



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 6 December 2018 at 6.30pm at the School**

	Present:	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Vanessa Lines (VL) Clare Robertson (CR) Louisa Rowlands (LR) Carla Thompson (CT) Michael Webber (MW) (Vice Chair) Jo Winkler(JW)	
	In attendance	Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE Apologies from Des O'Dwyer (childcare issues) and John Tomlinson (work commitment) were received and accepted. Andrew Pembroke was also absent (a retrospective apology was sent, with absence resulting from a misunderstanding).		
2.	DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda.		
3.	MINUTES OF LAST MEETING AND MATTERS ARISING Minutes of FGB meeting held on 29 October 2018 The minutes of the meeting held on 29 October 2018 were approved as an accurate record and signed by the Chair. Action Points Governors reviewed progress against outstanding actions: <ul style="list-style-type: none"> • <u>ASP Training Session</u> – Having reviewed the ASP data, the HT advised that she believed that it was self-explanatory, and that there was no need for separate training. She confirmed that she had uploaded the ASP and IDSR data to the Information Bank on Sharepoint - https://sussexroadkentsch.sharepoint.com/:f:/r/Governors%20Sharepoint%20Site/Admin%20Library/Pupil%20Outcomes/2017-2018%20Statutory%20Data?csf=1&e=Fv6N8p <i>It was agreed that Governors should review the data and raise any queries with the HT in advance of the Outcomes monitoring meeting in January, which would also review internal Term 2 data.</i> • <u>Health and Safety Monitoring</u> – <i>The SBM advised that a Health and Safety monitoring visit had not yet taken place.</i> • <u>TEP Registration</u> – <i>The Clerk reminded Governors to register on The Education People's website if they had not already done so.</i> <p>It was confirmed that all other action points had been completed and/or would be covered during other agenda items.</p> Other Matters Arising There were no other matters arising from the minutes.		All DoD All

4.	<p>SCHOOL IMPROVEMENT/HEADTEACHER'S REPORT</p> <p>2018/19 Strategic Plan The Chair advised that it had been too early to present a full update on the Strategic Plan at this meeting, as monitoring was still taking place and there was no new internal data. She confirmed that detailed monitoring visits were analysing targets and progress, and that an update on progress would be presented to the next meeting. Headlines against Strategic Plan priorities are, however, presented in the Headteacher's report.</p> <p>Headteacher Report A Governor congratulated the HT on producing a comprehensive, summative report. The HT advised that the absence of a member of the support team remained a concern (and a cost) to the School. She confirmed that she had no other significant issues to report.</p> <p>A Governor asked for further clarification on the comments that subject leaders had felt 'overwhelmed' after the Inset day. The HT explained that the new arrangements for assessment in all curriculum areas represented a significant shift in practice, as over the past few years the SLT had taken on more responsibilities to drive forward school improvement, but felt that it was now the time to pass some of these responsibilities down to other members of staff. She also pointed out that it was clear that under the new Inspection Framework, Ofsted would be looking for data related to Foundation subjects, including information on levels and gap analyses and remarked that Sussex Road was ahead of other schools currently in its preparation for these changes. In response to a further question, the HT confirmed that all teachers at Sussex Road had a subject leadership responsibility (including teachers who had just completed their NQT year) and that it was for the SLT to manage the roll-out of these responsibilities in small incremental steps. She confirmed that coverage of the National Curriculum was secure, and that only a few minor changes would be needed to meet the requirements of the new Inspection Framework (to be introduced from September 2019). She also remarked that one of the challenges was for teachers to also consider themselves as leaders, but she was confident that staff were rising to the challenge, as the SLT had seen strong progress.</p> <p>LA Note of Visit Governors noted the contents of the recent LA Note of Visit (incorporating the HT's comments) and commented on how positive the feedback had been from the Improvement Advisor. In response to a question, it was confirmed that as a Good school, Sussex Road would only receive two School Improvement visits a year, and that the next visit would take place in the Summer, with a new School Improvement partner.</p> <p>Monitoring Visit Reports</p> <ul style="list-style-type: none"> • Teaching and Learning – The three monitoring Governors reported on their recent visit. They advised that they had had positive discussions with the HT about middle leaders, planning and the curriculum, noting that Maths was a priority subject for the current year. From this they were confident that the National Curriculum was being delivered well and that the School was prepared for the new Inspection Framework, particularly in relation to assessment. They also confirmed that they would meet with middle leaders at their next visit to follow up on the comments made in the HT's report. • GDPR – The GDPR Governor commented on the amount of work undertaken by the SBM and her team to ensure the School was GDPR-compliant. He referred to the RAG-ed 12 plan that had been circulated with his report and advised that the one 'amber' section related to physical data, as paperwork stored in the loft could not currently be accessed (due to the Caretaker's absence). He also advised that there needed to be a named person in the School who would deal with any subject access requests, which was likely to be a member of the Leadership Team. The SBM advised that she had reported one GDPR breach following an 	ADA/ SB
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	<p>'audit' before the parent consultation evening which had found that one computer had been left on and unlocked.</p> <p>The Chair confirmed that EYFS, PDBW and SEND monitoring visits were due to take place before the end of Term 2.</p> <p>Other issues arising from the Strategic Plan No other issues were identified.</p>	<p>Mon Govs</p>
<p>5.</p>	<p>PARENT SURVEY</p> <p>Governors reviewed the results of the recent parent survey (attached with papers), which had been held during the parents' consultation evening and administered by Governors. A Governor remarked that having a reason to engage with parents had created a better rapport than at the previous consultation meeting when Governors had simply just had an information stand in the reception area. Governors thanked LR for analysing all the responses and producing the summary charts.</p> <p>A Governor commented that the results had been very positive, with only one or two disaffected parents who had replied negatively to all questions. LR remarked that the comments that parents had made had also been positive and noted that areas of concern (such as the playground) had already been identified by the School and were being dealt with. She also noted that some parents, particularly those in EYFS had felt that they did not have enough experience of the school to answer positively or negatively to some questions. A Governor commented that it would be interesting to note responses to some questions over time, for example in respect of the curriculum which was a strategic priority for the current year.</p> <p>Governors noted that the survey would not be repeated until the next academic year, but suggested that Governors could hand out comment/suggestion cards at consultation evenings later in the year to build on the rapport that had been established with parents.</p> <p>A Governor asked the HT if the survey had identified anything that she needed to action. The HT commented that the results had been more positive than she had been expecting and remarked that, although satisfaction with behaviour was lower than with other areas, only 1% of respondents had replied negatively. She added that it was sometimes challenging to communicate in a professional way the challenges that mainstream schools faced in accommodating and managing the behaviour of children with special needs, particularly those with ASD whose behaviour was often challenging or disruptive. The Chair noted that there had been a comment that disruptive children were being 'rewarded' rather than sanctioned, reflecting the HT's previously expressed concerns about the views that parents' might hold on the restorative approach. The HT suggested that there was some work to do in 'educating' parents about the School's approach particularly those who might hold strong views about discipline and behaviour but not appreciate that poor behaviour arising from special needs or a situation outside school might need to be managed differently. She added that the children were often much more accepting of another child's behaviour and were concerned about what they could do to help them, but commented that it was difficult to talk (to children or parents) in too much detail about particular issues without disclosing information that might identify a specific child or their family. She also pointed that there is a period of transition following the introduction of the new Behaviour Policy and that information that parents received via their children about the way specific incidents had been managed might not have been fully understood.</p> <p>It was finally noted that the positive results of the survey reflected well on the SLT's work over the past year. Governors discussed how the School should report back to parents on the outcome of the Survey. It was agreed that some key charts should be uploaded to the website and referenced in the HT's newsletter. It was also agreed that, rather than identifying specific actions, the message should be that, despite receiving very positive results, Governors and the SLT were not complacent and would be considering what</p>	

	changes could be made to respond to the comments that parents had made. LR agreed to send summary graphs to the Chair.	LR
6.	<p>FINANCE</p> <p>Report from Pay Committee The Chair referred to the Committee's report, which had been circulated on Sharepoint. She confirmed that she and the other members of the Pay Committee had reviewed and endorsed the HT's pay decisions for teachers and support staff and had approved the HT's recommendations relating to SLT pay progression. The Committee had been satisfied that the process was comprehensive and robust and had followed the Pay and Reward Policy.</p> <p>HT's Performance Management Review [The HT left the meeting during this item] The Chair reported that she and the other members of the Review Group had met with an External Advisor to carry out the HT's appraisal, and reported on the outcome of this meeting (reported within the Confidential Minutes). Following this report, Governors approved the recommendations of the Headteacher's Performance Management Panel. [The HT returned to the meeting]</p> <p>LA Feedback on Six Month Financial Monitoring Statement The Chair reported that the LA had accepted the LA's six month monitoring statement without comment.</p>	
7.	<p>PREMISES The SBM reported on a number of premises issues</p> <ul style="list-style-type: none"> • Leaking Flat Roof – The SBM reported that she continued to chase KCC regarding the leaking flat roof. She advised that since the last meeting, the LA had identified an issue with concrete ceilings in some schools built in the 1980s and that, although this did not directly affect Sussex Road, it had received advice that concrete ceilings of the type installed in the school could become defective if they became wet. She understood that the LA had now issued instructions for the roof repairs to its Works team, although she had not had any advice as to when this work would be carried out. In response to a question she confirmed that there was no immediate health and safety issue and that the area of the school under the concrete ceiling could continue to be used. • Boilers in KS1 block – The SBM reported that a heating engineer had condemned one of the boilers. In the absence of any action from the LA, she had commissioned a complete feasibility report on heating in the KS1 block. In response to a question she confirmed that replacement of the boiler would be the LA's responsibility unless the cost of work was below £7,500, in which case the school would be expected to cover the cost from Devolved Capital. A Governor questioned the effects of the current position on the school. The SBM advised that the KS1 block was heated, but only had intermittent hot water. • Tree Works – The SBM reported that two dead branches of two trees on the School site should be removed on 12/12/18. In response to a question she confirmed that the branches did not constitute an immediate health and safety risk. 	
8.	<p>SAFEGUARDING/HEALTH AND SAFETY Health and Safety The Chair agreed to contact the Health and Safety Governor to prompt him to arrange a visit at the beginning of Term 3. The SBM advised that she had no health and safety issues to report.</p>	NF

	<p>Safeguarding The Safeguarding Governors confirmed that their Term 2 visit had been very positive. One of the Governors advised that it had however identified the cross-over between behaviour and safeguarding and pointed out that the Safeguarding Review Tool included a number of questions about behaviour management, and that this was also covered by Keeping Children Safe in Education. It was therefore proposed that behaviour should be monitored by the Safeguarding rather than PDBW or PPG monitoring governors. One of the PDBW monitoring Governors agreed that it would be sensible to avoid any duplication across the teams although she advised that PDBW monitoring visits also included pupil conferencing, which was a useful tool and which she would wish to continue. The HT commented that internal monitoring by the SLT took account of safeguarding issues that might be impacting on behaviour or attendance. The Chair asked the Safeguarding and PDBW Governors to liaise to discuss these issues further. One of the safeguarding governors advised that the Single Central Record had been reviewed as part of the last visit and that no issues had been identified. The HT had no Safeguarding issues to report.</p>	<p>S/G & PDBW Govs</p>
<p>9.</p>	<p>POLICIES</p> <p>Health and Safety Policy In response to a question, the SBM confirmed that the areas of the policy that were identified as being the caretaker's responsibility were being covered by other members of staff in his absence. She also noted that it had not been possible to review the policy with the Health and Safety Governor in advance of the meeting but confirmed that the School used the LA Model Policy and that, apart from updates to contact details, there had been no changes. The Health and Safety Policy was approved.</p> <p>Data Protection Policy The GDPR Governor confirmed that he had reviewed this policy and commented on the amount of work undertaken by the SBM in its development. The Data Protection Policy was approved.</p> <p>SEND Policy The SBM confirmed that there had been very little changes to this Policy. The SEND Policy was approved.</p>	
<p>10.</p>	<p>GOVERNANCE</p> <p>Parent Election Arrangements The SBM reported that three self-nominations had been received and that a ballot was in progress (closing on 11/12/18). She commented that it appeared that more ballot papers had been returned than had normally been the case. A Governor noted that reminders had been sent out by text. Another Governor commented that the instructions for completing and returning ballot papers had been complicated, and might be challenging for some parents. The SBM advised that she had tried to simplify the process as much as possible and confirmed that she would accept ballot papers as long as parents' intentions were clear, even if they had not followed the instructions exactly (for example if they had ticked rather than crossed the box to indicate their preferred candidate). It was agreed that the Chair should advise the candidates of the outcome of the election process. The SBM confirmed that she would pass the results to her as soon as they were available and would also pass the successful candidate's contact details on to the Clerk to enable her to meet with them for an initial induction session at the beginning of Term 3.</p>	<p>NF ADA LH</p>

	<p>The Chair reported that prospective candidates had been invited to a meeting with the Chair, VC and HT as an introduction to the governor role at Sussex Road. Only one parent had attended and the Chair confirmed that this parent had subsequently submitted a self-nomination. A Governor remarked that all three candidates had cited skills and experience in their personal statement that would be beneficial to the GB.</p> <p>Joint Panel Arrangements The Chair suggested that it would be useful to open up the 'pool' of 'independent' governors by entering into a joint arrangement with another school. The Clerk confirmed that this was recommended by the LA, to avoid GB's finding themselves in a situation where they needed to co-opt a new Governor (and potential reconstitute to do so) to convene an 'untainted' Governor panel. The Vice Chair commented that Panels often had been convened to a very tight timescale which placed additional constraints on availability. Governors agreed that they would wish to take this action forward, and asked how a partner school could be identified. The Clerk suggested that in the first instance, the best option would be to approach one of the local schools with whom Sussex Road was already collaborating. The HT advised that Woodlands School was similar to Sussex Road, in terms of its demographic, and confirmed that the two schools were already working together. The Chair agreed to contact the Chair of Woodlands School. The Clerk advised that the LA model suggested constituting a Panel of Governors from both schools who would be used for all Panel meetings, but that in her experience most schools preferred to amend this to allow them to use their own Governors if they were eligible and available and to only ask their partner school to provide one or more Governors under the Joint Panel Agreement if this was not the case. She confirmed that she would send a copy of a draft Joint Panel Agreement to the Chair.</p> <p>Governor Training No training had been undertaken since the last meeting. The Chair reminded Governors that District Governor briefings would be taking place at the beginning of term 3. JW advised that The Education People was trialling the use of Webinars, recognising that Governors often found it difficult to attend the face-to-face training sessions.</p>	<p>NF</p> <p>LH</p>
<p>11.</p>	<p>ANY OTHER URGENT BUSINESS Staff cover The HT reported on a staffing issue (reported in the Confidential minutes).</p>	
<p>12.</p>	<p>CONFIDENTIALITY. It was agreed that the detailed report on the HT's Performance Review meeting and the staffing issue reported under AOB should be recorded within the Confidential minutes.</p>	
<p>13.</p>	<p>DATE OF NEXT MEETING It was confirmed that the next meeting would be held on Thursday 22 January 2018 at 6.30pm</p> <p>The meeting closed at 7.50pm.</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
15.5.18 29.10.18 6.12.18	7 7 3, 8	A Health & Safety Monitoring visit to take place in June	End T6	H&S Mon Governors	NF to contact DoD re a T3 meeting
11.9.18 6.12.18	5 10	Consideration to be given to entering into a joint panel arrangement with another school/schools	End T2	NF	NF to contact the Chair of Woodlands School.
29.10.18	4 4	Term 2 monitoring visits to be arranged	End T2	All	SEN. EYFS & PDBW visits outstanding
29.10.18 6.12.18	9 3	Governors to register on the TEP website to gain access to CPD online if they have not done so	End T2	All	
6.12.18	3	Questions on ASP and IDSR data (on Sharepoint) to be sent to the HT	22.1.19	All	
6.12.18	4	A named member of staff to be identified to deal with any subject access requests	End T3	ADA/SB	
6.12.18	5	Summary data from the parent survey to be sent to the Chair for uploading to the website/informing a report to parents in a school newsletter	End T3	LR/NF/SB	
6.12.18	8	Governors to discuss how joint Safeguarding/PDBW monitoring is to be delivered	End T3	Safeguarding & PDBW Governors	
6.12.18	10	The outcome of the parent elections to be reported to candidates by the Chair	14.12.18	NF	
6.12.18	10	The results of the parent election to be sent to the Chair and Clerk	12.12.18	ADA	
6.12.18	10	The Clerk to arrange an initial induction meeting with the successful parent governor candidate	22.1.19	LH	
6.12.18	10	A copy of a modified Joint Panel Agreement to be sent to the Chair	End T2	LH	