

**FOWLMERE PRIMARY SCHOOL**  
**MEETING OF THE GOVERNING BODY**

**Wednesday 6 February 2019**  
**7.00pm in School**

**MINUTES**

**Present:**

Sarah Burge (SB), Chair  
Philip Atkin (PA), Head Teacher  
Clare Hobro (CH)  
Chris Martin (CM)  
Ashley Meggitt (AM)  
Andrew Page (AP)  
Nico Schonken (NS)  
Hayley Woods (HW)

Lynsey Perkins (LP), Assistant Head Teacher (Associate Member)

Lisa White (LW) (Camclerk) in attendance.

**1. Apologies for absence**

The Chair opened the meeting at 7.05pm. Apologies were received and accepted from Gill Heathcote (GH). Bruce Gilliam (BG) was not present but no apologies were received.

**Standing Items**

**2. Declaration of Interest**

There were no declarations of interest in relation to the agenda.

**3. Minutes of the last meeting and Matters Arising**

Draft minutes of the meeting held on 5 December 2018 were circulated prior to the meeting and were approved by the Governing Body and signed by the Chair as a true record.

**Matters arising from the meeting held on 8 May 2018**

**Item 11ii Any Other Business**

Monitoring visits


Arrange a SEND monitoring visit. **ACTION C/F SB/AM/PA**

Arrange a Maths monitoring visit. **ACTION COMPLETE**

**Matters arising from the meeting held on 19 September 2018**

Arrange a Data visit for Spring 1 or 2. **ACTION COMPLETE**

Arrange a Teaching Assistant visit. **ACTION AM C/F**

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## **Matters arising from the meeting held on 5 December 2018**

### **Item 4 Safeguarding**

Update website so that parents can easily access the relevant school policies. **ACTION COMPLETE**

### **Item 5 School Policies**

Membership of PRC needs to be agreed at the July FGB meeting. **ACTION SB**

Update Flexible Working Policy with points raised at December FGB meeting and bring back to governors for approval at February FGB meeting. **ACTION COMPLETE. See Item 6a of today's agenda.**

### **Item 8a Cluster Meetings / Academisation**

Add an agenda item for the February FGB meeting to revisit this subject following the next cluster meetings. **ACTION COMPLETE. See Item 9 of today's agenda.**

### **Item 9c Outstanding Governance**

Add an item for the February FGB meeting to discuss further the inclusion of Governance in the School Improvement Plan (SIP). **ACTION SB c/f**

## **4. Training Module**

It was noted that following the Governing Body's decision to use the NGA's online training portal, the Chair had circulated an email asking governors to complete the first module 'Key Functions of the Governing Body'. The Chair encouraged those governors who had not yet done so to please complete this module prior to the next FGB meeting in March.

**Following this, the Chair advised that an email will be sent to all governors confirming the next training module for completion. ACTION SB**

**A brief discussion took place regarding whether the Governing Body's Code of Conduct that was agreed at the September FGB meeting contains the Nolan 7 Principles of Public Life and it was noted that if this is not included, the Code of Conduct will be updated. ACTION SB**

**It was noted that Prevent Training will take place at the end of the meeting.**

## **5. Safeguarding**

### **a) Safeguarding**

The Safeguarding Link Governor explained that along with the Head Teacher, he is working through the Safeguarding Audit template, completing one action every half term.

It was noted that the Safeguarding Link Governor reminded governors that should they be approached by a parent regarding any Safeguarding concerns or allegations, governors must direct any such concerns to the Head Teacher. Or, if the allegation is against the Head Teacher, then this should be directed to the Chair of Governors.

It was also noted that Safeguarding data has been included in the Head Teacher's report and that on average, two safeguarding concerns are logged per week. The Head Teacher explained that comparative figures will be provided at each FGB meeting.

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## Items for Information or Approval

### 6. School Policies

#### a) Flexible Working Policy

It was noted that following a detailed discussion at the last FGB meeting and subsequent queries, this policy was updated to include the required amendments. **It was noted that the Governing Body approved the updated policy.**

#### b) Complaints Policy

The Chair advised that the school's current Complaints Policy (based on the County Council's model policy) is out of ratification and therefore needs re-approving. **It was noted that the Governing Body approved this policy.**

#### c) Vexatious Complaints Policy

The Chair explained that this is based on the County Council's model policy. **Following a brief discussion surrounding the model letters included in the model policy, it was noted that the Governing Body approved this policy with the proviso that the Head Teacher will use these letters with discretion ensuring appropriate language is used and that they are legally correct.**

**In addition, it was noted that the Governing Body agreed that the model letters did not need to be included in the public facing Policy.**

#### d) Communications Policy

The Chair advised that the school does not currently have a Communications Policy and asked governors to consider how the school communicates with the community, not only to inform them of events but also to promote the school.

A discussion followed where governors discussed the ways in which the school needs to communicate with the community and what types of thing need to be communicated. **Following this discussion, it was noted that a draft Communications Plan' will be put together for further discussion at the next FGB meeting. ACTION CH**

It was noted that there were no other policies for review.

### 7. Subcommittee Minutes

Minutes of Personnel Committee meetings held on 30 October and 19 November 2018 were circulated to governors for their review prior to the meeting.

It was noted that no questions were raised on these minutes.

### 8. School Data - Head Teacher's Report

It was noted that a Head Teacher's report was circulated to governors for their review prior to the meeting and included updates on the following:

- Pupil numbers
- Class structure
- Attendance
- Staffing
- Behaviour and Safety
- Training and Professional Development

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PA drew governors' attention to the slight dips in attendance but explained that this is primarily due to it being winter.

**A governor queried the attendance for the Achievement for All (AfA) pupils and it was noted that this is 1 or 2 children who have persistent absenteeism which is being worked on.**

**A further governor asked whether the 2 prejudice-related incidences recorded under the Behaviour and Safety section of the report were picked up as a direct consequence of the school's recent Anti-Bullying week. PA confirmed that these incidences did occur soon after and that this topic has since been tackled in PSHE units. PA advised that whilst these were not high-level incidents of prejudice, the school has still dealt with them in an appropriate way.**

It was noted that there have been no exclusions since the last report.

It was also noted that there have been no significant first aid incidents or accidents.

A discussion then took place regarding pupil numbers and how best to increase pupil intake at the school given the current expected intake of 11 in September.

#### **9. Cluster School Heads and CoGs updates**

The Chair updated governors that another local school's Governing Body recently voted against converting to an academy at this time due to a lack of evidence that academisation offers school improvement.

In addition, the Chair explained that future cluster meetings (both for Head Teachers and Chairs of Governors) will be minuted and that these minutes will be made available to the Governing Bodies of the cluster schools.

PA then explained that following the last Head Teachers' cluster meeting, it was agreed to consider forming a 'soft federation' of some type i.e. a partnership (informal, memorandum of understanding) or a collaboration (formal, with a Governing Body comprising the Head Teacher and a governor from each of the schools) with some delegated powers.

During this meeting, it was noted that the Head Teachers agreed that initially Finance Managers and School Business Managers would work together to achieve economies of scale to ensure cost effective services, including training and development. Maths and English subject leadership based on a model of collaborative school improvement will be a focus and consideration of how the schools obtain high quality training and support will also be looked at.

It was noted that feedback from both Head Teachers and Chairs of Governors confirmed that there is a keenness to work together in some way, but that a formal structure and what type of agreements are needed are still to be discussed.

PA confirmed that further updates will be fed back to the Governing Bodies of each cluster school.

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## Items for Discussion

### 10. School Development Plan 2018/2019

#### a) Governor Monitoring visits

##### i. Behaviour

It was noted that a Governor monitoring visit report was circulated to governors for their review prior to the meeting. A discussion took place on this report and specifically surrounding an incident that occurred during the visit. During this discussion, the following was noted:

- Certain children have issues with self-regulation;
- The school is already working on resolving these types of issue and a further MDS has been employed to help with issues at break times;
- Playtime supervision has been changed to address these issues short-term (when supervised, pupils behave better);
- LP has recently attended a 3 day STEPS behaviour training course which is a therapeutic approach to improving behaviour. It was noted that this was a 'train the trainer' course and the intention is for LP to train all staff members in the STEPS process with the aim to implement this fully in September. This is the school's long-term plan to tackle behaviour issues;
- **In conjunction with this, a new Behaviour Policy will be implemented for September and will be brought to the July FGB meeting for review and approval by the Governing Body. ACTION PA/LP.**

### 11. 2018/2019 Parent Questionnaire

#### a. SEND parent questionnaire

The Chair advised that this is the same parent questionnaire as last year but in addition, the intention is to send out a separate SEND questionnaire. It was noted that this is being put together by AM, PA and SB.

**It was noted that responses from these questionnaires will be fed back to the Standards Committee. ACTION PA**

### 12. Brexit – evaluation of potential impact and risk to Fowlmere School

The Chair raised this item in order to evaluate the potential impact and risk to the school of a 'no deal Brexit' with regards any possible staffing issues, catering supplies issues or if any pupil may be affected as they are an EU citizen.

PA advised that all staffing are still eligible to work and that a discussion has already taken place with regards catering. It was noted that the school has a responsibility to provide a state education for all pupils.

### 13. Date of Annual Strategy Review

The Chair proposed the 17 July 2019 as the date for the next Annual Strategy Review.

Signed  Date 13/3/2019

#### **14. Urgent Matters**

There were two items of other business discussed:

- i. New housing developments / Planning

The Chair advised that she will be writing to the County Council to confirm that the school / Governing Body wish to be consulted regarding any new housing developments in the local area.

- ii. Leading Governance Programme

The Chair explained that she has completed the above programme and wished to note her thanks to governors for their help.

#### **15. Date of next meeting**

Wednesday 13 March 2019 at 7.00pm.

There being no further business, the meeting closed at 9.15pm.

**It was noted that Prevent Training for all governors (except staff who have already had this training) took place after the meeting.**

Signed  Date 13/3/2019