



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
7.00pm Wednesday 9th January 2019
CHRISTIAN VALUES FOR YEAR 2018-19: Friendship, Forgiveness, Hope**

Item		Action														
	<p>Present: Sue Bradley-Jones (SBJ), (CH) Chris Huxley-Reynard (CHR) Paul Batchelor (PB) (HT), Peter Hall (PH), Emma Frith (EF), Abbie Lewis (AL) (formerly known as Abbie Parker) , Fiona Yarrow (FY), Mary Blogg (MB), Charlotte Parker (CP), Nadim Hussain (NH) Apologies: Julie Collins, Judith Saunderson</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR).</p>															
18/19/37	<p><u>Confidentiality Reminder:</u></p> <p>Governors were reminded that the proceedings of the Governing Body are confidential until unrestricted Minutes of the meeting are formally approved.</p>															
18/19/38	<p><u>Prayers</u></p> <p>Peter Hall opened the meeting with a prayer.</p>															
18/19/39	<p><u>Apologies</u></p> <p>Apologies were received from Julie Collins and Judith Saunderson: the Governors consent to the absentees mentioned above and a copy of the Minutes will be passed to them.</p>															
18/19/40	<p><u>Declaration of Interest/AOB</u></p> <p>The Book of Pecuniary interests was circulated and signed by all Governors present</p> <p>In addition, Governors recognised the good practice of recording details of Governors whose children attended the school and declared the following:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Governor</u></th> <th style="text-align: left;"><u>Year Groups of Children in school</u></th> </tr> </thead> <tbody> <tr> <td>Judith Saunderson</td> <td>1, 4 and 6</td> </tr> <tr> <td>Chris Huxley-Reynard</td> <td>Reception, 3 and 5</td> </tr> <tr> <td>Fiona Yarrow</td> <td>2 and 4</td> </tr> <tr> <td>Mary Blogg</td> <td>3</td> </tr> <tr> <td>Charlotte Parker</td> <td>Reception</td> </tr> <tr> <td>Nadim Hussein</td> <td>1</td> </tr> </tbody> </table>	<u>Governor</u>	<u>Year Groups of Children in school</u>	Judith Saunderson	1, 4 and 6	Chris Huxley-Reynard	Reception, 3 and 5	Fiona Yarrow	2 and 4	Mary Blogg	3	Charlotte Parker	Reception	Nadim Hussein	1	
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	<p>Change in Governor details: None were raised.</p> <p>AOB: None was raised.</p>	
18/19/41	<p><u>Approval of Minutes of Governing Body meetings</u></p> <p>The Unrestricted and Restricted Minutes of the Governing Body Meeting held on the 14th November 2018, were approved and signed and dated by the Chair.</p>	
18/19/42	<p><u>Matters Arising (not on the Agenda)</u></p> <p><u>Clerk action Governor contact details:</u>: action completed.</p> <p><u>Liaison with FONNS (Friends of North Nibley School) and parents:</u>: action completed.</p> <p><u>Attendance of CHR at FONNS meeting:</u> action not completed but CHR confirmed he will attend the next meeting.</p> <p><u>Safeguarding Review:</u> action completed but without the input of JS due to personal reasons: PH confirmed that he had produced a Note of his findings which will be circulated to Governors via the One Drive</p> <p><u>Transfer of information EF/JC:</u> action completed</p> <p><u>F & P Terms of Reference:</u> action completed. Governors were asked to accept the Terms of Reference (updated) as tabled at the meeting (and attached to these Minutes).</p> <p>Decision: to accept the Terms of Reference of the Finance and Premises committee for 2018-19. Proposed: FY Seconded: EF Approved</p> <p><u>Committee Planners:</u> action not completed: PB indicated that he will resume ownership of committee planners. This action was closed down. PB will ensure that committee planners are circulated via the One Drive.</p> <p><u>Clerk action to post draft Minutes on One Drive:</u> action completed.</p> <p><u>JS presentation:</u> action still pending and carried over.</p> <p>Action: CHR to attend the next FONNS meeting Action: JS to deliver a presentation on school finance to the Strategy Group at an appropriate meeting.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p>IMPACT: <i>Governors following up/closing down actions as appropriate</i></p> </div>	<p>CHR JS</p>
18/19/43	<p><u>Safeguarding</u></p>	



	<p>As minuted above, PH as Safeguarding Governor has produced a Note of the annual Safeguarding Review which will be circulated to Governors: he confirmed that in all categories, the School has achieved Class 1 or Class 2. PB is aware of any areas which need to be upgraded.</p> <p>Governors were informed of the logistical difficulties in arranging for new staff to complete all the necessary paperwork within their Induction time which PB is addressing. Governors were reminded of their responsibility regarding Safeguarding within the School.</p> <p>Action: PH to upload his Note on the annual safeguarding Review before the next Full Governing Body meeting.</p> <p>Governors discussed briefly the availability of JS to work-shadow PH and agreed to monitor the situation.</p> <p>IMPACT: <i>Governors cognisant of Safeguarding responsibilities and of their monitoring role.</i></p>	PH
18/19/44	<p><u>Head teacher's Report (Verbal)</u></p> <p>PB presented a verbal Report and invited questions and comments from Governors.</p> <p>PB highlighted the following:-</p> <ul style="list-style-type: none"> - pupil organisation - there has been no pupil movement save that a transfer in to the school in Key Stage 2 is still anticipated; - SEND: the annual SEND (Special Educational Needs and Disabilities) Report has been prepared and will be presented to the next Teaching and Learning committee meeting and then uploaded onto the school Website. - staffing: there has been a reduction in staffing due to maternity leave: recruitment for temporary cover is still being sought. <p>Q. Have you approached parents to help until an appointment is made? A.(HT) We have had some parents come into school as volunteers to listen to pupils read and that has been helpful</p> <p>Q. How are you managing with the help you do have? A.(AL) I have been finding it difficult: the hardest part has been the managing the SEND children and their My Plan needs and delivering all parts of their My Plans.</p> <p>Q. Is it in May that the Maternity Leave ends? A.(HT) Yes.</p> <p>Governors discussed possible options for temporary recruitment.</p> <p>There have been number of other pastoral concerns with staff and a Staff survey was requested by Governors to include questions from a Staff well-being viewpoint and in regard to continuing professional development. Governors were asked to tender suggestions to PB by the 18th January.</p> <p>Action: (i) PB to circulate a Staff questionnaire to all staff before the end of Term 3 (ii) Governors to forward any suggested Staff survey questions to PB by the 18th January</p>	PB



	<ul style="list-style-type: none"> - NH as Health and Safety Governor was requested to participate in a monitoring Health and Safety Walk through the school and he agreed to liaise with PB as to the timing thereof. - the School Improvement Plan (SIP) has been updated and is available on the One Drive; - an informative Twilight INSET had been held for staff supporting writing for pupils; - the parent survey has traditionally been organised through the Leadership and Management committee; - there is a planned meeting about the plans for premises' extension next week when it is hoped to confine the discussion purely to the issue of premises; - the School prospectus had been updated and is available on-line; - the Associate Member (Mrs Prosser) has visited the school in her role as GPDR (General Data Protection Regulations) monitor and will be reporting on her visit to the Leadership and Management committee; - Ofsted are now focusing on the school Curriculum and staff are looking at new ways of planning topics to align with the School Vision; - there are no particular concerns about the quality of teaching - staff are being mindful in regard to resources and preparing for a focus on "green" initiatives; <p>Q. Does this curriculum focus also marry up with the Collective Worship policy?</p> <p>A.(HT) Yes it does.</p> <ul style="list-style-type: none"> - there are still some concerns nationally about Teacher assessment in Years 1,3,4 and 5 but Ofsted Inspectors have been asked not to request data for these year Groups as there is no reliably consistent national benchmark. This does lead to questions about teacher and Head teacher performance management targets. Evidence will have to be gathered through Book Looks; There was an offer from PB to deal with this issue (<i>assessment</i>) through Full Governing Body meetings; - the recent training course (external) on Data analysis for school Governors had not proved successful and had been pitched at an unreasonably high level for Governors; - there had been one fixed term exclusion (one day) - no incidents to report under Equal Opportunities, racial, homophobic, sexist, religious intolerance or other types of discrimination; - there are 29 pupils with 100% attendance rate - attendance is part of the safeguarding audit and Governors are responsible: Teaching and Learning committee have monitored attendance but it is now considered good practice to have a nominated Governor for this issue. <p>Decision: To appoint EF as the Attendance Champion at North Nibley School and to update the Standing Orders to include this additional nomination; such updating to be recorded at the next Standing Orders review.</p> <p>Proposed: SBJ Seconded; FY Approved</p>	<p>All Governors NH</p>
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	<ul style="list-style-type: none"> - Attendance issues arising from unauthorised holidays during term time are still a concern and there has been a request to remove a child from school for part of a day each Friday until the end of the academic year. <p>Q. Can a parent remove a child without sanction? A.(HT) Fixed penalties can only be levied if the absence is in a block: it will however form a part of the pupil's record.</p> <ul style="list-style-type: none"> - there is an on-going claim for damages following an incident on the school site where a pupil was injured; the case is in the hands of Gloucestershire County Council legal team and is unlikely to affect the insurance premium. <p>Q. Are there lessons to be learned from the incident? A.(HT) We have responded by doubling the number of staff on duty in the playground through staff flexibility: lack of staff supervision was not a particular issue at the time of the incident. Overall North Nibley is a safe play area.</p> <p>Q. I did notice that the side gate was unlocked on one of my visits and I was able to access the school via the Reception play area. A.(HT) That issue has now been addressed and the gate is now locked.</p> <ul style="list-style-type: none"> - Wraparound care is running well; - the value for the school is currently Forgiveness: the Collective Worship Planner has been shared with the Teaching and Learning committee. - the Self-Evaluation (SEF) is being prepared for the anticipated SIAMS Inspection (Statutory Inspection of Methodist and Anglican schools) <p>Q. Can Governors help with the SEF? A.(HT) I have posted the document on One Drive and would welcome Governor feedback.</p> <p>Q. What is a Statement of Entitlement? A.(HT) This is a national document which sets out that pupils and staff will be entitled to have certain experiences in a faith school. Governors are expected to know this information (https://www.churchofengland.org/sites/default/files/2017-10/re_statement_of_entitlement_2016_0.pdf)</p> <p>Q. Have all the committees got their dates resolved? A.(HT) Yes</p> <p>Action: Committee Chairs to ensure that PB has a record of all planned committee meetings for this academic year so they can be published on the school website.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>IMPACT: <i>Governors monitoring and challenging School Leadership</i></p> </div>	<p>Commi tee Chairs</p>
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18/19/45	<p><u>Finance and Premises update</u></p> <p>Governors' attention was drawn to the following:-</p> <ul style="list-style-type: none"> - Governors now have access to funds in all the main accounts; - fundraising for new-build stands at £28,500 which includes the £10k confirmed from a legacy following Parish Council allocation.; - historic statutory accounts brought up to date to 2014 (from 2005): there is work still to do but the aim is to have any issues resolved and Budget up to date for approval in March Full Governing Body; - the School Fund holds £14k of which some relates to current students. The Finance Officer is seeking to clarify certain points; - new-build: HMRC have confirmed that the School can zero rate the proposed new-build if both Diocese and Governors meet requirements of an eligible charity: JS is seeking to clarify the precise steps the School must take.; - the planning consultation for the new-build is about to close: both the Parish and District Councils are fully supportive of the initiative and the only concern voiced by the Conservation Officer has been to ensure that site activity is prohibited during unsocial hours. The next step will be to consult further with parents and pursue further funding opportunities: the more funds that can be raised through capital bids, the more that other income can be reserved for repairs; - the Finance Officer is working on an update to the forecast for the current year - no further news on teachers' pension contribution increase but DFE (Department for Education) have confirmed this will be funded for 12 months. Similar increases to local government pension contributions are expected but these will be unfunded. - the committee now have a clear understanding of free school meals and costs; it is costing more than the income received. Governors need to consider whether they can increase the amount charged to parents to cover the standing kitchen charge. <p>Action: JS to clarify the steps necessary to meet requirements for zero rating of VAT on new build.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>IMPACT: <i>Governors aware of their responsibility for their strategic role in improving the school's premises: Governors exercising their responsibility for managing school finances in a prudent manner.</i></p> </div>	JS
18/19/46	<p><u>Leadership and Management committee</u></p> <p>The committee chair highlighted the following to Governors:</p> <ul style="list-style-type: none"> - unfortunately the committee had not been quorate at the last meeting and therefore had been unable to make any Governor decisions: - the committee had however, discussed the Nibley Music Festival and the issue of TA (Teaching Assistant) staffing, <p>Q. Had there been any need to make Governor decisions? A(SBJ) No not really - there were just ongoing issues.</p>	



	<p>Governors then discussed the following:-</p> <ul style="list-style-type: none"> - issue of Governor quoracy: - CHR had expressed a wish to resign from the Leadership and Management committee although he would remain on the Finance and Premises committee; - the need for Governor recruitment and possible avenues to explore; - a proposal that committee quorums be reduced to two Governors and the Head teacher <p>Decision: Committee Terms of Reference be amended to provide that a quorum is reached with the presence of two Governors and the Head teacher. Proposed: CHR Seconded: EF Approved</p> <p>Action; Committee Chairs to ensure that committee Terms of Reference are amended as above.</p> <p>Q. What is the position regarding a new vicar (<i>for the Benefice</i>)? A. (PH) An advertisement has been published and interviews likely to be scheduled for February with any appointment made in April or May. However, given logistics and the possible need for any successful applicant to give 3 months' notice, the incumbent is unlikely to be in post before August. Governors were alerted to the fact that North Nibley pupils had had a voice in the job description which had been circulated.</p> <p>PH offered to attend Leadership and Management committee meetings when EF is unable to attend and where necessary.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>IMPACT: <i>Governors aware of their responsibility for good governance.</i></p> </div>	<p>Committee Chairs</p>
<p>18/19/47</p>	<p><u>Teaching and Learning</u></p> <p>The following had been discussed:-</p> <ul style="list-style-type: none"> - SEND and the updating of My Plans to include parental partnership so that parents are aware of pupil targets, how those targets will be achieved, by which interventions and what support can be delivered at home to support these goals; <p>Q. What has been the feedback from parents? A. (AL) We have done this in collaboration with parents and it will be interesting to see through the reviews the impact of this initiative.</p> <p>Governors were informed that there had been parental perception that SEND pupils were being neglected in favour of high achieving pupils: it was hoped that this initiative could help redress that perception. Staff had always provided updates for the SENDCo (Special Educational Needs and Disabilities Co-ordinator) but not specifically for parents so this extension has been another opportunity for communicating with parents.</p>	



	<p>IMPACT: <i>Governors exercising their responsibility for vulnerable groups.</i></p>	
<p>18/19/48</p>	<p><u>Governance</u></p> <p><u>Use of Office 365</u></p> <p>Governors discussed the current situation in regard to using Office 365 in particular:-</p> <ul style="list-style-type: none"> - the difficulties in access found by some Governors; - the possible problems raised by differences in software on different devices; - the proposal from NH to canvas the technical problems incurred by Governors and to provide trouble-shooting advice to Governors if they wished; - agreement to use only one folder per school term for uploading documents; - the request from PB not to add any further groups without reference back to him; - agreement that from this date, Dropbox will no longer be deployed for School documents and Governors were requested to delete all school documentation from their Drop-box forthwith. <p>Action: (i) All Governors to delete school documents from their Drop-box file forthwith. (ii) Governors requiring assistance in accessing Office 365 to contact NH.</p> <p><u>Parent Survey</u></p> <p>The recent parent survey had demonstrated the lack of knowledge amongst the parent cohort about the role of Governors: Governors accepted the need to be more publicly available to parents both through FONNS and in school events. However, it was noted that this survey had taken place in the autumn term when new Reception parents would have had little opportunity to engage with Governors.</p> <p>Q. Can parents access hard copy Governing Body minutes? A.(HT) Yes - they can ask the School Office.</p> <p>Governors discussed the following:-</p> <ul style="list-style-type: none"> - the advantages of publishing Governing Body Minutes on the school website; - the fact that only 25 parents had taken part in the survey; - the attendance of CHR at the next FONNS meeting; - whether on-line access to Minutes will stimulate parental engagement. <p>Decision: To agree a proposed trial of publishing approved Full Governing Body minutes on the School Website as from today's meeting Proposed: SBJ Seconded: PH Approved</p> <p>It was agreed that the School Office will be responsible for the logistics of posting approved Minutes.</p>	<p>All Governors/NH</p>



	<p>IMPACT: <i>Governors aware of their responsibility for stakeholder engagement and taking proactive steps to promote the same.</i></p>	
18/19/49	<p><u>Self-Evaluation of the Governing Body</u></p> <p>The next Strategy Group meeting will take place on 27th February at 7.00pm and will comprise a presentation by CHR and MB.</p> <p>Action: FY to circulate details of the meeting to all Governors.</p>	FY
18/19/50	<p><u>Governor Visit Reports</u></p> <p>These had been circulated to Governor prior to the meeting. Governors discussed the following:-</p> <ul style="list-style-type: none"> - the staff responses; - the impact of Governor visits on staff; - in general the Governors Visit schedule is working well but there are issues of timeliness in relation to focused visits; - the advantage of recording when Governor Visits have been completed; - the need to upskill Governor knowledge in relation to focused Visits; <p>Action: MB to update the Governor Visits plan to show when visits have been completed. PH will complete a Governor Visit form in regard to the School Christmas production.</p>	MB PH
18/19/51	<p><u>Governor Training</u></p> <p>MB and CP will be attending Induction training for New Governors hosted by Gloucestershire County Council and CP will be attending on-line safeguarding training in March.</p> <p>Action: MB and CP to attend Induction training.</p>	MB CH
18/19/52	<p><u>Chair's matters</u></p> <p>Policy review: Child Protection Policy</p> <p>A copy of the proposed policy had been circulated to Governors prior to the meeting: Since that circulation the following changes had been made to the draft policy:</p> <ul style="list-style-type: none"> - details of accredited safer recruitment personnel; - correction of a typographic error; - the inclusion of hate within the definition of bullying; <p>In addition, PB was aware of the need to add or improve references to</p> <ol style="list-style-type: none"> 1. Multi-agency public protection arrangements (MAPPA) 	



	<p>2. Multi-Agency Risk Assessment Conferences (MARAC) 3. Gender identity and sexuality.</p> <p>Decision: To approve the Safeguarding and Child Protection Policy as attached to these Minutes and subject to the amendments outlined above. Proposed: SBJ Seconded: PH Approved</p> <p>The Collective Worship Policy has been delegated to the Teaching and Learning committee and had been circulated for Governors' information.</p> <p>IMPACT: <i>Governors exercising their responsibility for policy review.</i></p>	
18/19/53	<p><u>Next Meeting Date</u></p> <p>The next meeting date will be Wednesday 20th March 2019</p>	
	<p>The meeting closed with Grace at 9.15 pm</p>	
	<p>Signed by the Chair as being a true record of the meeting</p> <p style="text-align: right;">Date</p>	



North Nibley C of E Primary School

Meeting of the Governors of North Nibley C of E Primary School

7:00 pm 9th January 2019



AGENDA

	ITEM	LEAD	TIME
1	Confidentiality reminder	CHAIR	7.00
2	Opening prayer	PH	7.00
3	Apologies	CLERK	7.00
4	Declarations of Interest/ Changes in Governor details /AOB	CHAIR	7.10-7.15
5	Approval of Minutes of the meeting held on 14 th November 2018	CHAIR	7.15
6	Matters arising (not on Agenda)	CHAIR	7.15-7.25
7	Safeguarding	PB	7.25-7.30
8	The Head Teacher's Report (Verbal report)	PB	7.30-7.55
10	Finance & Premises Chair's Updates and questions arising from the minutes of the last meeting	COMM.CHAIR	7.55-8.05
11	Leadership & Management: Chair's Updates and questions arising from the minutes of the last meeting	COMM.CHAIR	8.05-8.15
12	Teaching & Learning - Chair's Updates and questions arising from the minutes of the last meeting	COMM.CHAIR	8.15-8.25
13	Governance : Governor training on the use of Office 365	CHAIR	8.25-8.30
14	Strategy meeting: update including future proposals:	FY	8.30-8.40
15	(i)Governor visit reports (circulated prior to meeting)	HT/CHAIR	8.40-8.45
16	1 Governor Training opportunities (including Glos Gov Association)	CHAIR	8.45-8.50



17	2 Chair Matters: Policy Review: Review of Safeguarding Audit: Child Protection Policy review Supporting pupils with Medical Conditions Finance and Premises Terms of Reference	CHAIR	8.50-9.00
18	Next meeting date: 20 th March 2019	CHAIR	9.00
	Close with prayer		

3 The meeting will close at 9.00 pm

Attachments: Governor Visit Reports: Child Protection Policy: Supporting pupils with Medical Conditions Policy - to be supplied, Finance and Premises Terms of Reference (to be supplied)