



Denmead Junior School

Meeting Minutes

for the

Full Governing Body Meeting

Date / Location	Start Time	End Time
3 rd September 2018 DJS, Bere Road, Denmead	5.05pm	5.55pm
Present: 89% (8/9)	Apologies for Absence	In Attendance

Elaine Viner (*Headteacher*)

Ros Owen

Tracy Jones (*LA Clerk*)

Shirley Nellthorpe (*Chair*)

Pamela Allsop-Smith

Natasha Jones

Glenn Taylor

Andrew Turk

Gary Dawe

Graham Goddard

Item	Subject
47/18	<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 and noted apologies had been received from Ros Owen. The meeting was quorate throughout.</p>
48/18	<p>Election of Chair and Vice Chair for 2018/19</p> <p>Shirley Nellthorpe stood unopposed for the role of Chair and was duly elected. Upon election Shirley thanked everyone for their support and looked forward to a successful year.</p> <p>Glenn Taylor stood unopposed for the role of Vice-Chair and was duly elected.</p>
49/18	<p>Declaration of Pecuniary Interest</p> <p>No interests were declared for the meeting. The annual declaration of Pecuniary Interests had been circulated prior to the meeting and all those present signed their declaration.</p> <p>ACTION: Clerk to consolidate the annual PID return.</p>
50/18	<p>Minutes and Actions from the meeting held on the 12th July 2018</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>Actions: -</p> <p>37/18 Chair to convene a meeting to discuss the Accessibility Plan – to include Graham and Gary.</p> <p>38.1/18 Governors to consider if they wish to take up the role of Safeguarding Lead. After discussion, Shirley indicated that she was willing to undertake the role on an interim basis, pending recruitment of new Governors.</p> <p>38.3/18 Review of recruitment options. Governors discussed recruitment options and the prospect of existing Parent Governors moving to co-opted roles. The Chair confirmed that she had spoken with Governor Services who confirmed that HCC were not in receipt of any Governor applications. With the new intake of children it was agreed that it was a good time to advertise for new Parent Governors with the aim of concluding recruitment at the next FGB. The Meet the Teacher events may also be a useful recruitment opportunity. (13th Sept and 18th Sept.)</p> <p>Governors also discussed succession planning, given that the term of office of several Governors will expire in 2019. No Governors have indicated a desire to step down.</p> <p>ACTION: Headteacher to issue PG advert to Parents/Carers.</p> <p>38.7 Graham to remove racial incident reporting from the H&S report template. Graham confirmed that he is meeting David Marley on the 25th September and he will amend the template at that point.</p>

Signed: S Nellthorpe (Chair) _____

Date: _____

	All other outstanding actions have been completed.
51/18	<p>GB Business</p> <p>1. <u>Safeguarding Audit 2018 Review and Approval</u></p> <p>The Safeguarding Audit had been reviewed by Jeanette Hurst and circulated prior to the meeting. Governors approved the content of the submission but queried if the correct reporting template had been used. The document makes reference to September 2017 and KCSiE 2016. It was noted that the submission is input directly online and the document may be for information only. However the Chair agreed to check this with the Welfare Officer and ask Governors to ratify the final submission by email. It was also noted that the submission does not include specific action points and therefore an action plan may be useful.</p> <p>ACTION 1: Chair to confirm the Safeguarding Audit Template is correct. ACTION 2: Governors to approve final submission by email.</p> <p>2. <u>Review of Governor Roles and Responsibilities</u></p> <p>The 2017/18 record of Governor roles and their responsibilities under the School Improvement Plan (SIP) had been circulated prior to the meeting. Governors reviewed the document and considered if any changes were needed. After discussion it was agreed to wait until the new Governor recruitment had been completed before making any amendments. It was noted that the objectives would also need to be updated in line with the new SIP.</p> <p>3. <u>Election of Chair for the Pay Committee and Finance Sub Group (FSG)</u></p> <p>It was noted that the Pay Committee is currently Chaired by Shirley Nellthorpe and Finance (FSG) is Chaired by Glenn Taylor. After discussion Governors unanimously agreed to retain this structure, noting the FSG will need to meet at least 3 times a year to approve the quarterly deficit budget submission.</p> <p>4. <u>Adoption of HCC Governors Good Practice Guide, Manual of Personnel Practice (MoPP) and Manual of Finance Practice (MoFP)</u></p> <p>The Chair recommended adoption of the current HCC MoPP and MoFP, along with any in year revisions, and all Governors approved the proposal.</p> <p>5. <u>Approval of the GB Terms of Reference 2018/19</u></p> <p>The GB Terms of Reference had been circulated prior to the meeting. It was noted that the FSG is not a formal committee and does not need to be professionally Clerked, however meeting notes are taken and circulated.</p> <p>Governors approved the ToR subject to amendment of the FSG meeting regularity and updating the year to 2018/19.</p> <p>ACTION: Clerk to update the ToR and circulate.</p>

Signed: S Nellthorpe (Chair) _____

Date: _____

	<p>6. <u>Keeping Children Safe in Education (KCSiE) Annual Declaration</u></p> <p>The KCSiE Statutory Guidance had been circulated prior to the meeting. Governors were asked to sign the annual declaration confirming that they have read and understood the guidance.</p> <p>Governors then discussed the school policies having noted that the school website may need updating. HCC had advised that the Complaints Policy was not up to date, however it had been fully reviewed in March 2018. As the school adopts the HCC MoPP and in-year revisions, this automatically includes the major statutory policies and it is possible HCC updated the Complaints Policy mid year.</p> <p>ACTION: Clerk to review the school website and highlight any policies in need of update.</p> <p>7. <u>Health and Safety</u></p> <p>Graham confirmed the H&S review will be taking place on the 25th September.</p> <p>8. <u>Governor Vacancies</u></p> <p>Discussed under item 50.</p>
52/18	<p>Headteacher's Verbal Report and Self Evaluation</p> <p>1. <u>Plans for the Autumn Term</u></p> <p>The Headteacher confirmed that the Inset day had taken place that day, starting with a review of 2017/18 and a discussion on key objectives for 18/19. It was a good upbeat session with lots to celebrate. 17/18 had been a challenging year. Several staff members had and are still suffering family illness / bereavement. Mixed ages classes were introduced with logistical challenges and changes to working methods. The school had risen to all of the challenges and staff were positive and looking forward to the year ahead.</p> <p>The 18/19 focus will have three objectives – Metacognition, securing progress of vulnerable children and further developing the curriculum.</p> <p>Metacognition looks at developing children's understanding of how they learn. A review of learning makes a difference with motivation and how to get a grip on learning.</p> <p>Securing progress of vulnerable children – last year there were 4 children on a scale score of 99 – so very close to achieving the goal. There are a number of girls who lack confidence, particularly in maths. There is also a large group of middle attainers and this needs focus.</p> <p>In respect of the Curriculum – the focus will be on building success and inspiring curiosity in the curriculum and in the world. At the recent Armed Forces day, only one child asked if the officer saw any plastics in the sea, showing confidence and the ability to link their recent learning in class about pollution. There are good school trips planned, but there is a need to extend their impact on classroom learning. The school is aiming for their 'best ever year'. Year 5 / 6 have great potential.</p> <p>It was noted that Ofsted are moving to a new 4 yearly inspection regime so the school is currently not in an inspection window.</p>

Signed: *S Nellthorpe (Chair)* _____

Date: _____

53/18	Forthcoming Events Not discussed.
54/18	Effective Governance The Governors reviewed the topics discussed during the meeting and agreed that the following demonstrated effective governance: - <ul style="list-style-type: none"> ➤ Electing Chair and Vice Chair ➤ Review of Governor Roles / Succession Planning ➤ Safeguarding Review
55/18	Date of Next Meeting – Thursday 18th October 2018 at 6pm Governors are reminded to pass documents to the Clerk at the earliest opportunity and no later than the circulation deadline of 11 th October.
56/18	Close With all business concluded the Chair thanked the attendees and closed the meeting at 5.55pm.

Signed: S Nellthorpe (Chair) _____

Date: _____



Full Governing Body Meeting held on the 3rd September 2018

ACTION SHEET

Item	Subject	Action	Date Due
37/18	Chair to convene a meeting to discuss the Accessibility Plan	Chair	18/10/18
49/18	Clerk to consolidate the annual Pecuniary Interest Declarations	Clerk	18/10/18
50/18	Headteacher to issue PG advert to Parents/Carers.	HT	18/10/18
51.1/18	1. Chair to confirm the Safeguarding Audit Template is correct. 2. Governors to approve final submission by email.	Chair All	22/9/18 30/9/18
51.5/18	Clerk to update ToR and circulate.	Clerk	17/9/18
51.6/18	Clerk to review the school website and highlight any policies in need of update.	Clerk	17/9/18

Signed: *S Nellthorpe (Chair)* _____

Date: _____