



Denmead Junior School

Meeting Minutes

for the

Full Governing Body Meeting

Date / Location	Start Time	End Time
4 th September 2019 DJS, Bere Road, Denmead	5pm	6.05pm
Present:	Apologies for Absence	In Attendance

Elaine Viner (*Headteacher*)

Tracy Jones (*LA Clerk*)

Glenn Taylor (*Chair*)

Pamela Allsop-Smith

Gary Dawe

Graham Goddard

Andrew Kirby

Jo Marks

Ros Owen

Andrew Turk

Mark Willoughby

Linda Wilson

Item	Subject
1	<p>Welcome and Apologies</p> <p>Prior to the meeting Governors participated in a meet and greet with the school staff to celebrate the start of the new academic year. The Chair welcomed everyone to the FGB, particularly Andrew and Jo who were attending their first meeting. There were no apologies and the meeting was quorate throughout.</p>
2	<p>Election of Chair and Vice Chair for 2019/20</p> <p>Glenn Taylor initially stood for the role of Chair in May 2019. He was formally re-appointed as Chair with a further 12-month term of Office expiring in September 2020. Linda Wilson was similarly re-appointed to the role of Vice-Chair for a further 12-month term.</p>
3	<p>Declaration of Pecuniary Interest and Keeping Children Safe in Education (2019)</p> <p>No interests were declared for the meeting. The annual declaration of Pecuniary Interests and the updated KCSiE (Part 1) guidance had been circulated prior to the meeting and all those present signed the declarations.</p> <p>ACTION: Clerk to consolidate the annual PID return for publication.</p>
4	<p>Minutes and Actions from the meeting held on the 18th July 2019</p> <p>The minutes of the last FGB meeting had been previously circulated. The Governors reviewed the minutes and agreed that they were a true and accurate record of the meeting. They were duly signed by the Chair.</p> <p>All outstanding actions had been completed.</p> <p>ACTION: Chair to update the GB regarding the Parent complaint once the complaints process has been completed.</p>
5	<p>GB Business</p> <p>1. Appointment of new Governors</p> <p>Andrew Kirby had been formally co-opted to the GB at the July meeting. Following reconstitution the GB now has a vacancy for one co-opted Governor and one Parent Governor (PG)</p> <p>ACTION: Headteacher to issue a PG vacancy notice.</p> <p>2. Review of Governor roles and responsibilities</p> <p>The 2019/20 record of Governor roles and their responsibilities under the School Improvement Plan (RASIP) had been circulated prior to the meeting. Governors reviewed the document and considered if any changes were needed. It was noted that the monitoring objectives would be updated in line with the new RASIP which will follow the new Ofsted framework, being Quality of Education (a large topic area,) Personal Development, Behaviour and Attitudes and Leadership and Management.</p> <p>Governors discussed and agreed that monitoring and link roles would continue to be linked to each Ofsted criteria. For example, one Governor could monitor behaviour and attitudes. Whilst</p>

Signed: G Taylor (Chair) _____

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the GB reviewed the current roles it was agreed that final decisions would be taken upon receipt of the RASIP and the appointment of new Governors. All Governors were content with their existing responsibilities although they also agreed that it would be beneficial for some role shadowing to take place. The following amendments were discussed:

- Ros volunteered to cover curriculum and quality of education.
- Linda volunteered to shadow Ros on Inclusion and SEND.
- Andrew Kirby volunteered to shadow Mark on Maths and also shadow data.
- Jo: will cover diversity/equality with a link to personal development, behaviour and attitudes.

It was debated whether the new Parent Governor should be considered for a behaviour monitoring role as this was complimentary to the role of PG. Governors also considered whether some additional subject specific monitoring (e.g. science) would be of benefit and this will be reviewed again at the next meeting.

Current Committees were confirmed as follows:

Pay: Pam (Chair) Gary and Graham. Andrew Kirby to join.
Headteachers Performance Management (HTPM) Andrew Turk, Graham, and Ros.
Finance Sub-Group – Pam (Chair) Glenn and Linda

3. Election of Chair for the Pay Committee and Finance Sub-Group and confirmation of quorum requirements.

After discussion Pam was duly confirmed as Chair of both the Finance Sub-Group and the Pay Committee. It was noted that the FSG will need to meet to review the quarterly budget deficit submission and the dates for 2019/20 had been agreed. It was noted that as the May Bank Holiday had been moved from the Monday to Friday 8th May that this clashed with an FSG date so an alternative date for this meeting will be sought.

ACTION: Pam to propose alternative date for May FSG meeting

Quorum requirements for the FGB and Committees are 50% of Governors in post (rounded up) The FGB currently has 11 members therefore quorum would be 6. Committee quorum is 2.

Q: Is meeting attendance generally good?

A: Yes. Attendance is tracked and meetings are always quorate with good levels of participation.

ACTION: Clerk to correct the meeting calendar (reference to SFVS submission) and re-circulate.

4. Safeguarding Audit 2019 review and approval

Mark confirmed that he had spent the day with the Headteacher and Welfare Officer Lorraine Brown, reviewing the school safeguarding and the annual submission to HCC. There were no issues of significance to report. The school is complying with all safeguarding requirements. Following the review an action plan will be drafted for 19/20. Mark recommended approval of the annual online Safeguarding Audit submission and all Governors approved the proposal.

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	<p>ACTION: Formal Safeguarding Audit Submission and Action Plan to be circulated for review at the next FGB.</p> <p>5. Adoption of HCC Governors Good Practice Guide, Manual of Personnel Practice and Manual of Finance Practice (and any in-year revisions)</p> <p>The HCC Good Practice Guide had been circulated prior to the meeting and Governors had been advised that MoPP and MoFP were living documents available for viewing on the Hantsweb Governor Services Website. By adopting MoPP and MoFP the school benefits from the HCC model policies and standards of practice. HCC also negotiate County-wide employee arrangements. The Chair recommended adoption of the current MoPP and MoFP, along with any in year revisions, and all Governors approved the proposal. Adoption of in year revisions means that any changes agreed by HCC during the year are automatically adopted and incorporated for use by the school, ensuring that best practice remains up to date.</p> <p>6. Approval of the FGB Terms of Reference 2019/20</p> <p>The GB Terms of Reference had been circulated prior to the meeting. Governors approved the ToR subject to amendment of the effective date.</p> <p>ACTION: Clerk to update the ToR and circulate.</p> <p>7. Health and Safety Audit – plan for the year</p> <p>Graham confirmed that he will be meeting the site manager David Marley on the 1st October to review the 2018/19 activities and prepare the 19/20 plan.</p> <p>The annual site H&S will be scheduled for 5.30pm on the 17th October (before the next FGB) and all Governors are invited. The walk is led by David Marley and it is a good opportunity to tour the school and hear of any issues first-hand. Mark, Glenn and Linda hope to attend.</p> <p>One H&S issue has been identified for the new term. The green exit access button is being moved to a less accessible location.</p> <p>ACTION: Head Teacher to confirm availability of site manager for the walk</p>
6	<p>Headteacher’s Verbal Report and Self Evaluation</p> <p>1. Plans for the Autumn Term</p> <p>The Headteacher confirmed that the Inset Day had gone well and she thanked those Governors who had attended. There are several new staff this year and the themes involved maintaining consistency across the school without constraining creativity, by increasing teacher agency/staff autonomy. It is important that staff feel valued and their professionalism is recognised. Consistency is important but there is a balance to ensure creativity is not stifled for this can be demotivating. The school is also looking to broaden the appreciation and understanding of diversity. Pupil diversity has dropped following the departure of some Year 6 children. The new Ofsted framework is looking to raise the children’s understanding of diversity, the rule of law, British values etc to better prepare children for life in multicultural Britain. Denmead and the surrounding areas are not particularly diverse. The final theme for the year is nurturing staff wellbeing whilst in an Ofsted window. High quality staff will put additional pressure on themselves to deliver more in anticipation of an Ofsted visit. It was noted that research shows people will suffer stress for 2+ years before admitting this to anyone and there is a need to be aware of signs of stress in the workplace. Governors will continue to provide support where possible and ensure that visits are constructive and low impact. The recent staff survey shows that staff wellbeing has improved and the aim is for this to be maintained.</p>

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	<p>Governors discussed their role in setting strategy. The school vision was created following consultation. It was refreshed 2 years ago and may benefit from further review.</p> <p>ACTION 1: Headteacher to finalise and circulate the 19/20 RASIP for Governor review.</p> <p>ACTION 2: Staff and Pupil Survey Results to be discussed at the next FGB.</p>
7	<p>Policies for Review – Child Protection Policy</p> <p>Mark confirmed that the model CP Policy had only just been published by HCC. There are very few amendments to incorporate and the Policy will be reviewed and presented at the next FGB. The current CP Policy was only reviewed in November 2018 and is fit for purpose for the start of term.</p> <p>ACTION: CP Policy to be added to the October FGB Agenda.</p>
8	<p>Forthcoming Events</p> <p>Forthcoming events were discussed at the July FGB. Amendments are recorded in bold.</p> <p>W/C 9th September - Tregoyd residential – GD / GT Thursday 12th September Lower School Welcome Meeting 2.30pm - PAS Tuesday 17th September. Upper School Welcome 2.30pm RO / LW Monday 16th September – Emma Scribbens (LA Adviser) - Spelling Visit 3.45pm – MW confirmed Thursday 26th September open morning for prospective parents 9-11am - MW and GT tbc Tuesday 1st October Maths Stay and Learn morning (Place values) 9am – RO AK tbc Tuesday 8th October. LLPR Visit. 2pm tbc – LW and RO GT tbc Wednesday 9th October – Staff meeting with school partnership programme on curriculum. 3.45 LW confirmed. GT Monday 21st October – road safety citizens whole day event. 2 children will be attending the safety event on behalf of the school, to promote junior road safety. GD attending. Tues 22nd October Parents evening LW (tbc) and Thurs 24th - PAS Friday 25th October – Inset Day Tuesday 5th November open morning 9am. Thursday 7th November SATs information evening 7.30pm Tuesday 12th November – new parents evening</p> <p>It was noted that the Pay Committee will be meeting to review/approve all staff salary reviews on the 5th November (1.15pm-3.15pm) Prior to this meeting the Pay Committee will complete a paper review exercise to validate the appraisal process and consistency of application. The review exercise is completed on an annual basis. For the last 2 years this has involved a face to face discussion meeting with various staff to assess the process. Many of the staff have now been consulted in this manner, hence this year a paper review will take place.</p> <p>ACTION 1: Pam to liaise with the Pay Committee Members and agree the timing/scope of the paper review for completion before 5th November.</p> <p>ACTION 2: Governors to review the list of forthcoming events and confirm attendance where necessary.</p> <p>Andrew Turk reminded everyone about the Governor’s Forum which is a networking event that takes place once a term. Events are run by HCC at Henry Cort School and 2 Governors are invited from every school. Events also take place in different parts of the County (eg. Winchester) Details of the next event dates will be circulated when confirmed.</p>
9	<p>Effective Governance and Equality</p>

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	<p>The Governors reviewed the topics discussed during the meeting and agreed that the following demonstrated effective governance and consideration of equality issues: -</p> <ul style="list-style-type: none"> ➤ Review of terms of reference, Governor responsibilities and Committee membership. ➤ Inclusion, SEND and Equalities lead Governors. ➤ Safeguarding Review. ➤ Confirmation of Governor visits and engagement. ➤ Discussions on staff wellbeing and diversity awareness.
10	Date of Next Meeting – Thursday 17th October 2019 at 6pm (with a H&S walk at 5.30pm for those able to attend) Governors are reminded to pass documents to the Clerk at the earliest opportunity and no later than the circulation deadline of 10 th October.
11	Close
	With all business concluded the Chair thanked the attendees and closed the meeting at 6.05pm.



Full Governing Body Meeting held on the 4th September 2019

ACTION SHEET

Item	Subject	Action	Date Due
3	Clerk to consolidate the annual Pecuniary Interest Declarations	Clerk	
4	Chair to update the GB regarding the Parent complaint once the complaints process has been completed.	Chair	Oct 2019
5.1	Headteacher to issue a PG Vacancy Notice	HT	Sept 2019
5.3	1. Pam to propose alternative date for May FSG meeting 2. Clerk to correct the meeting calendar (reference to SFVS submission) and re-circulate.	Pam Clerk	Oct 2019 Oct 2019
5.4	Formal Safeguarding Audit Submission and Action Plan to be circulated for review at the next FGB.	Mark	Oct 2019
5.6	Clerk to update the ToR and circulate.	Clerk	Oct 2019
5.7	Confirm availability of site manager for the H&S walk 17/10	HT	Oct 2019
6	1. Headteacher to finalise and circulate the 19/20 RASIP 2. Staff and Pupil Survey Results to be discussed at the next FGB	HT	Oct 2019
7	CP Policy to be added to the October FGB Agenda	HT	Oct 2019
8	1. Pam to liaise with the Pay Committee Members and agree the timing/scope of the paper review for completion before 5 th November. 2. Governors to review the list of forthcoming events and confirm attendance where necessary.	Pam All	5 th Nov 2019 Oct 2019

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