Roman Way Primary School
Governing Body

Minutes of the Meeting of 11th September 2018 at 6pm
Held in the Year 5 Classroom

Present

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

In attendance

Mrs Lucy Couch (LC) – Clerk
Mrs Philippa Stewart – School Finance Officer (SFO)
Mrs Natasha Jones (NJ)

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 pecuniary interest form had been received for SJ & NJ LC confirmed she had initiated the DBS check for all Governors (not including staff) LC confirmed ID badges had been created and distributed for all Governors LC confirmed federation logos and links had been removed from the website. LC advised she was yet to set up all Governors with school email addresses but confirmed she now has the necessary information in order to do so. TH advised she had not yet been able to complete a SCR check Not all Governors had completed a Skills Audit Sheet. Governors were reminded to do this. TH confirmed a letter to all stakeholders was sent out in July KP confirmed he had started the website compliance check but had not completed it. TH confirmed she had contacted KEIS reference collaboration LS confirmed she had created a Teaching & Learning Policy TH confirmed she had produced Terms of Reference SJ confirmed she had updated the Safeguarding Policy & Child Protection Policy

	TH confirmed she had created a Governor Code of Conduct TH advised she was yet to create a Chair Welcome message for the school website TH confirmed she had created a Governor Recruitment Advert TH/NM said they had not completed a Skills Audit Assessment as not all Governors had completed their sheets yet. SJ advised she was yet to approach parents at Roman Way regarding the Governor position TH advised she still needed to create a Governor recruitment pack that could be sent to local companies. LS confirmed the Governor Recruitment Advert was included in the newsletter in July LS confirmed she would speak with Philippa Stewart reference placing an advert on Hants Web
4.	**Minutes of Last Meeting (12/7/18)** The Board agreed the minutes of the previous meeting to be true and accurate record. A copy was signed by the Chair.
5.	**Terms of Reference** The Terms of Reference had been distributed prior to the meeting. TH confirmed there would be a minimum of 6 FGB meetings per year. The Board agreed the following Link Governor roles Finance Governor –KP SEND Governor –NJ Safeguarding Governor –TH Health & Safety and TDG –NM The Board agreed members of the Headteacher Performance Panel and this is minuted under agenda item 11.2. The Board agreed a limit of £5000 expenditure for the Headteacher before needing Governor approval. The Board agreed to seek guidance on the expenditure limit for the Headteacher when entering into a contract.
12.	**Finance & Premises** This item on the agenda was brought forward. **12.1 Monitor School Budget and Spending** The 5 Year Budget Summary Report, Budget Monitoring Report and Budget Variances had been circulated in advance of the meeting. SFO reported that the carry forward was healthy until 2021/2022. SFO advised she had spoken with Educational Finance Services who had confirmed that the school was correct in the fact it was spending for the children 'now'. SFO stated problems will come when the bulge years (Year 3 and 4) leave, as there will be an excess of teachers, although the school would hope for natural wastage. SFO stressed the importance of baring this in mind if staffing issues/recruiting arose in 2021/2022. KP said that this financial situation was similar to what many schools were reporting. Governors asked if there was a known reason for the increase in electricity costs.

	SFO said that there had been a rise in energy costs. SJ advised that the school is very hot on ensuring lights and electrical equipment are turned off. Governors asked what the status of the distribution of costs for the mini bus was after 'Defederation'. SFO confirmed the mini bus costs were being shared 3 ways still. Governors asked that a contract be set up in writing between Endeavour, Roman Way and KEJS to ensure there are clear financial and staffing responsibilities for the schools regarding the Mini bus. Governors asked how the sharing of costs worked between the 3 schools. SFO confirmed the maintenance costs of the minibus are split equally. SJ suggested a focus for fundraising could be the schools own mini bus and this was agreed by the board Governors asked about the expenditure on car allowance. LS said there had been a lot of training courses which staff have travelled to last year. SFO advised that staff do try to car share where possible. Governors requested that a more realistic amount of travel allowance was budgeted for next year. **12.2 Review Financial Internal Controls** SFO stated the last internal control audit was carried out in November 2017 and was based on income received. SFO advised she had a checklist from county and suggested an audit/monitoring visit took place on one item per term. KP will support the process and ensure Governor oversight for this process. **12.3 Confirm Key Dates 2018/2019 for Financial Compliance** SFO confirmed she would send TH a copy of the key dates for Financial Compliance. The Board thanked SFO for providing the financial reports. SFO left the meeting at this point
6.	**Governor Code of Conduct** The Code of Conduct had been circulated in advance of the meeting. All Governors agreed to adopt the Code of Conduct.
7.	**Collaboration Agreement** TH confirmed that Knights Enham Infant School (KEIS) were happy to form a collaboration agreement with Roman Way Primary School. A copy of the agreement had been circulated to the Board prior to the meeting. TH confirmed the Chair of KEIS and herself would sign the agreement next week. TH also advised that KEIS have been invited to join Roman Way's training and were also happy to share their FGB training.

8.	**School Improvement Plan (SIP)** **8.1 Review and Agree SIP** A copy of the SIP had been distributed prior to the meeting. SJ said that Driver 2 – Pip Dixon (SENCo) being out of the class this year was having a great impact on school so far. SJ reported that Pip Dixon had already been able to attend a TAF meeting and was taking on safeguarding work as she was now a DSL. SJ stated the school has SLT meetings (Senior Leadership Team) to ensure the Drivers are having an impact. SJ explained all the Drivers were data driven based on the data from last term. SJ advised the the SIP was a working document that changed with the needs of the school. A Governor asked how often the SLT meetings were. SJ confirmed SLT meetings are weekly and members share their findings from the monitoring they have carried out. A Governor asked what the dynamic of the meeting is, and how open and free it was SJ advised the meetings are very open and honest. SJ said she has built a culture where there is no blame, if there is an issue/problem it is explored and an improved way forward is agreed. SJ said she has an overall vision of what each member of SLT is doing. SJ stated the Drivers are looked at weekly and at the end of each data drop. Drivers are then reviewed to see if they need changing. A Governor asked when a copy of the 3 Year Strategic Plan would be ready for Governors to review. SJ confirmed that it will be ready for the next meeting. IG asked SJ if he could sit in on an SLT meeting as part of a monitoring visit which SJ warmly welcomed. **8.2 Schedule Monitoring visits to support SIP** It was agreed Governor monitoring to support SIP would be discussed under 16.4 **8.3 Discuss 3 Year Strategic Plan** It was agreed the 3 year strategic plan would be looked at in the next meeting. SJ confirmed she would be involving all stakeholders in the development of the plan.
9.	**Headteachers Verbal Report** SJ confirmed pupils had made a good start back to the new year. She advised most children had compiled with the new uniform. SJ advised a new galleon had been built over the summer in the KS1 playground. Some pitfalls had been found. In order to keep children safe SJ advised some rules had been made for playing on the galleon. SJ reported there were a few snagging issues which Rhino Play have agreed to put right free of charge. Holes are to be cut in the dark corners of the stern for staff to see through, a rail is to be added, the ship would be sanded to remove splinters and the safe matting is not graduated so is currently a possible trip hazard so this will be graduated. SJ said the galleon was purchased with sports premium money to keep children active. SJ advised the galleon rules had been sent home to parents and that children had also had some involvement with the rule making. SJ felt she had done everything to ensure the children play safely on the boat.

	SJ confirmed staff are back feeling motivated and that the school is lovely place to be. SJ advised that the school was fully staffed, however Mr Hill (KS2 leader) would be on secondment to KEIS as a Deputy Headteacher from October half term and that the school was actively recruiting for a replacement full time Year 4 teacher. SJ commented that she was pleased for Mr Hill to take the next step in his professional career and was proud to see staff from Roman Way taking on leadership roles. SJ reported the following data for the school. The school is estimated at 30% PPG, however information for the new Year R cohort was not complete in order to give an accurate figure. 18% of the school were SEN (21 children) 6% of children were Service children and the school has 2 LAC (Looked After Children) 38 children are EAL (English Additional Language). SJ said the school was monitoring teaching and learning in the following way – teachers have individual targets. SJ said she is not carrying out 3 hour observations, but doing drop in monitoring. SJ advised this strategy was working well at the end of last term. SJ advised she was able to model in real time in the classroom. The monitoring and modelling was carried out in a professional and supportive way, resulting in teachers not needing to panic. SJ reported that teacher's feedback on this was very positive. SJ said the school has a low staff turnover. The Board agreed this was very positive and great to hear. SJ reported that the data for last year was good and the aim this year is getting more at GD (Greater Depth). Work is required on the task design to achieve GD. SJ advised not all teachers are good at modelling, but her aim was to get all teachers at a good level and sharing what works in their classes with each other. SJ advised that she was now back full time at the school after her secondment last year, Laura Skeates was in class one day a week as is the SENCo. SJ said this would drastically help in the reduction of Supply teachers. SJ advised Sarah Dunn – LLP would be visiting all day on the 27th November and suggested Governors came for feedback at the end of the day. SJ said the school has good links with Endeavour School and KEJS and is forging connections with KEIS. SJ reported the school has weekly safeguarding meetings which is attended by all 4 DSL's in the school. SJ advised the meetings are minuted well and the rule of thumb now used with a safeguarding issue is to just refer it. SJ commented children's behaviour had been very good so far with no incidences reported. SJ said in terms of attendance, the school is doing all it can to ensure pupils are in school. A procedure of contacting the parent of an absent child by phone and text, followed by further contacts on the child's record sheet, then knocking on the door of the home address and finally contacting Children's Services if there is no answer. SJ advised that a new password collection procedure had been put in to place to ensure greater safeguarding in this area. SJ confirmed the school was now back to using County for grounds maintenance. SJ said she felt a discussion was needed between Endeavour, KEJS and Roman Way with regards to all Federation equipment.

	SJ stated Safeguarding training including prevent had been completed by staff on INSET day (3/9/18) SJ advised fire drill dates are in place and the lockdown procedure needs to be practiced but is waiting until Year R have settled in to school. SJ commented that the new air lock door in the reception was helping greatly with safeguarding the children and staff.
10.	**Teaching & Learning** LS advised 3 KS2 papers had been resubmitted. LS stated she had completed an analysis on the new Year 6 children and said it was a strong picture. LS advised she was awaiting information on attainment levels of the 3 new children in the cohort.
11.	**Staffing** **11.1 Review exit interviews** SJ advised that staff exit interviews had not been carried out as yet. Governors stated that as the Board had agreed to adopt the Model of Personnel Practice (MPP) that exit interviews would need to be implemented moving forward and that forms can be found on the website. SJ stated she would ensure this practice happens from now on. **11.2 Agree HT Performance Panel** It was agreed that TH, KP and IG would be members of the HT Performance Panel, with IG Chairing the process. The Headteacher Performance Management meeting was agreed to be on Tuesday 25th September at 9.30am – 11.30am. SJ said she would confirm the date and time to Sarah Dunn LLP. **11.3 Discuss schedule for Teachers Performance Management** SJ confirmed Teacher Performance Management would commence week beginning 8/10/18 and that it would be completed within the week. **11.4 Review Current Staffing Levels** SJ confirmed the school was advertising a Lunchtime Supervisory Assistant job and Year 4 teacher position. SJ commented that applications had been received and was confident that both vacancies would be filled.

13.	**Safeguarding** The safeguarding audit was circulated before the meeting **13.1 Approve Safeguarding Annual review** Governors advised that they liked how the review was cross referenced to documents, policies and practice and it showed that a thorough evaluation and review had taken place. Governors commented that the actions were limited and asked SJ if there was anything else that could be added. SJ advised that after a safeguarding issue in school this week that it had become apparent that one nursery was not sharing safeguarding information. SJ confirmed she had been in contact with the new manager and told her that this important information must be passed on to school. SJ said she would meet with the nursery manager to build a relationship with the nursery. Governors suggested that working with the nursery could be an area for action on the safeguarding audit/plan. **13.2 Confirm induction process for new starters** SJ confirmed new starters had all undertaken safeguarding training as part of their induction process. **13.3 Review Prevent strategy and engagement of all stakeholders** SJ confirmed Prevent training had taken place on INSET Day and that the school intends to send a leaflet out to parents explaining the Prevent Duty **13.4 Statutory Safeguarding Updates** Keeping Children Safe in Education (KCSiE) has been updated and issued from September 2018. SJ confirmed all staff have been supplied with a copy of Section 1 and Section 5 and signed a document to confirm they have read and understood the information. An electronic copy will be sent to Governors and requested to read Section 2. A signing sheet asking for Governors to agree that they have read and understood the document will be distributed at the next full board meeting.
14.	**Training** **14.1 Completion of Skills Audit** IG was provided a skills audit sheet to complete. SJ and LS also need to complete their audit sheets. LS requested that TH send her an electronic copy. **14.2 Creation of Training Log** It was agreed TH and NM would set a date at the end of the meeting to create a training log. **14.3 Training available from Hampshire Governing Services** The board were shown the latest Training and Development Programme from Hampshire Governing Services and were asked to consider training courses to support their understanding of the school's needs. Full board Training has been booked by Governor Services and a proposed date of Tuesday 15th January 2019 has been suggested. This will be confirmed via email to all before half term.
15.	**Policies** All policies except the Pay Policy had been circulated before the meeting.

15.1 Safeguarding Policy
This policy was agreed in principle. LS to amend by 21/9/18

15.2 Teaching & Learning Policy
Governors advised rephrasing was required on page 2. LS confirmed she would make the amendment by 21/9/18

15.3 Child Protection Policy
Amendments were required to the CP policy. LS agreed to amend the policy by 21/9/18
Governors advised a new model policy was on the County Website.

15.4 Pay Policy
SJ advised she was still working on the Pay Policy. SJ agreed to have it ready by 25/9/18 in order for the Headteacher Panel to review.

15.5 Performance Management Policy
The Model Policy from the MPP was agreed. TH will speak with Governor Services as there were concerns that the policy had not been updated for over 3 years

15.6 Governor Monitoring Policy
The Board agreed this policy.

16. Dates for the Year

16.1 – Inset Days
3rd September – Safeguarding Training
21st December – Looking at Strategic Plan
24th May – SJ to confirm focus nearer the time
22nd July – School clear out
23rd July – Set up for next year and hand over notes/data

16.2 – Governor Meetings (after data drops)
20th November at 6pm
5th February at 6pm
26th March at 6pm
7th May at 6pm
16th July at 6pm

16.3 – FB Training
Tuesday 15th January at 6pm

16.4 Monitoring Visits
NM is unable to attend the school Health & Safety Audit on the 18th September. SJ will contact NM after the audit to provide feedback.

SJ confirmed Safeguarding meetings are Wednesdays at 9.30am. TH advised she would need to come to 3 a year, 1 a term. TH will contact SJ to arrange the first visit.

SLT meetings are Mondays at 3.45pm. IG advised he would attend 3 throughout the year and would contact SJ to arrange his first visit.

	KP said he would contact the SFO to arrange a monitoring visit. SJ advised she would ask Pip Dixon (SENCo) to make contact with NJ reference a SEN visit. TH said she was happy to help Governors to write their monitoring reports. She advised they needed to be simple, containing only key information.
17.	**Action Plan Review** LC confirmed she now had access to a school lap top to use at home and was waiting on a Yubikey from Harrap. All other actions were updated and the action plan will be sent out before the next FGB for Governors to monitor progress on the new board. No new action were added.
18.	**Impact of Meeting** The SFO gave a thorough explanation of the school financial position and provided documentation to support this. This provided Governors with opportunities to challenge and ensure financial oversight. All Governors were pleased they had agreed the following policies. **Safeguarding Policy** **Teaching & Learning Policy** **Child Protection Policy** **Performance Management Policy** The Headteacher Performance Panel had been confirmed and would provide a firm start for the beginning of the Performance Management cycle. All Governors felt they had clarification of their roles and monitoring responsibilities.
19.	**Date of Next Meeting** 20th November 2018 at 6pm

Actions from previous meeting

Ref	Actions	Owner	Deadline
	Pecuniary Interest Form to be returned to Clerk	SJ NJ	23.07.18
	Clerk to process DBS check for all Governors	LC	11.09.18
	ID Badges to be created for Governors	LC	11.09.18
	Federation logos and links to be removed from website	LC	23.07.18
	Letters for all stakeholders introducing the Governing body	TH	23.07.18
	Contact KEIS ref collaboration	TH	23.07.18
	Create Teaching & Learning Policy	LS	04.09.18
	Create Terms of Reference	TH	04.09.18
	Update Safeguarding Policy	SJ	04.09.18
	Update Child Protection Policy	SJ	04.09.18
	Governor Code of Conduct	TH	04.09.18
	Governor Recruitment Advert	TH	16.07.18
	Include Governor recruitment section in Newsletter	LS	16.07.18

Actions from this 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
	Website Compliance check	KP	20.11.18
	Chair Welcome message	TH/LC	20.11.18
	Skills Audit Assessment	TH/NM	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
	Create Governor recruitment pack to be sent to local companies	TH	20.11.18
	Contact Hants Web to place an advert for Governors	LS	28.09.18
	Headteacher Performance Management Meeting	TH,IG,KP	25.9.18
	Agree Pay Policy	TH,IG,KP, SJ	25.9.18
	Finance Governor Monitoring visit	KP	25.9.18

The meeting closed at 7.45pm

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

Chair of Governing Board for Roman Way Primary School