

BRUNDALL SCHOOL

Minutes of the Full Governing Board Meeting

26th November 2018 @ 7pm

Present: Nicola Finch (NF) (Chair), Mel Garrett (MG), Rick Stuart-Sheppard (RSS) (Headteacher), Gerlinde Diehl (GD), Clare Perkins (CP), Harriet Power (HP), Lisa Taylor (LT), Paul Graveling (PG) Amy Gould (AG), Chris Downs (CD)

Minutes: Suzanne Burgess - clerk

Item		Action
	New governors Amy Gould and Chris Downs introduced themselves to the governors and were welcomed to their first meeting.	
1	Apologies None	
2	Declarations of interest GD noted her interest in any matters relating to the site plans as she lives close to the school. HP will leave the meeting early when items 8.8 and 9 are discussed – as staff governor she cannot be involved in these items.	
3	Minutes of Previous Meeting (17th October 2018) The minutes of the last meeting 17 th October 2018 were signed and recorded as a true record 3.1 Matters Arising MG asked if Chris Jefferson had any comments regarding the SFVS - NF advised no he didn't; she gave him the Themed Audit information which he was happy with. LT advised that some wine has been donated for the World Volunteer Day. RSS will forward LT a list of people attending. 3.2 Actions Update Action 1 – ongoing and linked in with the Feasibility Study. Action 2 – complete Action 3 – complete Action 4 – complete Action 5 – complete Action 6 – complete Action 7 – complete Action 8 – complete	

<p>4</p>	<p>Governor Matters</p> <p>4.1 Resignations and Vacancies There are no resignations and currently 2 co-opted vacancies. NF advised that she has invited Lee Taylor to apply for a co-opted position as she feels that he has a useful skills set/experience which would be good to have on the FGB. She has invited him to the January FGB meeting so governors can ask any questions regarding his application and he can see the FGB in action to see what's involved.</p> <p>4.2 Governor Training MG and NF attended the Governor Conference. NF – Safeguarding NF – Budget Meeting GD – Fraud Prevention and Awareness (online course) GD - will attend the Staff Inset Training on Safeguarding in January. PG – Reporting of Sports Premium</p> <p>4.3 Governor Visits to Schools MG SEN visit with the SENCo – NF thanked MG for another very good report. LT and MG met with RSS to discuss staff pay. RSS/GD completed the Safeguarding Compliance Checklist. NF attended the recent open event and several Friday Assemblies.</p>	
<p>5</p>	<p>Safeguarding GD and RSS met and went through the Safeguarding Compliance check list and advised that no action is required. Section 16 is new, Section 19 is to be kept as a standing Agenda item, Section 20 is new as per the changes required for 2018 and Section 21 is new. Everything else is to remain the same. This now has to be submitted annually online. NF asked if under Section 5 (Safer Recruitment) could she be added to this as she has done the training. GD will update accordingly. A question was asked about section 12. It was confirmed that everyone noted in this section has undertaken appropriate training and there is a sufficient number of suitably trained staff to ensure there is always coverage in the event of absence. NF thanked GD/RSS for their hard work.</p>	

<p>6</p>	<p>Headteachers Report</p> <p>MG asked RSS if the child that is transferring to the school has an EHCP – RSS advised no they haven't and MG asked if the school could sufficiently their needs. This will be looked at.</p> <p>NF asked about the boiler problems and RSS advised that both boilers are now up and running and are being monitored.</p> <p>CP advised that she thinks Mr Holmes should receive some recognition for all of his hard work on the rock.</p> <p>NF read an email to the governors that had been received from a prospective parent following the school's Open Event which was extremely complimentary about the school and what she saw when she visited.</p> <p>RSS advised that around 40% of the electricity is generated by renewables.</p> <p>There had been some excellent publicity for the Library gang in the local media.</p> <p>CP asked about the potential to run a 'Volunteers to Run Libraries' training session in March 2019? RSS thought this would be possible. NF thanked everybody that helped with the Library</p> <p>LT asked RSS when the Adoptive Children's meeting was and RSS advised that it was tomorrow (27th November).</p> <p>CP asked RSS what Norfolk Lakes is and RSS advised it is a water activities centre.</p> <p>6.1 LA Risk Rating Letter</p> <p>RSS advised that this is a confidential document currently sent to each school in Norfolk. The contents were noted. The areas highlighted have already been identified by us so there are no concerns.</p> <p>HP's presentation to governors about maths will be at the February FGB instead of January.</p> <p>6.2 2019-2020 Term Dates – For Approval</p> <p>There was discussion around the possibility of changing the December inset and first day of the holiday and moving both to the beginning of January. RSS/NF will discuss this at the SLT meeting and check with County to clarify what we can change.</p> <p>6.3 2020-2021 Term Dates – For Approval</p> <p>RSS/NF will discuss this at the SLT meeting</p> <p>6.4 Progress Data Update</p> <p>NF will look at the data at her forthcoming Link Visit, but the following was noted by RSS:</p> <p>Year 6 – 60% of the class look fairly solid but there are around 5 children in the class who are struggling.</p> <p>Year 5 – 50%/60% of the class are looking well, around 1/3rd of the class need watching and a few of the class are struggling.</p> <p>Year 4 – RSS thinks that this year group will move the most.</p> <p>Year 3 – consistent</p> <p>Year 2 – can make progress quite quickly.</p> <p>Year 1 – This is a solid group but quite a large number of pupils are struggling.</p> <p>Year R – Equivalent to National Averages.</p>	<p>RSS/ NF</p> <p>RSS/ NF</p> <p>NF</p>
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6.5 Curriculum Update

RSS advised re the potential Ofsted Change of Framework which is being consulted on. There was a feeling that the proposed changes could be a good thing as they would look more broadly at schools and change the emphasis on results.

6.6 Feasibility Study Update

NF and RSS updated governors on County's visit to look at the site and the options they are thinking about. They are currently putting together a report which will make recommendations for County approval – this is yet to be received by us – NF will chase.

Finance

7.1 BCR

E12 –noting the comment about the playground improvements, MG advised £20,000 relates to the exercise equipment and early years outdoor area which were funded by the PE money.

7.2 Budget Revision 2 – For Approval

NF attended the last Budget Meeting. There is new wording to go into the Finance Policy which CJ is going to forward.

The Teachers Pay Award – the first 1% is funded by schools and already factored into the budget. There will be a pay grant from the Government to assist with the balance however it must be noted that the grant is calculated based on pupil numbers, rather than covering the actual cost of the amount over and above 1% and will only run until 2020 to cover any additional pay award in 2019. It is unclear what will happen thereafter. Looking ahead, Teachers' Pension Contributions are potentially increasing from 16.48% to 23.6% and Support Staff pay scales may be changing. We have a Balanced budget for now but not sure what the final implications of the above will be going forward. Governors approved for NF to sign Revision 2.

7.3 School Fund Audit – For Approval

The findings and recommendations were noted and discussed. MG asked if it would help to do an SFVS visit and then look at the School Fund Audit aswell – RSS agreed. This was approved by governors.

7.4 Financial Benchmarking

This was reviewed and noted. It was felt that our results and other benchmarking indicators suggest that that we make good use of our funding particularly given we generally receive less than than comparator schools.

<p>8</p>	<p>Policies for Approval</p> <p>8.1 Charging Policy This was approved by governors.</p> <p>8.2 BPS Code of Conduct This needs to be added to the Safeguarding Policy. This was approved by governors.</p> <p>8.3 Bullying Behaviours Policy This replaces the Anti-Bullying Policy so delete that and replace with the Bullying Behaviours Policy. RSS will change the wording on this for when pupils may need to look at the policy. This was approved by governors.</p> <p>8.4 FOI Policy This was approved by governors.</p> <p>8.5 Whistleblowing Policy This was approved by governors.</p> <p>8.6 Assessment and Evaluation Policy This was reviewed.</p> <p>8.7 GDPR Related Policies and Procedures – for information The following policies and procedures have been implemented and were noted by governors:</p> <p>8.7.1 Data Breach Procedure</p> <p>8.7.1 Subject Access Request Procedure</p> <p>8.7.3 Clear Desk and Screen Policy</p> <p>8.8 Pay Policy HP left the meeting. This was approved by governors.</p>	<p>RSS</p>
<p>9</p>	<p>Staff Pay and Performance Management Summary This was discussed and minuted separately in a confidential minute.</p>	
<p>10</p>	<p>Identification of Confidential Matters Discussion in Item 9</p>	
<p>11</p>	<p>Any Other Business Look at the Governor Profiles on the website and make sure that they are up to date.</p>	<p>ALL</p>
<p>12</p>	<p>Date of Next Meeting 23rd January 2018 (Wednesday)</p>	

ACTION LOG

Action Item	Agenda Item	Action	Action by	Date By
1	6.2	2019-2020 term dates to be discussed at the SLT meeting and check with County to clarify what we can change.	RSS/NF	
2	6.3	2020-2021 term dates to be discussed at the SLT meeting.	RSS/NF	
3	6.4	Data to be reviewed at forthcoming Link Visit	NF	
4	8.3	Change wording on the Bullying Behaviours Policy	RSS	

Meeting Closed @ 9.15 pm

Signed by..... Position.....

As a true record of the meeting held 26th November 2018

At the meeting dated.....