Roman Way Primary School
Governing Body

Minutes of the Meeting of 20th November 2018 at 6pm
Held in the Year 5 Classroom

Present

Mrs Tanya Hampton (TH) - Chair
Ms Sarah Jones (SJ) - Headteacher
Mr Kevin Peebles - (KP)
Mrs Natasha Jones – (NJ)
Mr Nick Mackey (NM) - Vice Chair
Mrs Laura Skeates - (LS)
Mr Ian Grocott (IG)

In attendance

Mrs Lucy Couch (LC) – Clerk
Mrs Philippa Stewart – School Finance Officer
Miss Philippa Dixon – Inclusions Manager

Agenda Items

Ref	
1.	**Apologies for Absence** All governors were present.
2.	**Declaration of Interests** TH reminded Governors that if they have any pecuniary or personal interests, relating to items on the agenda, they must be declared during the meeting.
3.	**Notification of Items for AOB/ Matters Arising from Minutes** LC confirmed all Governors has now been set up with a school email address. TH confirmed a SCR check had been completed. LC confirmed all Governors had completed their Skills Audit Sheet KP said he was half way through the website compliance check. TH advised that Primarysite had conducted a compliance check with LC in October and that LC had forwarded a list of actions to SJ which were in the process of being carried out. TH said she was yet to write a Chair Welcome message. TH and NM confirmed they had completed the Skills Audit Matrix. SJ confirmed she had approached 2 parents regarding the Governor role but neither were interested. SJ advised she had contacted Andrea Fraser, who was previously the Federation Bursar and she had confirmed she would like to become a Co-opted Governor. LC confirmed she would send an

	application form to Andrea Fraser. The Board agreed to hold an EFGB meeting for 27th November 2018. TH confirmed she was still working on a recruitment pack but had forwarded information to Simplyhealth. LS asked TH to send her the recruitment information as she has connections with TVBC. TH confirmed the Headteacher Performance Management meeting had taken place on 25/9/18 The Pay Policy had been agreed on 25/9/18 KP advised his visit had not been able to take place as planned. Due to the appointment of A Frazer to the board, this checking of details will be with be carried out by her.
4.	**Minutes of Last Meeting (1/9/18)** The Board agreed the minutes of the previous meeting to be true and accurate record. A copy was signed by the Chair.
5.	**Finance** **5.1 FO to present Revised Budget and Governors to approve** The revised summary and detailed budget report for 2018/2019 were distributed prior to the meeting. The report detailed a total recorded income of £1,407,552 and total recorded expenditure of £1,364,725 resulting in an in-year surplus of £42,827 and a cumulative surplus of £174,515. SFO reported that County had looked at the revised budget. SFO confirmed there is an in year deficit and a cumulative surplus. SFO confirmed the school is spending more money than it is receiving, however the school will not be affected until 2022. KP said that this financial situation was similar to what many schools were reporting. A Governor asked if we should be spending for today SFO confirmed that County have advised to spend for now, and not to have a big carryforward. The Board agreed the revised budget in words and numbers. **5.2 FO to report on completed Financial Controls** SFO confirmed there had been no financial controls completed yet, but the Board agreed this could be an action point for Andrea Fraser following her appointment as a Governor. **5.3 FO to report on review of Service Level Agreements** SLA expected costs and notice dates had been circulated prior to the meeting. SJ raised the concern that £24k was a lot of money to spend on Property Services when a lot of the little jobs that the school needs doing are not covered by Property Services. A Governor advised that she knew a school that had opted out of the Property Services SLA and had regretted it. The Board agreed that although the Property Service SLA was expensive it did provide peace of mind. TH advised she would feedback the concerns to the Governor Forum on 28th November.

A Governor asked whether the shared services for payroll and finance was needed

SFO confirmed the school definitely needed to keep this SLA as it was very beneficial.

A Governor asked what the Catering SLA was.

SJ advised this was the service provided by HC3S, which included them carrying out checks and attending the new Year R parents evening where HC3S provide food tasting sessions.

SJ advised the Board that the Staff Absence SLA was used for long term sick for teachers only.

The Board agreed it was important and great to see where the school's money was being used.

5.4 FO to report on After School and Breakfast Club

The After School and Breakfast Club income and expenditure had been circulated prior to the meeting.

The After School Club total income for the financial year was £7464 and expenditure £8872 resulting in a loss of £1408.

SFO advised the Board that ASC can't run at a loss and the loss was largely due to staff contracts - expenditure in the summer holidays when the school is closed. SFO said £7 is still cheap compared to other schools.

A Governor asked if the Club was now full after a decrease in numbers at the end of last academic year.

SJ confirmed the Club was full. SJ advised that some pupil premium money is used to pay for places at ASC. SJ said she was reluctant to increase the price after two increases in the last academic year. SJ advised that the Club needs to be remain affordable for the school's parents. SJ advised she had signed up for Grants for Schools.

TH asked SFO if the pupil premium money could be included in the figures next time.
SFO confirmed she would do this going forward.

A Governor asked if the supply of food at ASC could be stopped

SJ confirmed that due to the time of the Club a snack did need to be provided to the children.

The Board agreed that although not ideal, the school could afford the loss as it had been included in the budget for the next 3 years. The Board agreed to see what the ASC figures were like in July.

The Breakfast Club total income was £575 and expenditure was £858. SFO advised that last academic year the school had not received any income from Breakfast Club, however now the income was being split 50/50 with HC3S.

A Governor asked SFO for a contract to be written and signed regarding the split of income between the school and H3CS.

SJ said that pupil premium money was used to pay for Breakfast Club too.

	A Governor asked if this could be included in the figures next time too. The Board thanked the SFO for her financial reports and updates. The Chair and Headteacher signed the revised budget. SFO left the meeting at this point.
6.	**Disaster Recovery Plan** SJ confirmed the school does have a Disaster Recovery Plan which is up to date. Governors suggested a table top exercise in the spring term takes place where all staff and pupils can be aware of what to do if a certain scenario occurs. SJ did advise a Lockdown practice would take place before Christmas and a verbal report on the result of this would be provided at the next meeting.
7.	**Receive Governor Monitoring Visit Reports** The safeguarding and SEN Governor visit reports had been circulated before the meeting. **7.1 Safeguarding Governor Report** TH advised that the next Link Governor visit would include a walkthrough next term. KP advised that he wanted to make the school aware that CPOMS are not taking any liability for the data on their systems. KP said he would send SJ the information that Harrow Way had found. This will be discussed at the next meeting. **7.2 SEN Governor Report** Pip Dixon had found the visit really helpful. TH said she advised Pip Dixon to keep SEN information securely. That the folders need to be password protected but to ensure that SJ or LS know the passwords. NJ said she was really impressed with the pupil passport. SJ said she felt it was a very good decision to take Pip Dixon out of class 4 days a week. SJ said Pip Dixon now has the time to make and impact. She is able to empower staff by modelling in class. **7.3 Senior Leadership Monitoring Governor Report** IG provided a verbal report. IG advised he wanted to observe the dynamic of the SLT meeting. He said he was very impressed with the agenda for the meeting. He said that SLT members knew about the issues that were being spoken about and were actively able to solve the problems. IG said he would like to make a further visit in December and then would provide a written report for the next FGB meeting.

8.	**Policies** All policies, SEN report and GDPR Statement of Intent had been circulated before the meeting. **8.1 Behaviour Policy** A Governor asked if the policy was built on a model policy. SJ confirmed it was built on a model policy but personalised to Roman way School. SJ said the policy includes the pupil reward and sanction system. A Governor asked if these are displayed in school. SJ confirmed they are displayed in every classroom. SJ said the children are aware of what the school expects of them in terms of behaviour. A Governor asked if parents are aware of the policy SJ confirmed she would promote the behaviour policy to parents more. SJ advised that following Anti-Bullying week, the current Anti-Bullying Policy needs to be updated and this was agreed to be an item for the next agenda. The Policy was agreed by all Governors. **8.2 Admissions Policy** SJ confirmed the policy was based on the standard Hampshire Admissions Policy. SJ confirmed that the 2019 PAN was set at 30 and the Board agreed the 2020 PAN will be 30 too. The Board agreed this policy. TH advised the policy needed to be uploaded on to the school website in January. The Policy was agreed by all Governors. **8.3 Data Protection Policy** A Governor asked if the data mapping had been completed. SJ confirmed this had been done. SJ confirmed that initial staff training had taken place in the summer term of the last academic year. LC advised that the school had signed up to a SLA which included online training, subsequently this will need to be completed by all staff and Governors. A Governor asked if any breaches had been reported. LC confirmed no breaches had been reported as yet, however now that staff can complete the online training, information will be provided to all staff on the procedure to follow if there is a breach. The Board requested at the end of year the number of breaches reported to be included in the Headteachers Report. The Board agreed this policy. **8.4 GDPR Statement of Intent** LC confirmed the Statement of Intent was a standard document provided by Legal Services. The Board agreed the statement and The Chair & Headteacher will sign.

	8.5 SEND Information Report The schools Inclusion Manager joined the meeting at this point. She advised that County are withdrawing SENSA funding. She advised that she had applied for SENSA funding for 2 children at the school, as the school needed to apply before the end of December in order for the funding to continue. She advised it was a massive concern to lose SENSA funding as the school will not be able to provide support to the children that need it. She advised there are 4 children in Year R with Social Emotional Mental Health needs which effects cognitive and speech and language development. She advised SEN isn't usually identified in Year R so this was already a concern. She advised there are 3 adults in Year R but when they move to Year 1 it will be more difficult to provide the right support for the SEN children in this cohort as the number of staff reduces to only 2 in Year 1. The Board thanked the Inclusion Manager for her report. The Inclusion Manager requested the report was signed and a copy uploaded to the school website. SJ advised she would be expressing her concerns at Apple – Andover Heads group. SJ advised that County want schools to share humans and resources to meet the level of need in Andover. SJ advised there are no places left in special schools so more and more are coming into mainstream schools. SJ advised that a central SEN hub is being set up that all schools can access. TH said she would take the concern of lack of funding to the Governor Forum. The Board agreed that the expectation is that schools need to meet the needs of its children but there is not enough funding/support to do so.
9.	**Headteacher Report** The Headteacher Report was circulated before the meeting. SJ asked for feedback from the Board initially, on the format and volume of information included in the first written report. Governors agreed the report was very thorough and easy to read. The Board made the following comments on the Headteacher report. Ensuring the reception area was remedied showed the Head was making good decisions, ensuring money was accounted for and that the school was getting value for money. Having a weekly newsletter rather than termly, ensured good communication to stakeholders. It was requested going forward that the pupil profile and SEND data section was split into year groups, so that the Board are aware of the information/challenges affecting each class/key stage. In regards to a staff member's long term sickness, a Governor asked if this staff member was being supported by EPS and if the school was seeking appropriate support from EPS. SJ confirmed this to be the case.

	A Governor asked if there was enough budget to support the additional staff member that had been recruited. SJ confirmed there was, due to the fact a teacher had gone on a secondment to KEIS. A Governor asked if details of staff absences could be provided once a year and if the MOPP procedures were being followed. SJ confirmed she would provide details of staff absence in the summer term. SJ explained to the Board how a spreadsheet is kept (which is updated by the school AO) containing all staff absences which is tracked and monitored. This spreadsheet is highlighted when a staff member reaches a trigger point. Staff sickness forms are completed and information entered on to the IBC. A Governor asked how staff absence was covered SJ confirmed staff absence had been covered this term by the DHT and/or Inclusion Manager and now a fixed term NQT. The Board agreed that the DHT and Inclusion Manger covering staff absence, as well as recruiting an NQT on a fixed term contract ensured the needs of the children were effectively responded to and high quality teaching and learning was maintained. SJ explained that she does not take away PPA time and always asks for the same Supply teachers where possible. A Governor asked how the school ensures the well-being of staff, giving examples of working from home when on PPA or letting staff leave early on occasion. SJ confirmed she engages with staff regularly. SJ confirmed she had changed the marking process to reduce the amount of time teachers spend marking. SJ advised she cancels meetings if they are not required and will give time off to teachers for special events. A governor asked how behaviour is recorded and monitored in school. SJ confirmed bad behaviour is recorded on CPOMS. SJ advised that the Inclusion Manager provides support with challenging behaviour. The school has one child that is particularly difficult and the Inclusion Manager has made a behavioural plan for this child, which has a whole school approach. A Governor asked if poor spelling is a national problem SJ said she believed poor spelling was a national problem. Roman Way are using the "No Nonsense" scheme, which is starting to have an impact and children are improving year on year. A Governor asked if the inconsistency in marking such as floating full stops and misuse of a capital letter was a training or timing issue. SJ said she believed the inconsistency in marking was due both training and timing.

	LS advised the school was aiming for 75% ARE. LS said the school was focusing on GD task design, planning and opportunity and there has been positive results in monitoring. A Governor asked what support plans were in place to ensure the KS2 leader on secondment doesn't need to return to Roman Way and uses this as an opportunity to progress within the profession. SJ advised she was in touch with KEIS and received regular updates on the development and progress of the member of staff. It was suggested that the Headteacher has a 1:1 with the member of staff in the spring term to ensure they are being appropriately supported. The report detailed the school's current pupil premium profile, which totals 36%. A Governor asked how this compared to national SJ confirmed the national average is 13.6% so Roman Way is well above this. The Board agreed that in regards to safeguarding more detailed information was need in the report going forward. Examples given were: Information on how many children on CP/CIN plans, How many children were being supported by Early Help. How many offsite visits have staff needed to attend. Have Leaders had to contact the LADO Have any calls been made to Channel. The Chair advised SJ that she has the option to make an annual discretional payment to staff as per the pay policy.
10.	**Annual Plan for Offsite Visits** SJ apologised that she did not have a plan of Offsite Visits to present to Governors. It was agreed this would be an item for the next agenda.
11.	**Governor Visits** A copy of the school newsletter was distributed before the meeting. The newsletter informed Governors of the following dates School Nativity – Tuesday 11th December 9.30am and Wednesday 12th December 1.45pm School Christmas Fayre – Thursday 13th December 3.15pm
12.	**Pay** **12.1 Agree Pay Award for Headteacher** SJ left the room at this point. LS left the meeting at this point. This confidential item is minuted on a separate sheet. **12.2 Review Teachers Performance Management** TH, KP left the room for this point. SJ returned at this point This confidential item is minuted on a separate sheet. **12.3 Agree Teachers pay award** TH, KP left the room at this point

	This confidential item is minuted on a separate sheet.
13.	**Action Plan Review** TH confirmed that the Board were on track with the action plan.
14.	**Items For Next Agenda** Annual Plan of Offsite Visits Charging & Remissions Policy CCTV Policy Anti-Bullying Policy Acceptable Use Policy Attendance Policy Inclusions Policy
15.	**Impact of Meeting** All Governors were pleased they had agreed the above mentioned policies. All Governors were happy the revised budget had been agreed. All Governors felt the Headteacher's report was very thorough and gave a good overview of the school. All Governors were pleased that the Headteacher's & Teacher's pay had been agreed.
16.	**Date of Next Meeting** 5^{th} February 2018 at 6pm

Actions completed from previous meeting

Ref	Actions	Owner	Deadline
	All Governors to be set up with email addresses	LC	18.09.18
	SCR check	TH	19.11.18
	Complete Audit Skills sheet	IG, LS, SJ	21.09.18
	Follow up contact regarding recruitment from Andover Woman in Business forum	SJ	20.11.18
	Parents at Roman Way Primary School to be approached regarding Governor position	SJ	20.11.18
	Headteacher Performance Management Meeting	TH,IG,KP	25.9.18
	Agree Pay Policy	TH,IG,KP, SJ	25.9.18
	Skills Audit Assessment	TH/NM	21.09.18

Actions from this meeting

Ref	Actions	Owner	Deadline
	Chair Welcome message	TH	5.2.18
	Create Governor recruitment pack to be sent to local companies	TH	5.2.18
	Finance Governor Monitoring visit	KP	5.2.18
	Senior Leadership Monitoring visit	IG	5.2.18
	Admissions Policy to be uploaded to website in spring term.	LC	5.2.18
	Contract between schools with regards to the minibus	PS	5.2.18
	Send Prevent leaflet out to parents	SJ	5.2.18
	Offsite Visit Plan	SJ	5.2.18
	Contract between school & HC3S in regards to Breakfast Club money	PS	5.2.18

The meeting closed at 8.20pm

Signed (confirmed)……………………………… Date……………………

Chair of Governing Board for Roman Way Primary School