



Meeting	Full Governing Body (FGB)
Date	Wednesday 15 th May 2019
Time	19:00
Location	School

Attendees		
Jim McLaren (Chair of Governors)	Andy Spens (Head Teacher)	Sarah Brown
Jo Chambers	Zoe Clark	Tracey Holford
Holly Kitching	Ann Lloyd	Julia Macgregor
Jo Martin	Kate Masters	David Moss
Diane Ponting	Anne Straw	Laura Derham (Clerk)

	Action Required By
<p>1. Apologies Received and accepted – IB, CC and ASm.</p> <p>The meeting was confirmed as being quorate.</p> <p>Parent Governor JMt is resigning from the Governing Board, this is her last meeting. CoG, on behalf of the Board, thanked JMt for her time and hard work and for chairing the Finance and Staffing committee (F&S).</p>	
<p>2. Declarations of Interest No changes were reported to the Pecuniary Interest Declaration Forms completed at the start of the 2018/19 academic year.</p>	
<p>3. Previous Minutes Minutes and Confidential Minutes of the 20th March and 27th March 2019 FGB meetings were accepted as true records of the meetings and were duly signed by the Chair of Governors (CoG) on behalf of the FGB.</p>	

<p>19:07 DM joins the meeting.</p>	
<p>4. Matters Arising Action: Clerk to look into obtaining LA email accounts for all Governors and having a Share Point set up for St. Helen's Action open – ongoing.</p> <p>Action: JMg will go back to Maxine and explain our attempts to access ASP to date and see if there are any further options Governor commented that ASP is migrating to the DfE website, as per a note in the Governor Services Summer Update. Governors will investigate this. Action open.</p> <p>New Action: Governors to investigate if ASP is being relocated and accessed via the DfE website</p> <p>Action: HT to report back to Governors on when the Learning Council have completed their session on 'Flying High' <u>Update;</u> Pupils are making a video about Flying High and to explain ethos, this will be uploaded onto the school website and twitter feeds. Action closed.</p> <p>Action: HT to complete a written note to confirm that we've communicated these points to OOSC (requirement for lock maintenance and regular code changes) Action completed and closed.</p> <p>Action: HT to look into placing a notice in the vicinity of the access gate stating that adults collecting children are not to tail gate</p> <p>Action: HT and Literacy Governor to inform Curriculum and Standards Committee of the outcome of any Left-handed vs. Right-handed gap Action completed and closed.</p> <p>Action: HT to report back on the impact of changes to Guided Reading, once reviewed <u>Update;</u> DHT RA is drafting the spend and impact report currently. This will be shared with Governors before the end of the academic year.</p> <p>Action: Clerk to add the CPD link to FGB agendas, going forward, and also send out to Governors as a reminder Action completed and closed.</p> <p>Action: CM to identify Governors that have served for longer than four years and repeat the DBS checking process <u>Update;</u> CM will be contacting the appropriate Governors imminently.</p>	<p>Clerk</p> <p>Governors</p> <p>HT</p> <p>HT</p> <p>CM</p>

<p>Action: HT to update the Safeguarding Action Plan with RAG Action completed and closed.</p> <p>Action: HT will review how to encourage use of TTR little and often <u>Update:</u> JL is working on a year plan for next year to where TTR will be profiled for certain periods.</p> <p>Action: Governors to email their partnership questions to the Clerk for collation ahead of next week's EFGB meeting Action completed and closed.</p> <p>Action: HT to check that Pre School Chair has given notice to the Jubilee Hall Committee Completed and closed.</p> <p>Action: Governors to approve the School Fund Audit (if happy with it) at the next FGB meeting Action completed and closed.</p> <p><i>All other actions completed and closed.</i></p>	
<p>5. Safeguarding Update A Governor Monitoring Record (GMR) has been completed detailing a recent Safeguarding meeting with the HT. This has been circulated to all Governors and was discussed at the Curriculum and Standards Committee (C&S) meeting last week (8th May). There was nothing further to report or discuss on this occasion.</p>	
<p>6. Health and Safety Update A recent focus, with the imminent arrival of the preschool onto the school site, has been to align policies with the preschool, especially in the areas of fire and lockdown procedures. One of the options under the current Evacuation Procedure is for children to walk to Marlwood, if the church and area surrounding the school needs to be evacuated. It could be a challenge for the preschool children to walk the distance to Marlwood school, in which case we would need to have other options. HT mentioned the possibility of using the Methodist church and will investigate this further so that there are other options. The annual H&S audit of whole site by the LA Delegated Services will take place on the 27th June from 9:30am. HT, H&S Governor, Caretaker and our External Contractor will be in attendance. AT and DM will also be attending if possible.</p>	

7. 2019/2020 Budget Review and Approval

7.1 Budget Report for 15.05.2019

All Governors had received the circulated report (Appendix 1)

7.2 2019/2020 Budget (Appendix 2)

The Finance Officer (FO) visit has now happened, the outcome and proposed Budget have been reviewed by the Finance and Staffing Committee.

- Our Brought Forward is £52k from 2018/19
- The forecast for future years doesn't look great, with projections typically looking like this. We aim to maintain a similar level of carry forward each year
- Entering into a partnership with St. Mary's, Yate has an impact of saving £7k
- Spend on Sports Coaching will increase slightly to allow more cover for PPA time
- The headline is the cut to Educational Support Staff and the requirement to review how Teaching Assistants (TAs) are used
- We will have increased need around SEND (EHCPs x 5) but we cannot recruit any additional resource to support these children. There is also less funding from the Local Authority (LA) for each EHCP, than we've ever had before
- We are proposing to review how we deploy TAs and DHT KC is working on a plan of how this might look
- The EHCP children will be supported, this is likely to mean that TAs may have to move from supporting a class to one to one support
- EHCP funding does not cover the first £6k of support that the school has to put in initially for each child
- Many schools have already had to revise how they use their TAs
- Governors will monitor the impact that this has on children through the C&S Committee versus the savings via the F&S Committee
- If savings can be made in any other areas, this would be preferable to making cuts to Educational Support Staff
- School will have to contribute significantly more to staff pensions from September 2019. The Government will be issuing funding to help cover this in the short term, but there is a risk in the longer term

Q. Do you plan to have a session with staff about support in the classroom, so that we can communicate the principle driver for the review and possible changes?

HT – Yes, the communication will need careful consideration as it may mean changes to contracted hours.

Q. The figure for car mileage allowances for staff isn't very high, should this be more if the EHT will have to travel between two sites regularly?

Governors discussed that as both sites are classed as the EHT's place of work, then mileage probably couldn't be claimed. Unless staff are embarking on a long journey, mileage isn't generally claimed, hence the low figure.

<p>Action: CoG and HT to establish if the EHT should be claiming mileage for travel between the two partnership school sites</p> <p>Foundation Governor also advised that the school can make small claims for to the Diocese, via Treasurer Matthew Hall, for funds from the interest account that was created upon the sale of the old St. Helen’s school site.</p> <p>Governors voted to approve the 2019/2020 Budget. HT will remove the outdated comments in the ‘Notes’ column and the kitchen equipment depreciation from future years, CoG will then sign the Budget prior to its submission to the LA.</p> <p>Approval of School Fund Audit Governors reviewed and approved the School Fund Audit (Appendix 3)</p> <p>Action: HT to clarify with the school secretary what the Contra is as listed in the audit of the School Fund</p>	<p>CoG & HT</p> <p>HT</p>
<p>8. Head Teacher’s Report</p> <p>8.1 Preschool Move</p> <ul style="list-style-type: none"> • Everything is ready but not yet signed, this will be done by the end of the week • The Preschool Lease is ready but will be updated with a clause under ‘Health and Safety’ for the Preschool to comply with any reasonable Health and Safety request made by the Head of School or Executive Head Teacher • A letter from the council has been obtained to support the move onto the school site • Lots of parents are waiting for the move to happen so that they can then take up the ‘full-time’ places <p>Governors discussed the duration of the lease (five years) and that after this time another lease may have to be drawn up, with a repeat of the costs involved. The preschool are happy to agree to the initial five year tenancy, which could then be made for a longer period if all is going well.</p> <p>Governor mentioned that it would be worth making sure that an extension of the lease wouldn’t count as a periodic tenancy, which would then make it much more difficult to get them to move out, should things not work out to the satisfaction of the school.</p> <p>8.2 School Lunches</p> <ul style="list-style-type: none"> • Governors DP and ASm have kindly agreed to assist CM in working on the tender document (we need a new provision from October 2019) • Parent Governors commented that there have been a lot of complaints in passing from parents about the current provision – from this view point, Governors felt that 	

<p>Learnings from the trip could be worked into a topic for the wider curriculum.</p>	
<p>9. Partnership Next Steps</p> <p>The recruitment process for the role of Head of School (HoS) has taken place. The outcome of this will be communicated to parents next week. The role will commence from the start of term 6.</p> <p>Governors involved in the process reported that the field of applicants was extremely strong, which made the decision on who to appoint into the role challenging.</p> <p>The Partnership Committee are next meeting on Tuesday 21st May. During the day, prior to the meeting, R. Bellis, a management consultant who has previously given time to the school, will be facilitating a leadership session for the new Senior Leadership Teams (SLT) of both schools.</p> <p>The new structures will roll out across term 6, including recruitment for two or three leadership positions, with everyone then being in place for September 2019.</p> <p>Governors discussed teaching arrangements for term 6, with the HOS moving into post. We will also hear by the end of the month if the secondment teacher will be permanently recruited by her current school. If the recruitment is confirmed we will then need to advertise a permanent role. Governors discussed possible scenarios around this.</p> <p>HT would like to work on some joint planning of the wider curriculum across the two schools, this will offer exciting opportunities for both staff and children.</p> <p>The Chairs of the respective school PTA groups have also linked up this week and have already begun sharing some great ideas for fundraising.</p> <p>Action: Governor link to the FoSH to be confirmed</p> <p>10. Wider Curriculum</p> <p>Parent Governor mentioned that a number of parents had, had some questions about the new approach to the wider curriculum and looking at things from a different point of view. Governors understand the importance of communication and bringing parents on our journey with this – HT is considering when to invite families into school to see the work that the children have been involved in.</p> <p>HT and Staff Governor reported that lots of positives from the new approach have been shared by staff at a recent staff meeting. Teachers are really enjoying the way that the new approach is challenging children and driving engagement.</p>	<p style="text-align: center;">CoG</p>

<p>10. Policies</p> <p>10.1 Health and Safety Policy v.2.2 (Appendix 5) Governors approved the H&S policy v.2.2 subject to the inclusion of a clause that the preschool comply with any reasonable requests from the EHT or HoS concerning Health and Safety.</p> <p>10.2 Whistle Blowing Policy (Appendix 6) Governors approved the Whistle Blowing Policy</p>	
<p>11. A.O.B.</p> <p>11.1 Date for next Governor Day The next Governor day will take place on Friday 5th July.</p> <p>11.2 Raising the Profile of Governors</p> <ul style="list-style-type: none"> • A number of ideas will be implemented; • Governors KM and DM will be present at the New Parents Meeting on Wednesday 19th June from 7pm • Governor photos and a short statement about the areas that they monitor will be compiled to update the school website <p><i>Action: All Governors to send a few lines about their responsibilities to ASt, who will compile for the website</i></p> <p>11.3 Governor Vacancies There will shortly be two Parent Governor Vacancies and one Foundation Governor vacancy. HT will start to profile the vacancies in the school newsletter before undertaking elections for the posts. Discussion around ways to address the Foundation vacancy indicated that it may be appropriate for an existing Parent Governor to take up the Foundation vacancy.</p> <p><i>Action: CoG to speak to ASm and IB about the vacancy for Chair of the Finance Committee</i></p> <p>11.4 Website Statutory Info Review <i>Action: HT will pick up with ASm to review the statutory information on the school website again</i></p> <p>11.5 Approval of Clerk’s Terms of Engagement Governors approved changes to the Clerks Terms (Appendix 7)</p> <p>11.6 Governor Help at Summer Fair A rota for the stall will be drawn up for the school fair on Saturday 15th June. There has also been a request for any available Governors to also help with setting up and break down.</p>	<p style="text-align: center;">All Governors</p> <p style="text-align: center;">CoG</p> <p style="text-align: center;">HT & ASm</p>

<p>Action: <i>Governors to indicate their availability to support the school fair on the rota, once drawn up</i></p> <p>Meeting closed at 21:00</p>	<p>All Governors</p>
<p>Date of Next Meeting The date of the next meeting is Wednesday 10th July 2019.</p>	

ACTION LOG

No	Date Raised	Action	Responsible
1	30/01/2019	Clerk to look into obtaining LA email accounts for all Governors and having a Share Point set up for St. Helen's	Clerk
2	15/05/2019	Governors to investigate if ASP is being relocated and accessed via the DfE website	All Governors
3	20/03/2019	HT to look into placing a notice in the vicinity of the access gate stating that adults collecting children are not to tail gate	HT
4	20/03/2019	HT to report back on the impact of changes to Guided Reading, once reviewed	HT
5	20/03/2019	CM to identify Governors that have served for longer than four years and repeat the DBS checking process	CM
6	15/05/2019	CoG and HT to establish if the EHT should be claiming mileage for travel between the two partnership school sites	CoG & HT
7	15/05/2019	HT to clarify with the school secretary what the Contra is as listed in the audit of the School Fund	HT
8	15/05/2019	HT to communicate the catering provider re-tender process to parents and investigate the current rise in complaints from families	HT
9	15/05/2019	HT to arrange an evening presentation to give more details of the proposed Uganda visit	HT
10	15/05/2019	Governor link to the FoSH to be confirmed	CoG
11	15/05/2019	All Governors to send a few lines about their responsibilities to ASt, who will compile for the website	All Governors
12	15/05/2019	HT will pick up with ASm to review the statutory information on the school website again	HT & ASm
13	15/05/2019	Governors to indicate their availability to support the school fair on the rota, once drawn up	All Governors

RAG Status Key

R	Red	A problem needs serious attention and action now
A	Amber	Not complete, in progress, a risk but not an issue yet
G	Green	On track, in progress and complete to plan, no issues