



Roman Way Primary School Temporary Governing Body

Minutes of the Meeting of 12th July 2018 at 6.30pm Held in the Headteacher's Office

Present

Mrs Tanya Hampton (TH) - Chair
Ms Sarah Jones (SJ) - Headteacher
Mr Kevin Peebles - (KP)

Mr Nick Mackey (NM) - Vice Chair
Mrs Laura Skeates - (LS)

In attendance

Mrs Lucy Couch (LC) - Clerk

Absent Without Apologies

Mr Ian Grocott (IG)

Agenda Items

Ref	
1.	Apologies for Absence No apologies had been received by IG
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. LS, NM and TH returned their pecuniary Interest Forms to the Clerk.
3.	Notification of Items for AOB There was no AOB
4.	Governor Recruitment 4.1 Consider Application from Natasha Jones (NJ) TH welcomed NJ and asked her to introduce herself to the Board. NJ stated she is a 'Stay at home Mum' with a one year old boy. NJ has worked for Mencap for 6 years, which has given her experience of working with vulnerable people and an understanding of safeguarding. NJ said she hoped her son would eventually be a pupil at Roman Way School as this was her catchment school. TH asked NJ to leave the room while a vote took place. All agreed NJ would bring skills to the Board and a Community view point. There was a unanimous vote to appoint NJ to the Governing Body, effective 1 st September.

	4.2 Discuss additional Governor recruiting streams A discussion was had regarding the recruitment of new Governors. NJ suggested sending a text message to parents. The following actions were agreed: 1. SJ to follow up a contact at Knights Enham Infant School regarding interest from an Andover Woman in Business forum. 2. SJ to approach parents at Roman Way Primary School via 1:1 discussions. 3. TH to send a sample/template letter to SJ which can then be sent to local companies to try to recruit more Governors. 4. LS to allocate a section of the end of year newsletter to Governor Recruitment and TH will provide the content for the pages. 5. LS to contact Hants Web to place an advert.
5.	Minutes of Last Meeting (3/7/18) The Board agreed the minutes of the previous meeting to be true and accurate record. A copy was signed by the Chair
6.	Collaboration Agreement A discussion was had regarding local schools to form a collaboration to support potential appeals regarding Pay, staff, pupil exclusions etc. SJ stated she has experience of the Knights Enham Infants School Governing Board and would recommend them as a board to collaborate with. The Board agreed unanimously on approaching KEIS. TH said waiting on information from Governor Services reference a collaboration and will approach KEIS with the proposal and relevant documents before the Autumn Term.
7.	Action Plan TH produced an Action Plan for the Governing Body prior to the meeting. Governors agreed the Plan will be reviewed at all meetings to ensure the actions are being monitored and completed. Initial Action plan monitoring: TH to arrange for Clark Training to begin in September 2018. SJ agreed this would not have an impact on Lucy's Admin Officer role. It was agreed the school website should be amended and the Federation section will be changed to a Governor section. This area will then be developed for Governors and potentially Ofsted. TH requested all Federation logos and links to the other schools on the homepage be removed. LC said she would contact Primarysite and get this actioned. SJ suggested having information about the school governors on a wall in the staff room. This was agreed by all. LC and TH will work on/set up a policy review schedule.

LC will create Governor personnel files, which will need to be kept up to date with relevant paperwork.

LC will set all Governors up with a Roman Way email addresses.

TH will complete a Single Central Record check before the end of term.

KP will check the school website to ensure it is compliant.

The following Link Governors were agreed:

Safeguarding – TH

HSE - NM,

SEND - NJ

TH asked the Board if they were happy for her to add a “Chair Welcome Message” on the website. This was agreed. TH to draft a message and send to SJ for agreement.

TH will prepare the Governor Code of Conduct and this will be signed at the next Full board meeting.

TH asked for the Board’s thoughts with regards to a message being placed on policies page of the school website to state that all Federation policies have been adopted by Roman Way. Suggestions were made and TH said she would write a small section advising that Roman Way had agreed to adopt the Federated policies and would amend logos and titles as and when policies were reviewed/updated.

TH will prepare Terms of Reference for the next Full Board meeting.

TH asked all Governors to complete a skills audit sheet (distributed in meeting) which NM would then look at to assess which skills are lacking from the Board. This is an essential part of the Governor Recruitment process. Audit sheets needed to be returned to NM/school, by the end of term. Completed Skills audit sheets would then be kept in each Governors personal file.

The range of WGB training was looked at and it was agreed by the Board to book Raising Attainment for Vulnerable Pupils. It was also agreed to invite the board of KEIS to share the training.

TH will produce a document for recruiting Governors, which will include the job profile.

TH requested that Governor ID badges were created and be ready for September. TH asked that KP and NJ send LC a photo of themselves to use for the badge and for the Governor profile section on the website.

All Governors agreed to send a Governor communication out to all stakeholders explaining the changes and introducing the new governing board.

It was agreed all school Communication from the Governors will be seen by the Head Teacher before distribution.

8.	Headteacher's Report SJ presented data for the school which had been distributed to members prior to the meeting. SJ stated the school had a strong data set this year. Sarah Jones reminded Governors last year's combined results for KS2 ARE were 43% (Reading, Writing, Maths). This years combined results were 70%. SJ also stated that outcomes for KS1 were above national average for Reading, Writing and Maths. Last year's Phonics scores dipped to a pass rate of 71%, but this year's results were 87%. LS confirmed Year R have also delivered outcomes above national and that all other years had done well too. SJ informed Governors that LS had driven initiatives in Maths and Assessment to improve results and that the school staff had taken on board all support offered. This has resulted in a very strong set of results. All agreed this is an excellent set of results and thanked SJ and her team for their hard work and dedication. SJ confirmed staffing has been organised for the next academic year and all positions are filled. TH will draft a letter to all staff on behalf of the Governing Body to thank them for all their efforts in what's been at times a hard year - without a fulltime head, de-federation and pressure to improve results following last year's KS2 outcomes.
9.	Budget SJ presented figures to Governors that had been supplied by Mrs P Stewart (Finance Officer). These had been distributed to members prior to the meeting. Kevin Peebles commented that the school has managed its budget well. SJ stated this was largely due to not having to pay Federated wages in the future, not paying for Supply Teachers, managing staff timetables and spending smarter. KP suggested using Google Docs for the creation and management of documents and will provide Governors with a brief over view in the future of the application.
10.	Policies SJ confirmed the first policies to be approved are the Safeguarding and Child Protection Policy and these will be completed after the update on KCSIE is released in September 2018. LS is working on the school's Teaching & Learning Policy and hopes to have this ready for the next FGB Meeting. All other Policies will be reviewed as per the monitoring cycle, which will be agreed at the next Full Board Meeting

11	Calendar dates for the year ahead The first meeting for the next academic year was set – 11th September 2018. The Board agreed Tuesdays and Wednesdays are good days of the week for future meetings. SJ suggested different rooms within the school can be used for the meetings. SJ advised there was a Health & Safety audit taking place in school on the 18th September. NM to also attend. SJ to confirm the time of the audit closer to the date. TH stated all documents will be distributed to Governors a week before a meeting, as per the statutory requirements. SJ stated she would appreciate any questions prior to a meeting, so that the answers can be sought in time.
12.	Impact of Meeting An Action Plan to support Governance through the transition stage of the Temporary Governing Body has been agreed with responsibilities and timescales set for all actions. All Governors were given a clear picture of the Student outcomes for all Key Stage Groups. Governors were reassured that all staffing positions are filled for the 2018/2019 academic year. All Governors were given a clear picture of the School's Financial position 2017 – 2022 supported with evidence of spending and planned budgets.
13.	Date of Next Meeting / Items for next Meetings Agenda. Tuesday 11th September 2018 6.00pm Review Temporary Governing Body Action Plan Teaching & Learning Policy Safeguarding Policy Child Protection Policy Agree calendar dates for next year's meetings.

Actions from previous meeting

Ref	Actions	Owner	Deadline
	Pecuniary Interest Forms to be returned to Clerk	LS, TH, NM, SJ	12.7.18

Actions from this 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
	All Governors to be set up with email addresses	LC	01.09.18
	SCR check	TH	23.07.18
	Complete Audit Skills sheet	ALLGOVS	23.07.18

	Letters for all stakeholders introducing the Governing body	TH	23.07.18
	Website Compliance check	KP	11.09.18
	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
	Chair Welcome message & update Governor section on website	TH/LC	01.09.18
	Governor Recruitment Advert	TH	16.07.18
	Skills Audit Assessment	TH/NM	11.09.18
	Follow up contact regarding recruitment from Andover Woman in Business forum	SJ	11.09.18
	Parents at Roman Way Primary School to be approached regarding Governor position	SJ	11.09.18
	Create Governor recruitment pack to be sent to local companies	TH	11.09.18
	Include Governor recruitment section in Newsletter	LS	16.07.18
	Contact Hants Web to place an advert for Governors	LS	11.09.18

The meeting closed at 7.40pm

Signed (confirmed)..... Date.....

Chair of Governing Board for Roman Way Primary School