

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF THE FEDERATION OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL
TO BE HELD ON WEDNESDAY 11TH JULY 2018 AT 5.15PM AT HEAVERS FARM PRIMARY SCHOOL**

Present

Moses Bukenya	Parent Governor
Nigel Collins	Co-opted Governor
Graham Cluer	Partnership Governor, Chair
Tanya Dennis	Co-opted Governor
Sarah Faulding	Co-opted Governor
Dom Lacovara	Parent Governor
Des Ogg	Partnership Governor, present from 6pm
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Co-opted Governor
Johnny Tang	Co-opted Governor

Also In Attendance

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

Absent

Lynsey Barnett	Staff Governor
Alan Tigg	Co-opted Governor
Robert Ward	Co-opted Governor

1. Welcome & Apologies for Absence

The Chair opened the meeting at 5.15pm and welcomed everyone to the meeting. Apologies for absence had been received from Lynsey Barnett due to a meeting at Selsdon , from Alan Tigg due to a commitment at his daughter's school, and from Robert Ward due to a conflicting commitment, all of which were accepted by the Governing Board. Apologies for the expected late arrival of Des Ogg had also been received and 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. Update on Membership

To note that the Instrument of Governance allows for the appointment of 13 governors as

	<p>follows:</p> <p>2 Parent governors The Executive Headteacher 1 Staff Governor 1 Local Authority Governor 2 Partnership Governors 6 Co-opted Governors</p> <ul style="list-style-type: none"> • To note that a number of governors' terms of office come to an end this year, • Lynsey Barnet: 31.08.18 (staff governor) Moses Bukenya: 12.10.18 (parent governor) Graham Cluer: 31.08.18 - <i>agreement for re-appointment already made beginning on 01.09.18</i> Nigel Collins: 21.10.18 (co-opted) Sarah Faulding: 21.10.18 (co-opted) Des Ogg: 31.08.18 (partnership governor) <p>The status of the current membership was noted. It was agreed that a Staff Governor election will be held at the beginning of the autumn term.</p>
5.	<p>Minutes of the previous meeting held on 1st May 2018 <i>Checking of accuracy and signing by the Chair</i></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 Executive Headteacher to be held on file in school.</p>
6.	<p>Matters Arising from the previous minutes, not covered on the current agenda</p> <ul style="list-style-type: none"> • <i>Recouping income from school trips</i> The Executive Headteacher confirmed that she had spoken to staff about trying to ensure that parents are aware of the importance of making voluntary contributions to support school trips. <p>All other matters arising were included on the current agenda.</p>
7. 7.1	<p>Committee Items:</p> <p>Resources Committee: Meeting Held on 6th June 2018</p> <ul style="list-style-type: none"> • Approval of Write Offs The work on updating the register and Write Off certification was noted. • Sale of Caretaker's House The Executive Headteacher reported that the contracts had been exchanged earlier in the week and completion was expected by the end of the week. Governors were very pleased to hear this noting that the process had been longer than expected, and thanked all those involved with progressing this sale.

- **Audit responses - Des Ogg**
Carried forward.

 - **Completion of Finance Self Assessment by all governors**
Governors were in receipt of the finance self evaluation form which all were required to complete as part of the SFVS evidence. All governors were asked to return their completed forms to Des Ogg who would carry out an analysis.
ACTION: Update on results of Finance Self Evaluation to be reported at the next meeting of the Resources Committee.

 - **Selsdon Kitchen Equipment**
The replacement of vital kitchen equipment in the Selsdon kitchen had now taken place.

 - **To note the appointment of Johnny Tang & Alan Tigg as governors who will liaise with the Federation in overseeing the tendering process for the Selsdon catering contract**
The Executive Headteacher confirmed that she had spoken to Wendy, Selsdon finance officer, and met with the consultant who will be working with the school to take forwards the Selsdon catering contract.
ACTION: Update on progress with tendering to be reported at the next meeting of the Resources Committee.

 - **Health & Safety Walks undertaken by Alan Tigg**
Alan Tigg had provided a report of his recent Health and Safety walks which were noted with thanks to Alan.

 - **Personnel - to note that there are no structural changes to the Staffing Structure for 2018/2019 but governors to formally ratify the appointments to Assistant Headteacher posts.**
The Executive Headteacher reported that the two temporary appointments for Assistant Headteacher were now recommended for permanent appointments. The two staff members concerned were Rob Barnet and Rob Askey. The Governing Board formally ratified the appointments.

 - **To receive the recommendation to formally approve the following reviewed policies:**
 - **Complaints Policy**
 - **Governors' Allowances Policy**
 - **GDPR Policy**
 - **Photo Consent Policy**
- The updated policies recommended to the Governing Board by the Resources Committee were formally approved with unanimous agreement.

	<p>School Improvement Committee: Meeting held on 9th May 2018</p> <p>Governors were in receipt of the minutes of the meeting. There were no matters arising for discussion at the current meeting.</p>
8.	<p>Governor Link Roles; Reports following monitoring visits into the schools since the previous meeting not already covered under item 7.</p> <p>It was noted that since the last meeting Alan Tigg had completed Health and Safety visits to both schools and provided a report, Tanya Dennis had completed a SEN visit to Selsdon and provided a report and had also made efforts to contact Heavers Farm. Des Ogg had made Finance visits to both schools which had been reported on to Resources Committee.</p>
9.	<p>Review of Policy within the Federation for rewarding pupil attendance</p> <p>The Chair had previously circulated a paper informing this discussion which had arisen because of a parental complaint about the Federation's reward system for 100% attendance which the parent considered to be discriminatory against children who were absent from school through no fault of their own. The parent had particularly objected to pupils with 100% attendance being taken out of the classroom for a treat, contending that some children felt this was unfair and that they were missing out. The Chair had taken advice from Octavo Governor Services who had not been able to reach a unanimous position, recognising the arguments on both sides. The Chair had also sought advice from The Key, where it was suggested that in rewarding 100% attendance schools were indeed potentially opening themselves to claims of discrimination, against pupils who were absent due to chronic illness, disability or religious observance.</p> <p>Countering this argument was a view point that parents/children who work hard to achieve 100% attendance should be recognised and celebrated.</p> <p>The overall aim of a reward system was to encourage and support good attendance and the Federation also has a policy to reward 98% attendance whereby pupils' names are entered into a ballot for winning a bike at the end of each year.</p> <p>After a very full and thorough discussion on the issues around rewarding attendance the Governing Board voted and made the following decisions:</p> <ul style="list-style-type: none"> • To continue to reward 100% attendance but in a much more low key way. i.e. by awarding a certificate rather than a treat during school time. • That the Federation would not count (when considering 100% awards or the 98% attendance rewards) hospital appointments that could only be taken during school time, subject to the discretion of the Head of School. • The Governing Board would review in one year.
10.	<p>Headteacher's Report</p> <p>It was agreed that there will be a further exploration of a number of the items included in the Headteacher's Report at the meetings in the autumn term.</p> <p>Staff Absence - deferred for discussion to the autumn term.</p>

	<p>Review of Proud to be Me event. Governors were aware that there had been a minority of parents who had complained about the event and that there had been press coverage. Governors agreed with the Chair's recommendation that it would be helpful to defer discussion of the event and the resulting issues to the autumn term once staff have had a chance to review the event. Overall the Governing Board was totally in support of the Executive Headteacher and the staff and the Chair had responded to complaints made to date stating this position.</p> <p>Q: A governor had a query about the numbers of staff reported as compared to the previous HT report.</p> <p>A: The Executive Headteacher said that numbers had been back dated and previously there had been an issue with SIMs.</p> <p>Q: A governor asked for clarification on the number of permanent exclusions made this year.</p> <p>A: The Executive Headteacher said that two permanent exclusions had been made this academic year. One had also take place last summer in the previous academic year.</p> <p>Pupil Numbers:</p> <p>Q: Is it possible to include a forecast line for pupil numbers going forwards?</p> <p>A: The Executive Headteacher said she would look at this for September's meeting.</p>
<p>11.</p>	<p>Achievement: Headline SATs data</p> <p>The school had received the KS2 SATs results the previous day and these were included in the Headteacher's Report. It was agreed that there will be much more analysis and discussion in the Autumn Term. The leadership team will be discussing these results and analysing why and where in some areas the results had been below expectations particularly at Selsdon.</p> <p>ACTION: Review of KS2 SATs results to be a key area of discussion at the autumn term Achievement Committee meeting and subsequent Governing Board meeting.</p>
<p>12.</p>	<p>School Development Plans 2017/2018: summary of progress and initial indicators of priorities for next year 2018/2019</p> <p>The SLT had not yet had an opportunity to complete the review of the current year's School Development Plans, and it was therefore agreed to defer discussion of the SDPs to the autumn term.</p>
<p>13.</p>	<p>Chair's Items: Report on any correspondence, Chair's actions etc</p> <p>As previously noted, the Chair had responded to a number of parental complaints. The vast majority had been referred back to the school in order to follow through with the Complaints Procedure.</p>
<p>14.</p>	<p>To agree procedure for Election of Chair for the forthcoming academic year</p> <p>Governors were reminded that the Standing Orders for the Governing Board stated the procedure for election of Chair. Governors agreed that they did not wish to amend the Standing Orders and</p>

	<p>noted that nominations for the position of Chair should be submitted to the Governance Manager by Wednesday 29th August. Nominations could not be accepted at the meeting.</p> <p>Nominations for the position of Vice Chair could also be submitted in advance or at the meeting, or made at the meeting.</p> <p>Graham Cluer stated his intention to nominate himself for the position of Chair for the next academic year.</p>
15.	<p>Governors' Training</p> <ul style="list-style-type: none"> • Governors to provide feedback on any training attended since the previous meeting • Update on any identified training requirements <p>No update at the current meeting.</p>
16	<p>DfE and Ofsted Items for Governors' Information:</p> <p>None</p>
17.	<p>Confidential Items</p> <p>To provide brief feedback on outcomes and any recommendations to the Governing board following</p> <ul style="list-style-type: none"> • A meeting of the Complaints Committee held on 24th May 2018 Chaired by Moses Bukenya The meeting had highlighted the importance of parents making complaints meeting with the EHT before the complaint reached governors, as it had been clear that there were some matters of miscommunication. As a result of this complaint a number of recommendations had been made and accepted. • Meeting of Final Stage Sickness Panel Held on 26th April 2018 Chaired by Graham Cluer and an Appeal Panel on 7th June 2018 Chaired by Nigel Collins The Final Stage Sickness Panel had made a decision to dismiss with notice a member of staff due to incapability due to sickness. The member of staff had appealed and the appeal panel had upheld the original decision • Meeting of the Pupil Discipline Committee held on 14th June. The PDC had upheld the EHT's decision to make a permanent exclusion. The decision had not been contested by the parent and the panel had spent time discussing the various issues and need for specialist support to meet the child's needs. The governors were concerned to try and ensure that appropriate provision is provided by the relevant local authority (Sutton) to meet the child's needs.
18.	<p>Proposed Schedule of Governing Board meetings for the forthcoming year recommended for formal approval. (See below)</p> <p>The Governing Board formally approved the schedule of meetings for the next academic year and governors were asked to ensure that they note the dates in their diaries.</p>

	It was agreed that a date for a Governors' Day in School will be set in September.
19.	<p>Consideration of Impact of the meeting on the outcomes for children at Heavers Farm and Selsdon</p> <p>Governors considered that the discussion on rewards for attendance had been instructive and important and some changes in policy had been agreed.</p> <p>Governors had noted the key issues with SATs results which will be drilled down and evaluated at the next meetings.</p>
20.	<p>Any Other Urgent Business</p> <p>The Chair reminded governors that Des Ogg had tendered his resignation at the end of his current term of office and this meeting would be his last full Governing Board meeting. Governors extended their extremely grateful thanks to Des for the huge contribution he had made particularly in relation to his role as Chair of Finance Committee and for the disciplinary and complaints committee panels he had served on over the last 4 years.</p>

Federation of Heavers Farm and Selsdon Primary Schools
Governing Board Schedule of Meetings 2018 – 2019

Autumn Term 2018	
Wednesday 12th September 6.15pm	Full Governing Board meeting At Selsdon
Monday 8th October 6.15pm	Resources Committee At Selsdon
Wednesday 7th November 6.15pm	School Improvement Committee At Selsdon
Wednesday 12th December 6.15pm	Full Governing Board At Selsdon
Spring Term 2019	
Wednesday 30th January 6.15pm	Resources Committee At Heavers Farm
Wednesday 27th Feb 6.15pm	School Improvement Committee At Heavers Farm
Monday 18th March 6.15pm	Resources Committee At Heavers Farm
Wednesday 3rd April 6.15pm	Full Governing Board

	At Heavers Farm
Monday 29th April 6.15pm	Budget Ratification Governing Board meeting at Heavers Farm
Summer Term 2019	
Monday 20th May 6.15pm	School Improvement Committee At Selsdon
Wednesday 26th June 6.15pm	Resources Committee At Heavers Farm
Thursday 11th July 6.15pm	Full Governing Board At Selsdon

Signed.....Chair of the Governing Board

Date.....