



'Lighting a spark in every child!'

AUTUMN TERM 2017

**MINUTES of meeting of the Governing Board of
Toddington St George Church of England Academy
held at the school on 7 November 2017 at 7.30 p.m.**

PRESENT:	Rachel Choosey Deirdre Curtis Chelsea Gardiner Simon Hayes Christine Mitchell Luke Mitchell	Amie Neal Debbie Neiteler Jackie Stringer Louise Taylor Linda Washington Tony Williams (Chair)
IN ATTENDANCE:	Jo Tillin Jackie Vickers Penny Parkin	Business Manager Assistant Headteacher Clerk
ABSENT:	Norman Costin Kirsti Meachem Naomi Phelan Jane Spencer	Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted

The board welcomed Rev Linda Washington who has joined the board as an Ex-Officio Foundation Governor.

The meeting opened with a prayer by Linda Washington.

Jackie Stringer & Jackie Vickers, Assistant Headteachers, gave a presentation on their new roles and plans as Assistant Headteachers. They were both delighted to have taken on these roles and to work together and to progress development of staff in the school with the Headteacher.

Jackie Vickers has had experience outside the education sector in telecoms and has lived in Uganda for 4 years which gives her multi-cultural diversity links for SIAMs and she is currently the Year 1 teacher computing and assessment lead.

Jackie Stringer has worked at the school for 25 years in a variety of posts: dinner lady; TA; HAST communicator and she is a trained nursery nurse. She is currently Year R teacher; EYFS lead and assessment/behaviour lead.

The board thanked Jackie Stringer and Jackie Vickers for their presentation.

Jackie Vickers left the meeting.

1 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed as part of Any Other Business:

ACTION

		ACTION
	<ul style="list-style-type: none"> • Flexi Schooling – See Minute 5.1 • Behaviour Policy – See Minute 4.6 	
2	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES	
	The minutes of the meeting held on 9 September 2017, having been circulated, were confirmed, and signed by the Chairman as a correct record with the following amendment: <ul style="list-style-type: none"> • Minute 6.3 – Deirdre Curtis is a Performance Management Governor not Debbie Neiteler. 	
	The minutes of 27 June 2017 will be confirmed at the next meeting.	GB Agenda
	An additional copy of the minutes was signed and handed to the Headteacher for display at the school.	Headteacher
3.2	MATTERS ARISING	
	There were no matters arising not included in the agenda.	
4	GOVERNOR REVIEWS	
4.1	ANNUAL REVIEW TERMS OF REFERENCE/MEMBERSHIP OF COMMITTEES AND WORKING GROUPS	GB Agenda
	Governors noted the need to review the Terms of Reference for their Committees/Working Groups annually and agreed that the relevant Committees/Working Groups would review their Terms of Reference and bring their recommendations back to the next full Governors' meeting for approval.	
	The clerk had circulated the NGA terms of reference for discussion in committees.	
4.2	GOVERNING BOARD SCHEME OF DELEGATION	
	The clerk had previously circulated a model Scheme of Delegation from the NGA which the board agreed to adopt. This will be published on the website in due course.	Headteacher
4.3	MEMBERSHIP OF COMMITTEES	
	The board agreed that the Buildings Committee would be combined with the Finance & Personnel Committee on their current dates to meet and the grid will be amended accordingly.	Clerk
	Governors reviewed and agreed the membership of their Committees as shown on the attached grid which will be circulated with the minutes.	Clerk

4.4 DECLARATIONS OF INTEREST

Governors noted the need to ensure that the Register of Pecuniary Interests was reviewed and updated.

All forms have been completed and passed to the Business Manager with the exception of Linda Washington’s.

The clerk will complete the full board form for publishing on the Governors section of the school website and then pass Linda Washington’s form to the Headteacher at the next meeting in school.

Jo Tillin

Clerk

4.5 STATUTORY INFORMATION ON SCHOOL WEBSITES

This item was deferred until the next meeting.

GB Agenda

Luke Mitchell

4.6 POLICY REVIEW

The following policies had been reviewed at committees and recommended for adoption by the board.

Admissions Policy 2019/2020	Appraisal & Capability Policy
Whole School Pay Policy 2017	GDPR – General Data Protection Regulations
Lettings Policy	
Behaviour Policy	ICT
Teaching Learning & Assessment	Science
SEND	PE
Maths	Christian Worship
Literacy	SMSC
RE	SIAMS

The board agreed to adopt the policies shown above.

5 STRATEGIC MANAGEMENT

GB Agenda

5.1 HEADTEACHERS REPORT

The Headteacher’s report had been previously circulated. Arising from the report:

- Currently 342 pupils on roll.
- The new Nursery provision arrangements are working well and there are a higher number of pupils attend from September than last year as parents and carers have increased confidence in the new EYFS arrangements.
- Priorities have been to ensure early SALT intervention for new pupils in Year N and toileting provision/parenting advice due to a higher number of pupils still needing toileting support on entry.
- The inter-school Attendance policy between HAST schools continues to work well. The threshold at which letters/text messages are sent to parents to alert them of their child’s attendance falling remains at 90%. For this term this will be picked up ‘face to face’ at Parents Evenings on the 13th and 15th November. The issuing of information regarding the Fixed Penalty Fine system has been repeated and will issued again in the

Newsletter after Parents Evenings on Nov 13th and 15th 2017. Requests for leave of absence when unauthorised: leave is still being taken, albeit at a lower rate than previously. This will be monitored in Years 1 and 2 particularly.

- Flexi Schooling Request – Governors had considered this request at the Curriculum & School Improvement committee and recommended to the board not to agree Flexi-Schooling. Special circumstances are considered by the Headteacher but to allow all parents to access Flexi-Schooling would not be appropriate or workable for the school which was ratified by the board.
- The school continues to offer excellent 1.1 and group SEND support for children. Administration support of the SENDCo is excellent and supported the Headteacher very effectively while the SENDCO was on a phased return last half term. The SENDCo is very knowledgeable and support staff are well trained and have high levels of commitment to the children.
- The AGM to present the financial statements will take place on 5 December 2017.
- The staffing structure has been revised since the Assistant Headteachers appointments and the current staffing arrangements were detailed in the report. A proposal for January 2018 had shown more full-time staff as agreed and the school have agreed that it needs more support to complete site issues. The report detailed the proposals which were agreed by the board.
- School Standards and achievements were detailed in the report and standards against other local providers. These results had been shared with the C and SI committee. No concerns were raised from these statistics.
- Behaviour Safety & Wellbeing were detailed in the report.
- 50th Celebration Curriculum work - As part of the school's 50th celebrations each year group will focus on a decade and study the history of that period: key events; key people; cultural and sporting events; what it was like to be at school in that decade. A time capsule will be buried to represent the school in 2018.

The board thanked Jane Spencer for her comprehensive report.

5.2 SELF EVALUATION FORM (SEF)

The Headteacher had advised that the SEF had been updated but following the SIAMs health check she had asked an NLE to review it and she will bring any feedback to the next Curriculum & School Improvement Committee.

5.3 SCHOOL DEVELOPMENT PLAN (SDP) 2017/2018

The SDP priorities for developing and enhancing the curriculum had been agreed following the review of the curriculum offer in 2016-2017 by staff and the data review. These are attached on the SDP 2017-2018 priorities sheet (Appendix 2).

The SDP 2017/2018 had been included in the Headteacher's report and the board agreed to adopt the SEF for 2017/2018.

C & SI Agenda

5.4 WHOLE SCHOOL TARGETS 2017/2018

The Headteacher reported that targets have been shared with the School Improvement and Curriculum Committee and were agreed. Aspirational Targets have been set and these were subject to discussion for Year 2 given the low EYFS result for this cohort, and that the Year 1 groups would be exceeding national expectations despite known SALT needs last year. Governors had been informed that for review purposes next term this may necessitate review of these targets, but focus will be on high expectations, above national expectations and LA expectations for all Non-SEND pupils. SEND pupils will have individual targets set.

The board ratified the Whole School Targets 2017/2018.

5.5 MULTI ACADEMY TRUST HAST MEMORANDUM OF UNDERSTANDING

Tony Williams advised that signing the HAST Memorandum of Understanding and stating whether the board wishes to be Founder Members has been requested by HAST and he assured the board that this is not committing the board to joining a MAT although it would be required to sign a document to allow discussions to go forward.

Governors resolved to approve the signing of the HAST Memorandum of Understanding on the basis that the board has not made a legal commitment of any sort. The clerk had advised that the board would need to resolve to become part of a MAT and then due diligence and consultation to all stakeholders would need to take place. Even then the board would not make a firm commitment until the signing of the legal documents at conversion.

Chair

5.6 RESPONSIBLE OFFICER

The board agreed after discussions with Jo Tillin that a responsible officer was not necessary as it duplicated the work the auditors did for the school.

5.7 STAFF PAY REVIEW REPORT

This item will be reported to Finance & Personnel Committee in the spring.

F & P Agenda

5.8 GOVERNOR VISITS

The Headteacher had suggested Governor Visits in her report and actions from the strategy day in September will be reported to committees when Governors have written reports.

A proposal for a Governors Visit on 7 December 2017 and will be confirmed with the Headteacher.

Chair/
Headteacher

5.9 SIAMS INSPECTION HEALTH CHECK

The Headteacher advised that the SIAMs health check had been very positive with good suggestions on cultural diversity which the school will follow up.

6 REPORTS OF COMMITTEES

6.1 FINANCE & PERSONNEL COMMITTEE

Minutes of the Finance & Personnel Committee meeting held on 10 October 2017, having been circulated were noted.

6.2 CURRICULUM & SCHOOL IMPROVEMENT COMMITTEE

Minutes of the Curriculum & School Improvement Committee meeting held on 1 November 2017, will be circulated shortly.

6.3 BUILDINGS COMMITTEE

Minutes of the Buildings Committee meeting held on 13 October 2017, having been circulated were noted.

6.4 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS & PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

7 REPORTS

7.1 REPORT OF CHAIR

Action Taken Under Emergency or delegated Powers:

The Chair had not taken any action under Emergency or delegated Powers.

7.2 REPORT OF SAFEGUARDING GOVERNOR

Luke Mitchell, Safeguarding Governor, reported that:

- Annual Safeguarding Report was detailed in the Headteacher's report.
- Single Central Record will be checked shortly.

7.3 REPORT OF SEND & PUPIL PREMIUM GOVERNOR

Kirsti Meachem, SEND & Pupil Premium Governor had nothing to report on this occasion.

7.4 REPORT OF EQUALITIES GOVERNOR

Naomi Phelan, Equalities Governor, had nothing to report on this occasion.

		ACTION
	<p>The Annual Review of Equality Objectives was deferred until the next meeting. The Headteacher had advised that the Equality Plan should be reviewed in light of the SIAMs cultural recommendations and to review differences of data and how they are being addressed with regard to gender of ethnicity.</p>	<p>Headteacher/ Naomi Phelan GB Agenda</p>
7.5	REPORT OF DEVELOPMENT GOVERNOR	
	<p>Debbie Neiteler, Development Governor, reported that she is reviewing training for the board and will make suggestions at the next meeting.</p>	
7.6	REPORT OF HAST GOVERNOR	
	<p>Tony Williams, HAST Governor, had nothing to report on this occasion.</p>	
7.7	REPORT ON PARISH LINKS	
	<p>Deirdre Curtis, reported on Parish Links as follow and these activities have taken place or are due to shortly:</p> <ul style="list-style-type: none"> • Ploughman lunches; community gardeners; Christmas activities planned; foodbank harvest gifts; shoe box appeal; harvest assembly; Year 3 focus on baptism; monthly merry church and Remembrance Sunday. 	
8	NEW BUSINESS TO NOTE	
	<ul style="list-style-type: none"> • National Database of Governors and Trustees has changed to Get Information About Schools (GIAS) from Edubase. • DfE Exclusion Guidance has been updated in September 2017. • Ofsted Guidance has been updated this term as advised by the NGA's in weekly emails to Governors. • STA have produced guidance for Assessment for 2018 and it would be helpful if some governors could watch an Ofsted Governors webinar on 27 November 2017 – details were in Central Essentials this week or contact the Headteacher. 	<p>All to note</p>
9	DATES AND TIMES OF FUTURE MEETINGS	<p>All to note</p>
	<p>The dates and times of future meetings were confirmed as: All at 7.30 p.m.</p> <ul style="list-style-type: none"> • Tuesday 20 March 2018 & Wednesday 4 July 2018 	
10	ANY OTHER BUSINESS	
	<p>There was no other business.</p>	
11	HEADTEACHERS PERFORMANCE MANAGEMENT	
	<p>This item was recorded in Restricted Confidential Minutes Part II.</p>	

CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The meeting closed with a prayer by Linda Washington at 9.25 p.m.

Signed Date

CHAIRMAN