

Charlton Kings Junior School
Full Governing Body Meeting Minutes
Thursday 13th September 2018 at 7.00pm



“Ensuring excellent outcomes for children”

Present		Also present	
Caroline Parker (Chair)	CP	Kate Shepherd (Clerk)	KS
Lee Pajak (Head)	LP		
Lesley Crompton	LC	Apologies	
Peter Williams	PW	Russell Grimshaw	RG
Nick Jukes	NJ	Andrew Lackey	AL
Mark Hawkins	MH	Lisa Plumpton	LP
Sheena Habben	SH		
Ian Davidson	ID		
Alasdair Mundy	AM		
Sue Selwood	SS		

1	Apologies and welcome	Action
	Apologies had been received from RG, LP and AL and were accepted by all governors present.	
Promoting Outstanding Governance		
2	Register of pecuniary interests / conflict of interest	Action
	There were no declarations of interest in agenda items.	
3	Consider appointment of Peter Williams as a governor	Action
	CP indicated that PW's term of office as a parent governor had ended. PW indicated that he would be willing to be appointed as a co-opted governor if all agreed. All governors present agreed to the appointment and PW was duly appointed to the governing body for a new 4 year term of office.	
4	Elect Chair / Vice-Chair	Action
	Chair CP indicated that she was willing to continue in the role of Chair of Governors – there were no further nominations. CP left the room whilst governors considered the nomination. All present agreed to the nomination and CP was duly elected as Chair of Governors.	

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	<p>Vice-Chair</p> <p>PW indicated that he was willing to continue in the role of Vice-Chair of Governors – there were no further nominations.</p> <p>PW left the room whilst governors considered the nomination. All present agreed to the nomination and PW was duly elected as Vice-Chair of Governors.</p>	
5	Minutes of previous meeting to be approved and signed – 10th July 2018	Action
	<p>The minutes were agreed by all governors present as a true and accurate representation of the meeting.</p> <p>CP signed a copy of the minutes for the file.</p>	
6	Matters carried forward which are not covered elsewhere	Action
	<p>SS indicated that there had been a recommendation that Unrestricted Funds are processed through the school's accounting system and this is being investigated. SS indicated that there had been some issues with customers having more than one bank account with Lloyds on Xero. It was agreed that this would be discussed further at the next Operations committee meeting.</p> <p>Circulate proposed timescales for building work</p> <p>Governors noted that RG had sent through a report on the work to date. It was noted that PR Associates had carried out a visit to site on 29th August to look at the options for building usage. SS indicated that the SBM has been chasing them for their report but this has not yet been made available. It was noted that the company have been paid £1k to carry out the work.</p> <p>GQ – why did we use this company?</p> <p>It was noted that PR Associates had come recommended.</p> <p>Governors discussed the ongoing issues with the swimming pool and it was suggested that some other schools who have pools could be contacted for some advice on companies recommended to carry out maintenance work. It was agreed that someone is required who is specifically qualified to advise on pools. It was suggested that there may possibly be a new parent who would have this expertise. SS stated that the pool issues need to be addressed in time for the next summer season.</p> <p>Governors discussed the new learning pods which have been installed over the summer and noted that there was currently no disabled access into them. It was noted that disabled access would be required for the next academic year. SS indicated that the LA would be carrying out a disability review of the school premises to establish what work would be required for September 2019. Governors noted that the children appear to like the learning pods and they are currently being well used.</p>	KS / Agenda

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	<p>It was agreed that, with regards the building work, the school should progress this and obtain some quotes for installing the necessary building. It was suggested that planning permission may not be required.</p> <p>Set up a generic letter regarding payments to staff CP stated that this had been set up.</p>	
7	Chair's Business	
	<p>Governor Skills Audit It was agreed that new governors complete the skills audit. It was also suggested that existing governors complete another audit – this could be compared to the last audit completed to show progress over the previous year. It was agreed that these would be completed and returned to KS by half term in October. KS agreed to send previous audits if these are available.</p> <p>Review Committee structure It was agreed that membership of the current committees would remain the same as the previous year.</p> <p>Review Governor roles Governors noted and agreed that LC would be the Safeguarding governor.</p> <p>Governors noted and agreed that AM would remain as the Sport Premium and website governor.</p> <p>It was suggested that KS upload the current governor roles and responsibilities document to GovernorHub.</p> <p>Review and adopt the Governor Code of Conduct CP suggested some possible changes to the code of conduct.</p> <ul style="list-style-type: none"> • Communication – that governors respond to emails within a week • That governors ensure that deadlines for returning documents etc. are set and met • That governors complete their visit reports within a week of the visit <p>The changes were agreed and KS would update the document and re-circulate.</p> <p>Review governor training and development needs There were no current training and development needs identified.</p> <p>Governor Engagement forms CP indicated that there is not an expectation that engagement forms are regularly completed this year but suggested that governors use them as a reference point for their specific roles and responsibilities.</p> <p>To note decision and process regarding Executive Head teacher</p>	<p>All KS</p> <p>KS</p> <p>KS</p> <p>KS</p>

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	<p>An email trail outlining the decision regarding the Executive Head teacher role is stored with the minutes.</p> <p>CP indicated that governors need to authorise spending limits for SS in her capacity as Operational Head teacher. Governors agreed that SS have the same spending power as LP does during this interim period. It was also agreed that SS be named as the DSL (Designated Safeguarding Lead) during this period. CP suggested that Deputy DSLs need to be members of the school SLT – this would need to be checked.</p>	
Promoting Outstanding Teaching and Learning		
8	Head teacher verbal update	Action
	<p>SS provided governors with a verbal update as follows –</p> <ul style="list-style-type: none"> • There has been a positive start to the school for Year 3 children which had been helped by the good transition processes which had been put in place. SS indicated that 1:1 support for some of the children was currently working well. • A fire drill had taken place – all children had been evacuated and registered in 3.14 minutes – governors agreed that this was very positive. • SS stated that the new learning pods were up and running – there will be some further resources / furniture needed to complete these. • The school had welcomed some new children into Year 4 and Year 6. • The Meet the Teacher sessions had gone well and were well received. • There had been 2 INSET days at the beginning of the year – one had been a planning day and on the second day, staff had received first aid training, a visit from the respiratory nurse and a safeguarding update. • SS has undertaken DSL training and KCSiE updates • Staff meetings and further INSET days have been planned • Maths remains a focus on the SDP (School Development Plan). Steve Lomax will be providing training to the maths team in school. • The member of staff responsible for SEND, Pupil Premium and Child Protection was very busy. • CPOMS (an online safeguarding reporting system) is being embedded – this is also used at the Infants school so it is hoped that information can be transferred. • The school has been allocated an Early Help adviser. • SS stated that the school is full. The school is currently 2 over PAN across the school. <p>GQ – is the current SDP still valid and continuing into this year?</p> <p>SS stated that the SDP is rolling forward into this academic year. There will be some minor tweaks needed and this will be uploaded to GovernorHub in due course.</p>	

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	<p>GQ – are the new TAs settling in well? SS indicated that one TA did not turn up for work on the first day so an advert has been placed for this. SS indicated that some interested candidates have looked around the school.</p> <p>SS stated that the transition work with the Infant School has been really useful to make the process smooth for all new children to the school.</p> <p>GQ – have the Year 3 children with specific needs settled well? SS indicated that, overall, the children have settled well. They have attended assemblies and spent some considerable time in class.</p> <p>ID indicated that there has been a good take-up of school meals from the new Year 3 children.</p> <p>GQ – how is the remaining TA support feeling across the school? SS suggested that this is good so far.</p> <p>GQ – how is the new Year 6 cohort settling in? SS stated that they are settling well and are good role models for the school. SS suggested that mixing of the Year 6 classes seems to have been a positive move.</p> <p>SS provided governors with an up to date data headline sheet and a copy of this is stored with the minutes for information.</p> <p>SS indicated that this now includes the national data and the school is very strong in comparison to this. Governors agreed that the higher attainment specifically in maths is very positive for the school.</p> <p>SS suggested that governors may like to look at the Year 6 presentation books at some point to see the quality of writing which is being produced – it was agreed that this could be a focus for the next C&L committee meeting.</p> <p>SS indicated that the school have not previously achieved positive progress scores in all 3 areas (Reading, Writing and Maths) but this has been achieved for the July 2018 cohort.</p> <p>Governors thanked and congratulated all staff and children for the positive attainment and progress results. Governors also thanked SS for the comprehensive data information provided.</p>	KS / Agenda
Compliance		
9	Health and Safety	Action
	There was no update required for Health and Safety.	

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	PW stated that he would sign the Health and Safety policy in due course and indicated that a Health and Safety audit would be carried out in February time.	
10	Risk Register	Action
	<p>PW indicated that this needed to be considered at the next C&L committee meeting as some possible risks had been identified.</p> <p>It was noted and agreed that this would need to be complete and in place before the auditors meeting in November.</p>	
11	Child Protection / Safeguarding	Action
	SS stated that all Safeguarding training for staff was up to date.	
12	Complaints	Action
	There were no complaints for the governing body to consider.	
13	Policy Review	Action
	<p>Child Protection Policy / Safeguarding statement</p> <p>It was noted that the named governor for safeguarding needs to be updated to be LC.</p> <p>SS indicated that she had made some changes to the policy following her training.</p> <p>Governors noted that this was a very long document and suggested that a contents page could be included to ensure it could be easily referenced.</p> <p>Governors also queried whether there was a need to have a section on Forced Marriage – this does not seem to be relevant to a junior school – SS would investigate the need for this section.</p> <p>It was suggested that the policy state clearly that in all cases where a concern is noted, the DSL be contacted. It was also suggested that there should be a statement included to indicate to staff that it did not matter if their concerns were wrong – it would be better to be safe than sorry.</p> <p>It was agreed that a slight wording change was required to the photograph permission section.</p> <p>It was agreed that the section relating to governors safeguarding input be expanded to include the fact that governors perform spot-checks and less formal additional safeguarding checks.</p> <p>SS to make the changes and re-circulate the policy.</p>	SS
14	AOB	Action

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