was in October and then February.

**Item 7 Governor Visits**

- Mr Jowett reported that he was still waiting for the science report from Mrs Rahman.

**ACTION: SR/LJ**

**Item 8 Health and Safety**

- The comparison data for the number of incidents (first aid) would be brought to the next meeting.

**ACTION: RJ**

**8. To agree to enter into a collaborative arrangement with Medway Community Primary School to take forward any staffing matters where there are insufficient governors eligible to serve on a panel.**

The governing body agreed to enter into the collaborative arrangement for the 2018/2019 academic year.

**9. To agree to enter into a collaborative arrangement with Uplands Infant School to take forward any staffing matters where there are insufficient governors eligible to serve on a panel.**

The governing body agreed to enter into the collaborative arrangement for the 2018/2019 academic year.

**10. To agree to enter into a collaborative arrangement with Hazel Primary School to take forward any staffing matters where there are insufficient governors eligible to serve on a panel.**

The governing body agreed to enter into the collaborative arrangement for the 2018/2019 academic year.

**11. Governing Body Business**

**a. Review of Governing Body & 2017/18 Action Plan**

The review of the governing body and action plan from 2017/18 had been circulated to the governing body. Following review of the governing body agreed the document.

It was noted that the items under parents and community marked amber would be brought forward to this academic year.

**b. Action Plan 2018/19**

The 2018/2019 action plan had been circulated to all governors. The governing body reviewed the action plan and agreed it.

Mr Jowett would send copies of the actions plan to Ms Jones to be uploaded onto the website.

**ACTION: LJ/RJ**

**12. Review of Policies, Procedures and Publications**

**a. Updated on swimming policy (enclosed)**

Mrs Cooper had shared the main risk assessment and separate risk assessment (for an individual child) with the Chair of Governors. The governing body agreed the policy and it was signed by the Chair.

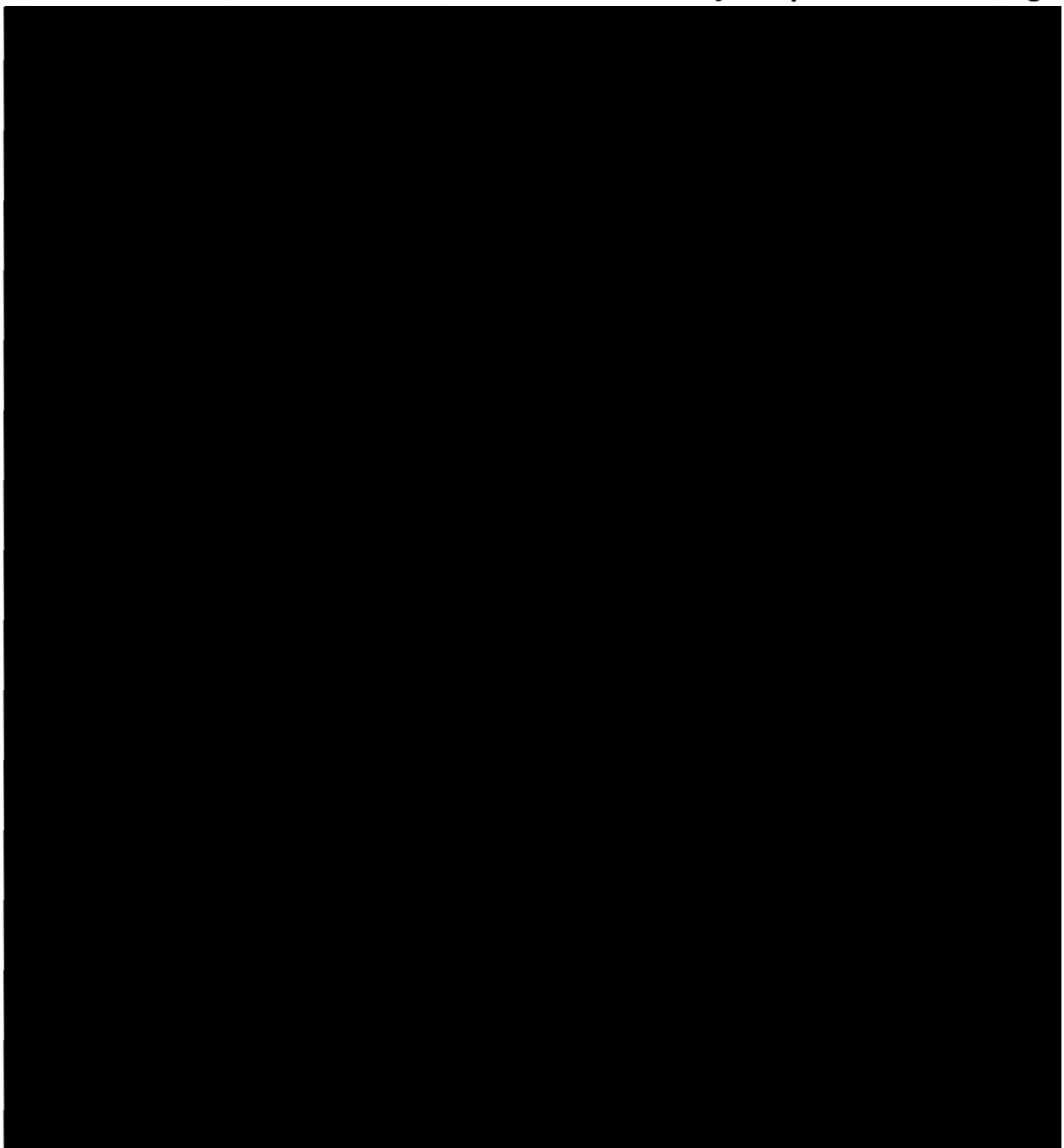
**b. Child protection updates (hard copies provided at the meeting)**

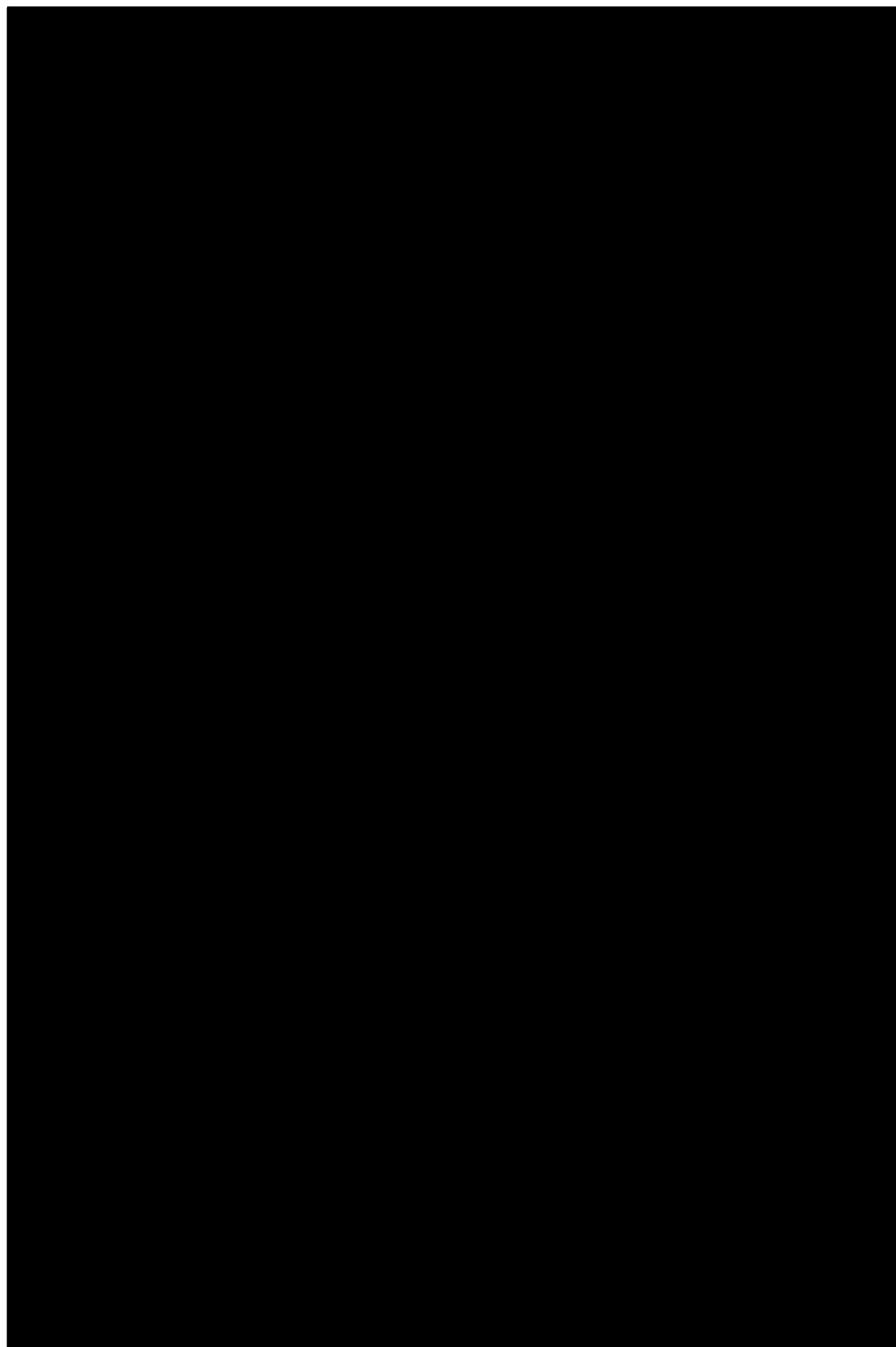
Mrs Cooper reported that there was an update provided to staff on the updated Keeping Children Safe in Education. She circulated copies to the governors and asked that all governors read the document before the next meeting.

***ACTION: All Governors***

Governors were invited to the whole school safeguarding training on the 4<sup>th</sup> October 2018.

***Penny Cooper left the meeting***







## **Item 11 Continued. Governing Body Business**

### **Item b. Action Plan**

#### Governing Body Self Evaluation

The governing body reviewed the self-evaluation document focussing on the points marked as amber. The strategic planning cycle was noted as an action for Mr Jowett and Ms Webb this academic year. Engaging with good practice, marked as amber, would continue to be developed through the work with the Trust.

### **c. Training and Development**

Mr Jowett proposed a similar expectation to the last academic year, governors to attend 1 face to face session and 1 e-learning course by the end of the year. The governing body agreed. Mr Jowett would put together a list of training opportunities.

***ACTION: LJ***

### **d. Governor link roles**

Mr Jowett proposed with retaining the same links as last academic year. The governing body agreed. Mr Jowett would recirculate the list.

***ACTION: LJ***

## **14. Arrangements for the Headteacher Performance Management and Pay Committee**

- Mr Jowett stated that the date for the Headteacher's performance management was Monday 5<sup>th</sup> November.
- It was suggested that the Pay committee take place during the week beginning 15<sup>th</sup> October.

Mr Jowett would email all governors to ascertain availability for both meetings.

***ACTION: LJ***

The pay policy would come to the FGB meeting on the 15<sup>th</sup> October.

***ACTION: Agenda Item***

## **15. Health and Safety**

Ms Webb stated that she and Mr Thorpe would undertake a health and safety walkthrough after half term.

## **16. Partnership Working Party**

This had been discussed under item 13.

## **17. Documents Received by the Chair of Governors**

- Governor Matters – NGA magazine

## **18. Any Other Business**

There was no further business.

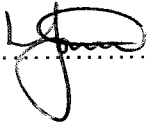
## **18. Date of Next Meetings**

### **Meetings for 2018/2019**

- Monday 15<sup>th</sup> October 2018
- Monday 19<sup>th</sup> November 2018
- Monday 17<sup>th</sup> December 2018
- Monday 11<sup>th</sup> February 2019
- Monday 18<sup>th</sup> March 2019
- Monday 13<sup>th</sup> May 2019
- Monday 24<sup>th</sup> June 2019

### **Additional dates**

- School Improvement Plan development meeting - 26<sup>th</sup> September 2018 – 1pm
- **\*\*Proposed\*\*** Thursday Dec 13th 2018 – All governing body ratification meeting (Attenborough Learning Trust) 16.30-19.30
- Whole school safeguarding meeting - 4th October 2018 at 3.15pm

Signed..........15<sup>th</sup> October 2018