

ELM GROVE PRIMARY SCHOOL  
Full Governing Board Meeting



4<sup>th</sup> March 2020 6pm

**Present:** Diana Boyd (Chair), Louise Willard (Head Teacher), Chris Adams, Tammy Bowles, Laura Haynes-Copp, Natalie Dodds, Phil Kelly, Chris McNeill, Hugh Mehta, Emma Sutton

**Quorate:** 10/12

**In attendance:** Anna Johnson, Clerk

**1. Welcome and Apologies for Absence**

Apologies were accepted from Leigh Ward and Sue Margolis

i. Declarations of any Interest in the Meeting - None

**2. New Education Inspection Framework and preparing for Ofsted: 6pm-7pm**

Simon Chandler, School Partnership Adviser, gave a presentation to the board and took questions (minuted separately in Part 2).

**3. Approval of Minutes of last FGB & Matters arising**

i) The minutes were **agreed** without amendment.

ii) Matters arising from the meeting on the 14<sup>th</sup> January.

- Rewards of additional playtime were considered for improved and good punctuality but the school recognised that currently it was children on a part-time timetable who were having the most negative effect on attendance data.
- Laura Haynes-Copp to send PTA dates to governors (these were also available on School Ping). **Action**
- The dates of Pupil Premium and SEND reviews for next term have been set. Head to distribute. **Action**
- Establishing the use of iPads was still in process. The required apps were being installed on them gradually, due to time constraints.

**4. Head Teacher's Report - Questions**

Governors enquired about the health of Val Gates, School Business Manager and asked how this was impacting the school. The Head reported that Val's absence had highlighted areas of school operation that needed to be shared, including information in drives with security passwords. These issues have now been resolved with the support of Schools IT.

Val's responsibilities were being covered by members of the school office, the Head and a former Elm Grove student who has done ad hoc work at the school and has access to many of the necessary IT systems.

*Q. Is this member of staff receiving appropriate pay for her new duties?*

A. The Head had reviewed this with the Local Authority's Human Resources team and it was agreed that she be moved to a pay rate commensurate with the role.

*Q. What effect is this absence having on the Head's workload?*

A. The Deputy Heads have been overseeing teaching and learning at the school while the Head has established cover for Val's work and ensured all systems continue effectively.

	<p><i>Q. How will this absence affect submission of the draft budget?</i>  A. Unfortunately there was still much work to do when Val was taken ill. Schools Finance is supporting the Head in completing the budget and has sanctioned the delay in submission.</p> <p><i>Q. How is health and safety being monitored in Val's absence?</i>  A. James Roocroft is covering duties and the Head is the emergency contact.</p> <p>It was <b>agreed</b> that Emma Sutton, Health and Safety governor, would arrange a meeting with James early in the summer term. <b>Action</b></p> <p><i>Q. Is there a way to provide professional cover for Val's finance work?</i>  A. School's finance has suggested that another School Business Manager with spare time would be the most suitable option.</p> <p>The Head announced that provisional targets for all statutory assessments had been agreed and a data sheet was distributed.</p>
<p><b>5.</b></p>	<p><b>Safeguarding</b>  - <b>Office visit</b></p> <p>Governors reported that they had been pleased with the findings of the office review. Staff were clear on their roles and keen to discuss safeguarding aspects of access to the school and the problems presented by the building. The office staff were confident about the safeguarding process for supply staff and were observed carrying this out appropriately. They use CPOMS to log concerns and understand their reporting duty well.</p> <p>There were a number of recommendations from the report which should be followed up. The challenges of the building would require longer term planning – it was agreed to add this to the premises plan. <b>Action</b></p> <p><b>Action:</b> Photos of Safeguarding Leads to be placed in the school entrance hall.</p> <p>It was <b>agreed</b> that Natalie Dodds would take over the role of Safeguarding governor.</p>
<p><b>6.</b></p>	<p><b>Reports from committees</b>  - <b>Finance and premises/ Budget update</b></p> <p>Hugh Mehta, Finance committee Chair reported that the underspend remained as predicted at the last FGB. Expenditure on agency staff was high but balanced by lower staff expenditure in other areas.</p> <p>The Head explained that expenditure on covering Val Gates' absence would not be covered by insurance (which only applies to teaching staff) and so this was likely to reduce the level of underspend at year end.</p> <p>Completion of the budget in Val Gates' absence was a concern and Hugh would monitor the situation with the Head over the next month.</p> <p>The local authority had recently offered to pay for the maintenance works on school windows with the condition of a contribution of £9,000 from the school budget. The board gave <b>approval</b> for this financial commitment in the 2020 budget.</p> <p>Governors commented on the inconvenience of the continued presence of the scaffolding. However, they agreed that it was important this work took place and expressed</p>

	<p>appreciation that the local authority had offered the necessary funding.  <b>Action:</b> Parents to be updated about scaffolding in the newsletter.</p> <p><u>Budget ideas</u>  A list had been distributed to governors following staff discussion about school development priorities for next year. The Head reported that there had been little change to this since the last meeting, with employment of an apprentice for school admin/PA work still a top aim, along with changes to the use of Grade D Teaching Assistants.</p> <p><b>Teaching, learning and standards committee</b></p> <p>Governors had received the minutes and questions were invited. The main issues discussed in the previous TLS meeting had been discussed at the previous FGB.</p>
7.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Complaints policy</b></li> </ul> <p>This was a local authority model slightly adapted by the Head. Governors <b>approved</b> the policy with a 3 year review period unless the Local Authority amended their model. Governors discussed the inclusion of the distinction between concerns and complaints in the new model. They agreed that it was useful for them to hear about parents' concerns but these are not required to be recorded formally.  <b>Action:</b> Policy to be placed on the website  <b>Action:</b> Trends in parent concerns to be added to the Head's report annually.</p> <ul style="list-style-type: none"> <li>• <b>SEND Information report</b></li> </ul> <p>Laura Haynes- Copp had compared the new report with required statutory contents and would send comments to the new SENCo, Tammy Bowles and the Head. The amended version would be emailed to the board for approval. Publishing of the new report was overdue but if any governor queries required board discussion, approval would be postponed to next FGB. <b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Equalities information – update</b></li> </ul> <p>The most recent equalities data had been added to the Equalities statement. Governors noted that the statement was due for review this year and would benefit from updating. This would be added to the agenda of the first meeting in the autumn. <b>Action</b></p>
8.	<p><b>Governor week</b></p> <p>Governors confirmed their participation in each of the scheduled events in the governor week plan. Phil Kelly to send schedule with governor names as agreed. <b>Action</b></p>
9.	<p><b>Any Other Business</b></p> <p>Hugh Mehta reported that a positive meeting of the parents/governor working group had taken place – report to follow.</p> <p>The Head announced that secondary places had been confirmed and that the majority of children had received their first choice place, those few who hadn't were living outside the catchment. The Head thanked parents at Elm Grove for their efforts on changing local authority policy on secondary placement for the school.</p> <p>Chair to email about use of school as a polling station urgently. <b>Action</b></p>
10.	<p>Next meeting: <b>21<sup>st</sup> May</b></p>

Chair's signature: .....

<b>ACTION LOG</b>				
	<b>Date</b>	<b>Action</b>	<b>Owner</b>	<b>Due Date</b>
1.	14.01.20	Item on the Premises 3 year Priorities plan to be added to agenda of April TLS committee	AJ	April
2.	14.01.20	Laura Haynes-Copp and Natalie Dodds would present an item on equalities at the next meeting.	LHC/N D	21.05.20
3.	14.01.20	Governors to consider attending PTA events coming up, also Pupil Premium or SEND reviews via LW	All	Ongoing
4.	04.03.20	Laura Haynes-Copp to send PTA dates to governors	LHC	Asap
5.	04.03.20	Head to send dates of Pupil Premium and SEND reviews for next term	LW	Asap
6.	04.03.20	Emma Sutton, Health and Safety governor, would arrange a meeting with James early in the summer term	ES	Asap
7.	04.03.20	Recommendations from the Safeguarding office review report which should be followed up at next meeting.	ND/AJ	10.05.20
8.	04.03.20	Add restructure of school access in relation to safeguarding to the premises plan	LW	Asap
9.	04.03.20	Photos of Safeguarding Leads to be placed in the school entrance hall.	LW	Asap
10.	04.03.20	Parents to be updated about scaffolding in the newsletter.	LW	Asap
11.	04.03.20	Complaints Policy to be placed on the website. Trends in parent concerns to be added to the Head's report.	LW	Asap Ongoing
12.	04.03.20	LHC to send comments on SEND report to TB/LW. When finalised email to governors for approval and immediate publishing unless it requires board discussion.	LHC/TB/ LW All	Asap
13.	04.03.20	Phil Kelly to send governor week schedule with governor names as agreed	PK	Asap
14.	04.03.20	Chair to email about use of school as a polling station urgently .	DB	Asap