



Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 14 September 2021 at 6.30pm through virtual governance arrangements

	Present: Michael Webber (MW) (Chair) Sarah Bowles (SB), Headteacher (HT) Emma Burns (EB) Alison D'Alton (ADA) (SBM) Abby Jeffrey (AJ) Emma Sangster (ES) Olly Swann (OS) (Item 5 onwards) Jo Winkler (JW) (Vice Chair)	
	In attendance Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE Apologies for absence from Andrew Pembroke (on holiday) were received and accepted. The Chair welcomed everyone to the meeting. The Clerk confirmed that the meeting was quorate.	
2.	DECLARATION OF BUSINESS INTERESTS Updating interests on GovernorHub <i>The Clerk asked Governors to check their business interests on GovernorHub, to update them as necessary and to complete the declaration to confirm that they had done so. She agreed to send out instructions on how to do this.</i> Declarations on agenda items No declarations of interest were received in respect of any item on the Agenda. The Chair reminded Governors to declare any interests that might arise as the result of discussions at the meeting.	All LH
3.	ELECTION OF CHAIR [The Clerk took the Chair for this item of business] Standing Order for Election of Chair <u>Governors approved the Standing Order (in the Terms of Reference 'pack') including the self-nomination process and the one year length of the term of office.</u> Nominations received in advance and at the meeting The Clerk reported that she had received one self nomination in advance of the meeting, from Michael Webber and asked whether any other governors wished to self-nominate for the Chair position. No further nominations were received. Election of Chair <u>Michael Webber was appointed Chair of the Governing Board for the 2021-22 academic year.</u> [Michael Webber took the Chair for the remainder of the meeting]	

4.	<p>ELECTION OF VICE CHAIR</p> <p>Standing Order for Election of Vice Chair <u>Governors approved the Standing Order (in the Terms of Reference ‘pack’) including the self-nomination process and the one year length of the term of office.</u></p> <p>Nominations received in advance and at the meeting The Clerk reported that she had received one self nomination in advance of the meeting, from Jo Winkler and asked whether any other governors wished to self-nominate for the Chair position. No further nominations were received.</p> <p>Election of Vice Chair <u>Jo Winkler was appointed Chair of the Governing Board for the 2021-22 academic year.</u></p> <p>The Chair confirmed that he had discussed the Chair and Vice Chair nominations with Andrew Pembroke and that he had agreed with both appointments.</p>	
5.	<p>CODE OF CONDUCT 2021-22</p> <p>Approval of Code of Conduct The HT confirmed that the vision/values statement in the draft Code of Conduct was correct. The Clerk asked whether Governors wished to include an expectation with regard to training within the Code. The Chair commented that some of the areas that governors would be monitoring would be complex and suggested that subject specific training would contribute to the strength of challenge at meetings and during monitoring. A Governor added that safeguarding training was a mandatory requirement for governors and that discussions with/presentations from staff (for example during monitoring) also delivered governor training. <u>It was agreed that the Code should include a requirement for governors to ideally undertake at least one training course a year.</u></p> <p>With regard to Safeguarding training, the HT suggested that school-specific training should be deferred until some of the current vacancies had been filled. The Chair remarked that in the meantime there were a number of online safeguarding training courses for governors, including training provided through the NSPCC.</p> <p>Declarations in respect of the Code of Conduct <i>Governors agreed that they would complete an online declaration to confirm that they had read and approved the Code of Conduct and agreed to abide by it. The Clerk agreed to circulate a link to an online form.</i></p>	All LH
6.	<p>INSTRUMENT OF GOVERNANCE/MEMBERSHIP REVIEW</p> <p>Review of Membership Governors agreed that the size of the Board, as set out in the IOG, was appropriate for the School, provided that the current vacancies were filled.</p> <p>Governor profiles on GovernorHub <i>The Chair asked governors to check their profile information on GovernorHub and update it as necessary.</i></p> <p>Current vacancies The Chair acknowledged that the Board was currently low on governor numbers. He reported that he had spoken to a number of potential governors, that some had not been</p>	All

	<p>interested in taking an application forward and others had requested further information, and some had not yet replied. He confirmed that he would pursue these leads further. However, he reported that he was aware of two expressions of interest from potential governors, both of whom had skills and experience identified through the Skills Audit, one being was a parent and the other a former governor who had indicated she would like to rejoin the Board. He confirmed that he would circulate the first governor's CV and would bring both applications back to the next meeting. He noted that, although both potential governors were parents (which could made it difficult if 'untainted' governors were needed for a Panel) both would be valuable additions to the Board. A Governor asked whether the former governor would have the opportunity to expand her remit and experience beyond safeguarding if she was to rejoin the Board. The Chair confirmed that he hoped this would be the case.</p>	MW
7.	<p>REVIEW OF GOVERNING BOARD – ORGANISATION AND STRUCTURE</p> <p>Effectiveness and Impact of Governance Structure The Chair suggested that the GB should review its governance structure, and advised that he would be undertaking this process through discussions with governors over the course of the next few months.</p> <p>Governor objectives and Action Plan <u>It was agreed that this item should be deferred until the review of the governance structure and his discussions with individual governors had been completed.</u></p> <p>Governance structure for 2021-22 The Chair recommended that, pending a further review, the Board should agree to adopt the Circle/Hybrid model discussed at the previous meeting, with a Finance Resources and Personnel Committee. <u>This proposal was agreed.</u></p> <p>Terms of Reference 2021-22 Governors reviewed the draft Terms of Reference, including the remit of the Finance, Resources and Personnel Committee. The Chair suggested that it would be appropriate for the Committee to have responsibility for Health and Safety, premises and staffing and also for Governor Training and Development. In response to a question, he confirmed that it was not anticipated that the Committee would have any responsibility for educational monitoring, which would remain the function of the monitoring pairs/groups. The Clerk asked whether the GB would wish the Finance Resources and Personnel Committee to also function as the Board's Pay Committee. Governors agreed that this would be appropriate, as both roles had traditionally been carried out by the same group of governors. The Clerk agreed to amend the Terms of Reference accordingly. <u>The Terms of Reference for 2021-22 were approved, subject to the agreed amendment regarding the Pay Committee.</u></p> <p>Membership of the Finance, Resources and Personnel Committee <u>Governors agreed that, until new governors were appointed, membership should be limited to three governors, together with the HT (ex officio), with ADA attending on the school's behalf in her role as School Business Manager.</u> <u>The membership of the Committee was confirmed as Emma Burns, Olly Swann and Michael Webber. It was agreed that the Committee would appoint a Chair at its first meeting.</u></p> <p>DfE Identified governors The following roles were confirmed:</p>	LH

- **SEND/Inclusion – Andrew Pembroke and Emma Sangster**
- **Safeguarding – Michael Webber (pending the appointment of new governors)**
- **Finance – Chair of the Finance, Resources and Personnel Committee**
- **Health and Safety – Chair of the Finance, Resources and Personnel Committee**

Monitoring of Strategic Plan Priorities

Governors agreed that the focus of monitoring would continue to be the Quality of Teaching Learning and Assessment, but a Governor pointed out that the arrangements put in place for the last round of monitoring, where the Acting Headteacher had identified the areas of the Strategic Plan to be monitored, had been very effective and suggested that this arrangement should continue. ***The Chair agreed that he would speak to the HT outside the meeting about her monitoring priorities for the year.*** A Governor commented that this new approach had started at the Governance Day held in school previously and remarked that monitoring on that day had taken a broader focus beyond QTLA, including wellbeing and the curriculum.

MW

The Chair remarked that he wished to inject more life into FGB meetings and would like to move the timing of meetings to the afternoon, preceded by monitoring visits. He also intended that the GB should primarily focus on the Strategic Plan and on receiving reports from governors on their visits to the School. Governors confirmed that they were happy with this approach.

The Chair suggested that the monitoring subjects for the Autumn term needed to be flexible and noted that the School was now in the Ofsted inspection 'window'. A Governor asked for guidance on the role of governors during an inspection. ***The Chair advised that he had attended a useful Webinar run by Ofsted which outlined its expectations of governors and agreed to send details to other governors.*** He asked if the HT had been given any indication of when Ofsted might visit Sussex Road. The HT advised that an Inspection was imminent but other local schools were due before Sussex Road. **Governors agreed that monitoring arrangements should be fluid for the time being.**

MW

The Chair commented that the GB also needed to have a focus on longer term strategic issues, for example the implications for the school of the proposed new development at Hayesden. He remarked that the previous Governor Day had set an excellent model for governor meetings. A Governor suggested that a varied model for meetings across the year might be an excellent way forward for the Governing Board.

Governors provisionally agreed the following monitoring priorities for the Autumn term:

- **Pupil Premium and Inclusion monitoring (to be included within the remit of the SEND governor)**
- **Outcomes**
- **Personal Development, Behaviour and Welfare**
- **Sports Premium – to be covered by the Vice Chair and Emma Burns as part of Quality of Education monitoring**
- **EYFS – to be covered by Emma Sangster**
- **Outside Learning/OPAL – Emma Burns to continue in the OPAL Link Governor role**

Pay Committee

It was confirmed that the Finance Resources and Personnel Committee would serve as the School's Pay Committee.

	<p>Headteacher’s Performance Management Panel/Appointment of External Advisor The Panel was confirmed as Emma Sangster, Michael Webber and Jo Winkler (recognising that although this was not best practice, other governors would need to be trained on the HTPM process). Rosemary Ferguson was appointed as External Advisor. The Clerk commented that External Advisors should not work with a School/HT for more than three consecutive years and that the School might need to consider alternative arrangements next year. The HT pointed out that, she had already been set performance objectives for the current year but would not require an appraisal meeting this year following her return from maternity leave.</p>	
8.	<p>GOVERNOR MONITORING</p> <p>Governor Visits Monitoring Policy The Clerk confirmed that she had amended the Policy to take account of the decision to operate with a ‘hybrid’ governance structure, and that the TEP model policy now included a section on virtual/face to face monitoring. It was noted that the model Monitoring Report Forms had been amended to emphasise all governors’ responsibilities with regard to Safeguarding and SEND. The Governor Visits Monitoring Policy was approved.</p> <p>Monitoring Schedule for 2021-22 Monitoring arrangements for 2021-22 had been discussed under the previous item.</p> <p>Governor Role Descriptors <i>The Clerk agreed to send a link to the Role Descriptors on Sharepoint.</i></p>	LH
9.	<p>SAFEGUARDING</p> <p>Governors’ Safeguarding training The HT confirmed that normally governors would have been invited to attend the staff Inset Day training but that, given the vacancies on the Board, training for governors would be arranged once there were new governors in post. The Clerk suggested that pending a training session, it would be helpful if all governors were aware of the changes to KCSIE, which had this year placed greater emphasis on governors’ responsibilities for safeguarding. The HT agreed to circulate details of the 2021 KCSIE changes for information.</p> <p>Evidencing of staff safeguarding training/KCSIE Part 1 declarations It was agreed that, once all members of staff had completed declarations regarding KCSIE Part 1 and the Child Protection Policy, the relevant sections of the SRP should be reviewed at a Safeguarding monitoring visit.</p> <p>GovernorHub declarations on KCSIE 2021 Part 2 The Clerk asked all governors to complete the declaration regarding KCSIE on GovernorHub. A Governor noted that the GovernorHub profile information included confirmation that governors’ DBS status had been checked and the relevant date this had been completed. The Clerk confirmed that the SBM had sent her a list of DBS acceptance dates which she would add to GovernorHub.</p>	SB MW All LH
10.	<p>POLICIES</p> <p>Child Protection Policy The SBM confirmed that the Policy had been updated in line with the revised KCC model. The Child Protection Policy was approved</p>	

	<p>Finance Policy <u>The updated Finance Policy was approved.</u></p> <p>Admissions Policy The HT pointed out that as a Community School the school would adopt the Local Authority's Admissions Policy.</p> <p><u>Governor Allowances Policy</u> <i>It was agreed that this Policy would be brought back to the next FGB meeting.</i></p> <p><u>Pay Policy</u> Governors noted that Cantium Solutions (SPS) would produce an updated policy once the STPCD on teachers' pay awards had been published.</p> <p><i>The Chair advised that he had proposed to the HT that all statutory policies should be brought to Governors for approval at the first business FGB of the year, and that they would therefore all be considered at the next meeting.</i> The SBM pointed out that the majority of the statutory policies followed LA models.</p>	<p>SB/ ADA</p> <p>SB/ ADA</p>
11.	<p>ANY OTHER URGENT BUSINESS</p> <p>Strategic Plan Review The Chair questioned the arrangements for the review of the Strategic Plan. <i>The HT confirmed that the draft Plan would be reviewed following consultation with staff and parents and brought back to the next FGB meeting for approval.</i></p> <p>Ofsted Inspection Process A Governor questioned the process that would be followed in the event of an Ofsted Inspection. The HT explained that she would advise the Chair when she received the phone call from Ofsted, and that he would then inform the rest of the GB. The Chair advised that the HT's discussion with Ofsted would inform which governors should meet with Inspectors although given the short notice of an inspection, this was likely to be those who were available at the time.</p> <p>Term 1 and 2 monitoring Governors discussed when monitoring should begin, to avoid all monitoring being condensed into Term 2. The Chair commented that governors would need to be guided by the HT in this. The HT confirmed that she needed to finalise the SP priorities. The Chair confirmed that he would discuss these further with the HT outside the meeting but suggested that Safeguarding would be an early priority. Governors suggested that expenditure on Sports Premium and SEND would also be priority areas for monitoring. The HT advised that the use of Covid Catch Up funding also needed to be monitored, as this funding had been carried over from the previous academic year, as this was something that Ofsted would query during an Inspection.</p> <p>There were no further items of other business.</p>	<p>SB</p>
12.	<p>CONFIDENTIALITY. No items of confidentiality were identified.</p>	

13.	DATE OF NEXT MEETING The date of the next meeting was confirmed as 19 October 2021. <i>In the meantime the Chair confirmed that he would discuss his proposals for future governance with all Governors. The Clerk confirmed that she would contact the members of the F&R Committee regarding a date and time for the first Committee meeting.</i>	MW LH
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Signed.(Chair).....Date

APPROVED

Covid - 19. The minutes have been reviewed and are confirmed by the board on 19 October 2021 to be an accurate record of the meeting and any decision making

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Action By	Status
18.3.21 17.5.21 13.7.21	4 3 4	The Clerk to check Inspiring Governance for further expressions of interest in the Co-opted vacancies. Governors to contact the Chair if they are aware of any other potential new governors	End T4	LH	The Chair-elect to contact potential new governors over the Summer. The parent who had expressed interest in becoming governor to be advised that she would be contacted again in September.
13.7.21	5	The OPAL Link Governor to report back to the October FGB Meeting	19.10.21	EB	On agenda
13.7.21	6	The PE Funding Impact Statement to be updated and uploaded to the website	End T1	ADA	In progress
13.7.21	9	The Governance Structure, roles and responsibilities to be discussed over the Summer	Start T1	NFJ/W/ MW	Discussions to continue during Term 1
13.7.21	9	The Chair-elect to speak to governors individually over the Summer about their roles on the FGB	Start T1	MW	Discussions to continue during Term 1
13.7.21	9	A Governor to be recruited to join the HT Performance Management Panel	End T1	All	Emma Sangster appointed
14.9.21	2, 6, 9	Governors to check their profiles and business interests on GovernorHub and complete the declarations regarding business interests and KCSIE 2021 Pt 2.	19.10.21	All	Reminders to be sent if not completed
14.9.21	2, 6, 9	Instructions regarding the GovernorHub declarations to be sent to all governors	19.10.21	LH	Completed
14.9.21	5	Governors to complete an online form regarding the Code of Conduct	19.10.21	All/ LtoH	Reminders to be sent if not completed
14.9.21	6	The potential Co-opted governor's CV to be circulated	19.10.21	MW	On agenda
14.9.21	7	The Finance Resources and Personnel Committee to appoint a Chair at its first meeting	End T1	LH	Completed
14.9.21	7	Monitoring priorities for the year to be discussed with the HT outside the meeting	End T1	MW/SB	Discussions to take place during Term 2
14.9.21	7	A link to the Ofsted Webinar to be sent to all governors	End T1	MW	Completed
14.9.21	8	Governors to be sent a link to the Role Descriptors on Sharepoint	19.10.21	LH	Completed

14.9.21	9	Details of KCSIE 2021 changes to be sent to governors	19.10.21	SB	Completed
14.9.21	9	Staff declarations regarding KCSIE and safeguarding update training to be reviewed as part of a safeguarding visit	End T2	MW	To be completed at next visit
14.9.21	9	DBS information on GovernorHub to be updated	End T1	LH	Completed
14.9.21	10	The Governor Allowances Policy to be brought back to the next FGB Meeting	19.10.21	LH/ADA	No longer statutory policy
14.9.21	10	All statutory policies to be brought to the next FGB meeting for approval	19.10.21	SB/ ADA	On agenda
14.9.21	11	The draft 2021-22 Strategic Plan to be brought to the next meeting for approval	19.10.21	SB	Deferred to Term 2 meeting
14.9.21	13	Proposals for future governance to be discussed with all governors	19.10.21	MW	On agenda
14.9.21	13	Dates and times for the first meeting of the Finance Resources and Personnel Committee to be confirmed	End T1	LH	Completed