



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
MONDAY 23<sup>rd</sup> SEPTEMBER 2019 AT 6.00pm**

**Present:** S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, J. Tate, E. Marks (associate), S. Kaye, S. Hibbert, Y. White

**Apologies:** F. Shah, B. Hemp, A. Kingsley, C. Wilson,

**Absent:**

**In attendance:**

Lucia Hawes (Clerk)

Item	Issue	Action
<b>1</b>	<b>Welcome &amp; apologies</b>	
1.1	Apologies were received from Al Kingsley, Fozia Shah, Catherine Wilson and Ben Hemp. Governors accepted these apologies.	
<b>2</b>	<b>Election of Chair</b>	
2.1	S. Hartropp was elected as Chair of Governors for a term of office of one year.	
<b>3</b>	<b>Election of Vice Chair</b>	
3.1	J. Tate and A. Kingsley were elected as joint Vice Chair for a term of office of one year.	
<b>4</b>	<b>Declarations of interest</b>	
4.1	All governors present signed the declaration of interest form. <b>Action: Absent governors to complete the declaration of interest form at the next meeting.</b>  The Headteacher declared that her husband runs the school website.	FS/BH/A K/CW
<b>5</b>	<b>Review of Standing Orders of the Governing Body</b>	
5.1	Standing Orders were reviewed and agreed.	
<b>6</b>	<b>Code of practice</b>	
6.1	Agreed and signed by governors. <b>Action: Absent governors to complete the Code of Practice form at the next meeting.</b>	FS/BH/A K/CW
<b>7</b>	<b>Review of delegation planner</b>	
7.1	There were no changes to the delegation planner.	
<b>8</b>	<b>Governor Objectives for the year (including pupil performance targets to be agreed in December)</b>	
8.1	Governors agreed that the main objective for the year is to ensure a smooth transition to becoming an Academy. Governors will make their official decision to join Hampton Academies Trust at the next Full Governing Body meeting in December.	
<b>9</b>	<b>Minutes of last meeting held on 15th July 2019</b>	
9.1	The minutes and the confidential minutes were agreed as a true and accurate record of the meeting.	
<b>10</b>	<b>Matters arising from the minutes</b>	
10.1	Item 4.2 – J. Tate and S. Hibbert had attended some Finance and Resources Committee meetings. <b>Action: Governors to attend a committee meeting for which they are not a member.</b>	All
10.2	Item 4.10 – There is a plan for governors to speak to lunchtime supervisors in the near future.	
10.3	Item 7.1 – Complete.	

10.4	Item 8.2 – <b>Action: J. Tate to sign the previous Strategic Development minutes at the next Committee meeting.</b>	JT
10.5	Item 8.3 - The Headteacher Performance Management meeting has been arranged.	
10.6	Item 9.2 – <b>Action: Chair to send some extra wording about governors to the Headteacher to add to the SEF.</b>	Chair
10.7	Item 11.1 – Clerk had informed Governor Services of C. Wilson’s reappointment.	
10.8	Item 11.2 – The Clerk advised that Governor Services has a new online course booking system whereby governors can book their own training. <b>Action: Governors to check the previous minutes to see which training they wanted to book onto and book their training online.</b> <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a>	All
10.9	Item 11.3 – The Governor Development Plan now forms part of the School Development Plan.	
10.10	Item 12.1 – <b>Action: Chair to update the Governor Monitoring Calendar.</b>	Chair
10.11	Item 13.1 - Clerk amended the Data Protection policy as requested.	
10.12	<b>Action: Chair to circulate the minutes from RSC’s headteacher panel meeting in June (when they approved our application to become an academy and join Hampton Trust).</b>	Chair
<b>11</b>	<b>Academisation update</b>	
11.1	The Chair and Headteacher had had a positive meeting with Helen Price and Caroline Behan from Hampton Academies Trust (HAT). All parents and staff have been informed about the intention to join HAT. The reaction and feedback received was positive.  <b>Action: Governors to attend parents’ evening on 30<sup>th</sup> and 31<sup>st</sup> October specifically to take questions about academy conversion and to help with surveys.</b>  <b>Action: J. Tate to draft a piece of information about the academy conversion ready for parents’ evening.</b>	All  JT
11.2	The Chair advised that they are working towards converting to an Academy on 1 <sup>st</sup> April but if this is not possible, it will be 1 <sup>st</sup> September. <b>Action: Clerk to add ‘governors to ratify a decision to join HAT to the next agenda.</b>	Clerk
11.3	Governors discussed legal fees, rebranding costs and the due diligence that both parties have to take. Governors suggested that a member of the admin team is given overtime to prepare hard copies of the large amount of paperwork that the Trust requires.  <b>Action: Clerk to send minutes and governor details to the Chair to send onto HAT.</b>	Clerk
11.4	It was agreed that the governor working party would be J. Tate, the Chair and the Headteacher. Minutes will be taken at each meeting and feedback will be given at FGB meetings.  Governors discussed the benefits of having central services when they become part of a Trust. They talked about costs, combined CPD, group purchases and the possibility of Dogsthorpe Infants’ working with Hampton Lakes primary in introducing ICT into Early Years. <b>A governor asked whether any surprises had arisen during the meetings with HAT.</b> The Headteacher said that the amount of paperwork that HAT requires was a surprise.	
11.5	The Chair reminded governors of the need to appoint a solicitor for the conversion process and suggested using the same solicitor (Duncan Pickering) that HAT used. JT declared that she knows this solicitor personally but has no business interest. The solicitor had quoted a total cost of [REDACTED]. The	

	<p>Chair had also received another quote from Greenwood solicitor who quoted an hourly rate at [REDACTED] and there was no indication how many hours would be needed. Governors unanimously agreed to use Duncan Pickering.</p> <p><b>Action: J. Tate and the Chair to meet to decide what due diligence they will request from HAT.</b></p>	
<b>12</b>	<b>Headteacher's report including School Development Plan (SDP)</b>	
12.1	<p>The Headteacher's report was sent to governors prior to the meeting.</p> <p>The Headteacher reported that the school is at full capacity.</p> <p>The Headteacher highlighted to governors that there are five children with EHCPs which is the most the school has had for several years.</p> <p>A governor queried whether staff are trained to look after the children in [REDACTED] with diabetes. The Headteacher said that [REDACTED] staff are trained to deal with this.</p>	
12.2	<p>A governor asked whether the school is fully staffed. The Headteacher confirmed that the school is fully staffed and she is looking at SEND to see how she can increase support for that area. A governor asked how the school compares with other schools in HAT with regards to SEND. The Headteacher said that she is uncertain of SEND numbers yet but is sure there will be an opportunity to share knowledge and expertise across the schools.</p> <p>A governor noted that the number of pupil premium children was low for Early Years (21 children) and asked what the effects are on the school. The Headteacher said that the school is still benefitting financially from last year's Year 2. But with the reduction in pupil premium children in Early Years, the school will have less than expected, but assured governors that this has been taken into account in financial planning.</p> <p>Governors congratulated the Headteacher on the 95% attendance figure for last academic year.</p> <p>A governor questioned whether the late arrival data corresponds with the attendance data. The Headteacher explained that they don't analyse the data in that way. <b>Action: Headteacher to look at attendance and late arrival data and identify any correlating groups.</b></p>	Head
12.3	<p>A governor questioned what the Behaviour flowchart/ ABCC grid chart is. The Headteacher explained that it creates a more structured approach for staff. The ABCCs record behavioural incidents and what is going to be done about it and these are being checked weekly. It helps with identifying any patterns. <b>Action: Headteacher to send new behaviour flowchart to governors.</b></p> <p>A governor challenged how the Headteacher is monitoring the benefits of the small classes. The Headteacher said that she has observed that it has created a calmer environment and teachers are calmer, behaviour has improved but there is no solid data evidence at this stage. By Christmas, the Headteacher wants to see that the writing data is on track. Governors said that they want to see this maintained year on year.</p>	Head
12.4	<p><u>SDP summer plan</u></p> <p>The SDP was sent to governors prior to the meeting. Governors thanked the Headteacher for a thorough evaluation of last year's plan.</p> <p>A governor noted that last summer the phonics data was below target and asked if phonics is on the SDP this year. The Headteacher confirmed that it is</p>	

	and has put it in with the reading. The Phonics Lead and EYFS L&T Manager will be attending phonics meetings with the Local Authority and a school reading working party is being established.	
12.5	<p><u>SDP annual plan – 2019-20</u> The plan was sent to governors prior to the meeting. There is a need to work on PSHE and G. Mansell's expertise will be used along with the new statutory document.</p> <p>Link governors for each area of the SDP were decided as follows: Subject leadership = J. Tate and Y. White; Revised curriculum – Strategic Development Committee and Governor Day; Quality of learning in EYFS and outdoor learning space – J. Tate and S. Kaye; Reading and parental engagement – S. Hartropp and F. Shah Attendance = Full Governing Body and S. Hartropp and S. Kaye Health and wellbeing – G. Mansell and Y. White; Attachment aware – G. Mansell.</p>	
<b>13</b>	<b>Safeguarding</b>	
13.1	<p><u>Annual safeguarding audit</u> The Headteacher advised that safeguarding audit was completed online and governors received a copy. G. Mansell reported that she is still pleased with safeguarding in school and she checks the Single Central Record on a regular basis and reported that all is in order.</p> <p>A governor questioned whether staff have to sign to say they have read the <u>DFE Keeping Children Safe in Education</u>. The Headteacher said that all staff have to sign to say they have read it via My Concern.</p> <p><b>Action: Safeguarding update for governors to be given at the next meeting. G. Mansell to give a brief overview of the changes.</b></p>	GM
13.2	<p><u>Review of safeguarding policies:</u></p> <ul style="list-style-type: none"> <li>- Acceptable Use/ICT – <b>Action: Acceptable Use/ICT to be added to the next agenda.</b></li> <li>- Anti-bullying – Agreed.</li> <li>- Prevent Statement – Agreed. <b>Action: Governors to do the online Prevent training via <a href="https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html">https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html</a></b></li> <li>- Safeguarding – Agreed. <b>Action: S. Hibbert to get the safeguarding policy for other providers/after school care settings;</b></li> <li>- Whistle Blowing - Agreed;</li> <li>- Procedures for dealing with allegations of abuse against teachers and other staff and volunteers - Agreed.</li> </ul>	Clerk  All  SHib
13.3	<p><u>Code of conduct for all adults working in school</u> Agreed.</p>	
13.4	<p>Governors signed to say they have read Keeping Children Safe in Education. <b>Action: Absent governors to sign KCSIE declaration sheet at the next meeting.</b></p>	FS/AK/ CW/BH
<b>14</b>	<b>Governing Body Monitoring</b>	
14.1	<p><u>Allocation of individual governor monitoring responsibilities</u> <b>Action: Chair to ask A. Kingsley if he would like to be the link governor for SEND.</b> <b>Action: Clerk to send the amended list to governors.</b></p>	Chair Clerk
14.2	<p><u>Decide on a programme of governor visits and governor days</u> The Chair sent a list of dates out to people. Helen Price and Caroline Behan from HAT will attend the first governor day on 6<sup>th</sup> Nov (all day). Other governor days are as follows: 12<sup>th</sup> March (12pm onwards); 24<sup>th</sup> June (morning up until 12pm).</p>	
<b>15</b>	<b>Policies</b>	

15.1	<u>Attendance Policy</u> Agreed.	
<b>16</b>	<b>Committees</b>	
16.1	<u>Review of committees and membership</u> Agreed in item 14.1.	
16.2	<u>Headteacher performance management panel</u> Agreed in 14.1	
16.3	Meeting dates were sent to governors prior to the meeting and were confirmed at the meeting.	
<b>17</b>	<b>Governing Body Development</b>	
17.1	<u>Clerking arrangements</u> Arrangements will remain the same.	
17.2	<u>Competency framework/skills audit/identification of individual governors' areas of expertise and knowledge</u> <b>Action: Clerk to re-send the finance audit to all. Governors to complete the finance audit.</b>	Clerk
17.3	<u>Training</u> See item 10.8.	
17.4	<u>Vacancies &amp; terms of office coming to an end</u> Yi White's term of office ends on 19th Jan 2020.  Staff elections will take place as S. Hibbert's term of office ends in October. <b>Action: Staff governor elections to take place.</b>	Head
17.5	<u>Governor Development Plan – Governance Handbook 2019 new requirements - Increase meaningful engagement with parents and listen to their views and be able to demonstrate the methods used to engage parents and how their views affect our decision-making;</u> Governors felt they do have meaningful engagement with parents particularly when they are on the playground/at parents' evenings and events/on Governor Days etc and discussed how to evidence this better, with ideas such as including parental feedback more clearly in minutes, being more specific about what we ask parents, asking parents about HAT on Governor Day/parents' evenings. Then parents' views can inform decisions more clearly at meetings.  <u>Review and streamline policies to cut unnecessary workload</u> In time, the school will bring policies in line with HAT policies which will help here. But it was felt that policies had become less onerous lately with a more streamlined approach	
17.6	<u>Governing Body Annual Statement</u> It was decided that this wouldn't be done this year.	
<b>18</b>	<b>Any other business</b>	
18.1	School teachers' pay awards – advising a [REDACTED] uplift for teachers and school leaders but the Finance and Resources committee will discuss this.	
<b>19</b>	<b>Items for next meeting</b>	
19.1	Safeguarding update, academisation, e-safety training next term, attachment awareness for next term.	

The meeting finished at 8.08pm.

Agreed as true and accurate record of the meeting.

Signed: .....

**Chair of the Full Governing Body**

Date: .....

**Action Tracker**

<b>Agenda Item</b>	<b>Actions</b>	<b>Who Responsible for Action</b>	<b>Complete</b>
4.1	Absent governors to complete the declaration of interest form at the next meeting.	FS/AK/BH/CW	
6.1	Absent governors to complete the Code of Practice form at the next meeting.	FS/AK/BH/CW	
10.1	Governors to attend a committee meeting for which they are not a member.	All	
10.4	J. Tate to sign the previous Strategic Development minutes at the next Committee meeting.	JT	
10.6	Chair to send some extra wording about governors to the Headteacher to add to the SEF.	Chair	
10.8	Governors to check the previous minutes to see which training they wanted to book onto and book their training online.	All	
10.10	Chair to update the Governor Monitoring calendar.	Chair	
10.12	Chair to circulate the minutes from RSCs headteacher panel meeting in June (when they approved our application to become an academy and join Hampton Trust).	Chair	
11.1	Governors to attend parents' evening on 30th and 31st October specifically to take questions about academy conversion and to help with surveys.  J. Tate to draft a piece of information about the academy conversion ready for parents' evening.	All  JT	
11.2	Clerk to add 'governors to ratify a decision to join HAT' to the next agenda.	Clerk	Done
11.3	Clerk to send minutes and governor details to the Chair to send onto HAT.	Clerk	Done
11.5	J. Tate and the Chair to meet to decide what due diligence they are going to request from HAT.	JT/ Chair	
12.2	Headteacher to look at attendance and late arrival data and identify any correlating groups.	Head	
12.3	Headteacher to send new behaviour flowchart to governors.	Head	
13.1	Safeguarding update for governors to be given at the next meeting. G. Mansell to give a brief overview of the changes.	GM	
13.2	Acceptable Use/ICT to be added to the next agenda.  Governors to do the online Prevent training  S. Hibbert to get the safeguarding policy for other providers/after school care settings;	Clerk  All  SHib	
13.4	Absent governors to sign KCSIE declaration sheet at the next meeting.	FS/CW/AK/BH	
14.1	Chair to ask A. Kingsley if he would like to be the joint link governor for SEND again. Clerk to send the amended list to governors	Chair  Clerk	Done

17.2	Clerk to re-send the finance audit to all. Governors to complete the finance audit.	Clerk	Done
17.4	Staff governor elections to take place if required.	Head	