

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF THE FEDERATION  
OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL  
HELD ON WEDNESDAY 12TH DECEMBER 2018 AT 6.15PM  
AT SELSDON**

**Present**

Moses Bukenya	Parent Governor
Graham Cluer	Partnership Governor, Chair
Tanya Dennis	LA Appointed Governor
Dom Lacovara	Parent Governor
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Associate Member
Johnny Tang	Co-opted Governor
Alan Tigg	Co-opted Governor, present from 6.45pm

**Also In Attendance**

Shelley Parker (HoS, Selston)	Observer
Liz Parry	Governance Manager

**Absent**

Nigel Collins	Co-opted Governor
Rebecca Tomasiewicz	Parent Governor
Robert Ward	Co-opted Governor

**1. Welcome & Apologies**

The Chair opened the meeting at 6.15pm and welcomed everyone. Apologies for absence had been received from Nigel Collins due to child care, from Rebecca Tomasiewicz due to child illness, and from Robert Ward due to a clash of meetings noting that he had a meeting at his other school Governing Board. All apologies were accepted.

**2. Declaration of Pecuniary Interests in the Current agenda**

Governors were asked if they had any known pecuniary or other potential conflicts of interest in the current agenda and none were declared.

**3. Quorum**

It was confirmed that the meeting was quorate.

4.	<p><b>Governing Board Membership</b></p> <ul style="list-style-type: none"> <li>• <b>Confirmation that Rebecca Tomaszewicz has been appointed as Parent Governor</b> This was noted.</li> <li>• <b>Update on Staff Governor election (following end of term of office of Lynsey Barnett)</b></li> <li>• <b>Update on Co-opted Governor nomination (following end of term of office of Sarah Faulding)</b></li> </ul> <p>The Executive Headteacher reported that to date no members of staff had put themselves forward for the position of Staff Governor from one school or Co-opted governor from the other school. It was agreed that the Staff Governor vacancy would be kept open and staff reminded of the opportunity to put themselves forward for the position. The Chair said that if no staff wished to fill the Co-opted governor vacancy he would be keen to fill this position as soon as possible.</p> <p><b>ACTION: 1. Executive Headteacher to remind staff of the Staff Governor vacancy. 2. Governance Manager to contact Governors in Schools and request support with finding suitable high quality candidates for the vacant Co-opted Governor position.</b></p>
5.	<p><b>Minutes of the Previous meeting held on 12th September 2018 <i>checking of accuracy and signing by the Chair</i></b></p> <p>The minutes of the previous meeting were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to the EHT to be held on file in school.</p> <p><b>Minutes of the extraordinary meeting of 7th November 2018</b></p> <p>The minutes of the extraordinary meeting were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to the EHT to be held on file in school.</p>
6.	<p><b>Matters Arising from the previous minutes:</b></p> <ul style="list-style-type: none"> <li>• <b>Staff Survey: Update and any analysis of results</b></li> </ul> <p>It was noted that the Staff survey will be completed during the Inset Day in January. It was also noted that four members of staff were leaving at the end of the current term and they would be offered the opportunity to complete an exit survey.</p> <p><b>ACTION EHT and Nigel Collins to liaise on contents of the questionnaire</b></p>
7..	<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• <b>Update on completion of the annual Safeguarding Audit for both schools and submission to the LA</b> Audits for both schools had been completed and circulated to the Governing board for information. Governors recognised that schools had had a very tight timescale this year to complete the audit as it was issued late and completion was required by 31st October 2018.</li> <li>• <b>Identification of any areas which require further training or awareness</b> It was noted that there were some areas which had been RAG rated Amber, but they were included in the schools' action plans and were being addressed.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Keeping Children Safe in Education: Governors to confirm that they have read the guidance</b> The majority of governors present confirmed that they had read the updated guidance and noted the key requirement on all members of the school community to keep Safeguarding at the heart of everything. <b>ACTION: All governors to ensure that they have read the Keeping Children Safe in Education document. Update at the next meeting</b></li> <li>• <b>Confirmation of checking on Single Central Registers at both schools</b> Graham Cluer confirmed that he had checked the registers at both schools this term, on 12th October and on 19th October. Governors agreed that it was important for a Governor check on the registers at least once per term.</li> </ul>
8.	<p><b>Schools' Residential Journey</b></p> <ul style="list-style-type: none"> <li>• <b>Governors to receive a report on the previous year's residential Year 6 trip</b> Governors were in receipt of reports from the school on the previous year's residential trips which were noted. During discussion governors acknowledged the cost of the trip, recognising that the Federation provides subsidies so that costs are not a barrier to any child attending. The schools also begin a re-payment scheme from the September before the trip. Governors agreed that the opportunities offered through the trip were extremely valuable for children, both educationally and emotionally/socially.</li> <li>• <b>Proposal for residential trip for 2019 for both schools, with a view to formal ratification by the Governing Board</b> The school was proposing that both schools return to the Kingswood PGL Centre and this was formally approved by the Governing Board.</li> </ul>
9 9.1:  9.2	<p><b>Committee Items:</b></p> <p><b>Resources Committee:</b></p> <ul style="list-style-type: none"> <li>➤ <b>To receive minutes of the meeting held on 8th October</b> All governors were in receipt of the minutes.</li> <li>➤ <b>To receive recommendation for formal ratification of the reviewed Terms of Reference 2018 - 2019</b> The updated Terms of Reference were formally approved, noting that they now included a section acknowledging the committee's responsibility to monitor GDPR compliance.</li> <li>➤ <b>Financial Skills Audit: Johnny Tang to report the analysis of results highlighting areas of strength and weakness</b> Johnny reported that an analysis of the Financial Skills audits indicated that overall the</li> </ul>

Governing Board was highly competent. There were some areas where not all governors regarded themselves as highly competent, in terms of best management practices and budget monitoring practices. It was agreed therefore that when seeking a new governor it would be helpful if the candidate had a level of financial experience/competence.

➤ **Catering Contract update**

The EHT had previously emailed the Governing Board about progress, noting that the tendering process was progressing and a tasting and interview session had been arranged for 18th January 2019. Alan Tigg had confirmed that he could attend as a governor representative.

**ACTION: Alan to liaise with Wendy at Selsdon to receive background information on the companies being interviewed. update on outcome to be reported at the next meeting of the Resources Committee on 30th January 2018.**

➤ **Approval of quotes for toilet renovations at Selsdon and pay back of monies for the oven which failed**

Governors were in receipt of the specifications and quotes from three companies for renovation of the toilets at Selsdon. Governors carefully evaluated all quotes and agreed unanimously that the best value quotation was from Weighill and authorised the go ahead with this supplier as soon as possible. Governors recognised that improvement of the toilets was an urgent priority.

Q: Will there be any impact on teaching and learning whilst the works are going on?

A: No, it will be possible to screen off the area and also carry out some of the work during school holidays

With regard to the oven, the EHT reported that Selsdon was now able to use the oven which had failed as it had subsequently been repaired, and this was now being used by the catering team alongside the new oven.

➤ **Budget position for both schools: Governors to formally approve the Q1 and Q2 Report for Heavers Farm, and to approve the Q1 Report for Selsdon**

Governors formally approved the Q1 reports for both schools. It was agreed that there will be a detailed discussion of the Q2 and Q3 Reports at the next meeting of the Resources Committee.

➤ **Update on building refurbishments at both schools as noted in the minutes of the Resources Committee**

The EHT said that Selsdon was currently gathering quotes for repair of the wall which has been an on-going concern and was identified as a priority action once the money from the sale of the caretaker's house had come through. The EHT said that she also wanted to look at access to the car park, moving the gate further back with access control. This is for

reasons of safety and security. There will also be a need to consider lighting for that area as in the winter months it is very dark in the later afternoons/evenings..

There was no update on the roof at this meeting but the EHT said she would raise this and report back to governors as soon as possible.

- **Policy Review**
  - **Charging and Remissions Policy**
  - **Write Off and Debt Policy**
  - **Teacher Appraisal Policy**
  - **Teachers' Pay Policy**

All the above reviewed policies were recommended to the full Governing Board for formal ratification and this was **agreed unanimously by the Governing Board.**

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#### **School Improvement Committee**

- **To receive minutes of the meeting held on 7th November 2018**

Governors were in receipt of the minutes of the meeting.
- **To receive recommendation for formal ratification of the reviewed Terms of Reference 2018-2019**

Governors formally approved the reviewed Terms of Reference for the committee noting that there were no changes from the previous year.
- **Recommendation for approval of the Pupil Premium Reports for both schools**

Governors had received the links to the Pupil Premium Reports and had scrutinised them. Governors formally approved the reports for both schools. These were uploaded on the website in compliance with statutory requirements.
- **Recommendation for approval of the Sports funding Reports for both schools**

Governors had received the links to the Sports Funding Reports and had scrutinised them. Governors formally approved the reports for both schools. These were uploaded on the website in compliance with statutory requirements.
- **Formal approval of School Development Plans**

Governors were in receipt of the School Development Plans. Following discussion at the committee the EHT had highlighted those areas which had been added this year, thereby making it easier for governors to track on-going targets and newly added objectives and areas of focus. **The Governing Board formally approved both School Development Plans.**
- **To recommend the formal approval of the following reviewed policies:**

- **Behaviour Policy**
- **SEND Policy**
- **Safeguarding Policy**
- **Assessment Policy**
- **Anti Bullying Policy**
- **Sex and Relationship Education Policy**

All the updated and reviewed policies were **formally approved by the Governing Board** with thanks to the leadership team for the work on these. With regard to the **Safeguarding Policy** the EHT asked governors to bear in mind that the school had updated the policy at the start of the autumn term, taking into account the new elements in the Keeping Safe in Education guidance. Subsequently the LA have very recently released a model Safeguarding Policy. The schools' Safeguarding leads, Lynsey and Sarah, have been working a further update of the school's Safeguarding Policy taking into account the model policy. The draft will be reviewed next term by the SIC and brought to the Governing Board for ratification.

During discussion the Governing Board also felt that it was appropriate to review the **Business Continuity and Critical Incident Policy** and it was agreed that this will be brought to the next meeting of the Resources Committee.

**ACTION: 1. Further updated Safeguarding Policy to be brought to the next meeting of the School Improvement Committee for scrutiny. 2. Review of the Business Continuity and Critical Incident Policy to be an agenda item at the next meeting of the Resources Committee on 30th January 2019.**

**10 Complaints procedure – proposed updates**

The Chair said that following the application of the Complaints Procedure in the most recent cases he had identified some areas which required greater clarity and he made the following proposals:

- Section regarding Complaints about the Headship team or Governors, to include the following paragraph: *' If the complaint is about the Deputy Executive Headteacher the matter should be referred to the Chair of Governors via the Governance Manager. The Chair of Governors will decide how to deal with your complaint which may be by referring it to the Executive Headteacher'*
- Section regarding complaints not included within the scope of the procedure, to add the following paragraph:  
*Complaints against the Board of Governors' Policies:* This procedure is not designed to be used to challenge policy decisions made by the Board of Governors. If you wish to influence a decision they may make, or comment on a decision they have made, you may write to the Chair of Governors via the Governance Manager with your comments and these will be passed to all governors. It will be up to the Board of Governors to decide whether to debate the issue you refer to and, if so, what decision to make. There is no right of appeal against a decision made by the Board.

	<p>The Governing Board formally approved the changes,  <b>ACTION: Amended and updated policy to be dated and posted on the schools' websites</b></p>
<p>11.</p>	<p><b>Staffing Matters, including approval for recruitment plans for SLT positions at Selsdon</b>  It was noted that Lynsey Barnett, Deputy Headteacher Selsdon, had tendered her resignation and would be leaving the school at Christmas after 17 years at the school, and 16 years as a Staff governor. This created a vacancy for a Deputy Headteacher. Governors were formally asked if they approved the Federation going ahead with the appointment of a new Deputy Headteacher (noting that the Governing Board had previously agreed that it wished to be informed and give approval each time a vacancy arises). <b>The Governing Board formally approved the go ahead with appointment to Deputy Headteacher .</b>  Governors were also asked if in the hypothetical situation that a member of the current staff team was appointed to the Deputy Headteacher position, and this created an Assistant Headteacher vacancy, if the Governing Board would approve appointment to the AHT vacancy. <b>This was agreed unanimously.</b></p>
<p>12.</p>	<p><b>Headteacher's Report</b>  Governors were in receipt of the EHT's Report to the Governing Board.  <b>1) Staffing/Teacher appraisals:</b> Governors were in receipt of the teacher appraisal information with an anonymised quality of teaching report. Governors formally approved the increments recommended for each teacher, noting that when the budget was set allowance had been made for incremental pay increases.  <b>2) Staff Sickness:</b> Governors noted that teacher staff sickness was high at Heavers Farm because of long term sickness of two teachers. Other staff sickness had dropped and the Federation was ensuring that it applied the Staff sickness procedures consistently and in a timely manner. Governors noted that Year 6 at Heavers Farm had been particularly affected by staffing issues this term  <b>3) Budget:</b> The Governing Board was mindful that the budget positions in both schools were under pressure and the predicted end of year positions had worsened since the budget setting process. There will be scrutiny and discussion at the next Resources Committee meeting and efforts made to bring the budgets back on track.  <b>4) Exclusions:</b> The Governing Board observed that compared to autumn term 2017 the number has significantly reduced.  Five children had been excluded this term, all boys. One is white British and four are BME. Three children were excluded once for one day. Another child was excluded once for five days because he caused a serious injury to another child. The remaining four exclusions were all given to one child, for physical assaults on both children and adults. This child is known to all of the relevant agencies and the Federation is seeking further help for him.</p>

<p><b>5) Behaviour/bullying/safeguarding incidents:</b> The EHT said that she was concerned about the recording of safeguarding incidents and wanted to investigate what staff understand as a safeguarding concerns in both schools. The Leadership team will be asking the designated Safeguarding officers to review the information recorded on incident slips and how this is followed up, and report back to the SLT.</p> <p><b>ACTION: Outcome of review of Safeguarding report slips to be reported at the next meeting</b></p> <p>The EHT said that the schools are recording all discrimination incidents and bullying incidents on SIMS. but this also needs further work with the teachers in order to improve the amount of information included there.</p> <p><b>ACTION: Update on review of recording systems for incidents of bullying to be reported at the next meeting.</b></p> <p><b>6) Complaints:</b> There had been a significant reduction in the number of parental complaints. the EHT and DEHT said that a lot of ongoing work with parental engagement is taking place and members of the SLT are outside on the gates at the beginning and end of the day which has helped to build positive relationships.</p> <p>There has unfortunately been a need to make a number of parental bans.</p> <p>Q: How do you try to resolve issues when a ban has been issued?</p> <p>A: The school has a meeting with the parent(s) towards the end of the ban period. By that time usually the heat from a situation has dissipated and both sides are able to have a respectful conversation . The Chair said that he is copied in to banning letters so is always aware of issues and how many bans are in force.</p> <p><b>7) Attendance:</b> Attendance continues to be very good at Selsdon and there is an improving picture at Heavers Farm. The Attendance Co-Ordinator has been working with the school's Education Welfare Officer and robust procedures for monitoring and tracking attendance/ absence have been put in place and are working well. There are a significant minority of families who have an embedded culture of lateness and poor attendance which is being tackled with consistent hard work.</p> <p><b>8) Pupil Numbers:</b> Figures have remained largely similar . Lots of open days have been held and there have been a lot of visitors on those days.</p> <p><b>9) Parent open afternoons:</b> The schools are aiming to provide regular afternoon slots for parents to come in and see their child's class/look at their child's work. This will be on a Friday afternoon at both schools. it was agreed that governors will be updated when the dates are confirmed and the dates posted on the blog. Governors were invited to attend any of these afternoons.</p> <p><b>ACTION: Governors to be updated when dates for parents open afternoons are confirmed</b></p>
<p><b>13. Any Other Business.</b></p>

13.1	Dom Lacovara asked if the Federation was correctly applying the resolution agreed at an earlier GB meeting that children who are absent due to medical appointments should not be excluded from the rewards systems providing their attendance record is otherwise good. The EHT confirmed that this was the case. There may have been some misunderstanding because the schools have a legal duty to record authorised absence, but gave Dom assurance that children with medical absence and an attendance record of 97.8%+ will be entered into the rewards draw by the class teacher.
13.2	It was formally agreed that Shelley Parker will be added as a signatory to the Procurement Card
14.	<p><b>Governors' Training</b></p> <p><b>Alan Tigg</b> confirmed that he had booked onto three forthcoming training sessions:</p> <ul style="list-style-type: none"> <li>• Panel training</li> <li>• Providing effective challenge</li> <li>• School Financial management</li> </ul> <p><b>Tanya Dennis</b> reported that she had attended</p> <ul style="list-style-type: none"> <li>• Ofsted training</li> <li>• Safeguarding</li> <li>• had booked to attend SEND training in January 2019</li> </ul> <p><b>Graham Cluer</b> reported he had attended</p> <ul style="list-style-type: none"> <li>• Health and Safety Risk assessment training</li> </ul> <p><b>Rebecca Tomasiewicz</b> had said she would be booking the following training sessions:</p> <ul style="list-style-type: none"> <li>• Safeguarding – Monday 4th February</li> <li>• Welcome to educational governance – Saturday 9th February</li> <li>• Pupil Premium – Wednesday 6th March</li> <li>• School Vision: The Governing Board's Role in Shaping This – Monday 3rd June</li> </ul>
15.	<p><b>Confidential Items</b></p> <p><i>To note that a Parental complaint Committee has been working to hear complaints which have also received media attention</i></p> <p>This was noted.</p> <p><i>To note that a Staff Disciplinary Committee has been convened</i></p> <p>This was noted.</p> <p><b>ACTION: Update on outcomes to be briefly reported at the next meeting</b></p> <p>There were three other items recorded under Part B, Confidential items.</p>
16.	<p><b>Reflection on outcomes for children from tonight's discussions:</b></p> <p>Governors agreed that the outcomes for children were and always should be at the heart of their</p>

	<p>discussions. Key areas where improvements for children's quality of experience were particularly exemplified in the following discussions:</p> <ul style="list-style-type: none"> <li>➤ Work to develop better facilities at Selsdon</li> <li>➤ Improvements in attendance</li> <li>➤ Ensuring that SLT appointments are correct for the school and address skills gaps</li> <li>➤ Safeguarding and keeping children safe</li> <li>➤ Improving communication between the schools and the parent communities</li> </ul>
<b>17.</b>	<b>Dates of next meetings:</b>

Spring Term 2019	
<b>Friday 25th January 9am - 4pm</b>	<b>Governors' Day in School, Selsdon</b>
<b>Wednesday 30th January 6.15pm</b>	<b>Resources Committee At Heavers Farm</b>
<b>Wednesday 27th Feb 6.15pm</b>	<b>School Improvement Committee At Heavers Farm</b>
<b>Monday 18th March 6.15pm</b>	<b>Resources Committee At Heavers Farm</b>
<b>Wednesday 3rd April 6.15pm</b>	<b>Full Governing Board At Heavers Farm</b>
<b>Monday 29th April 6.15pm</b>	<b>Budget Ratification Governing Board meeting at Heavers Farm</b>
Summer Term 2019	
<b>Monday 20th May 6.15pm</b>	<b>School Improvement Committee At Selsdon</b>
<b>Wednesday 26th June 6.15pm</b>	<b>Resources Committee At Heavers Farm</b>
<b>Thursday 11th July 6.15pm</b>	<b>Full Governing Board At Selsdon</b>

**Signed.....Chair of the  
Governing Board**

**Date.....**