



'Lighting a spark in every child!'

SPRING TERM 2018

**MINUTES of meeting of the Governing Board of
Toddington St George Church of England Academy
held at the school on 20 March 2018 at 7.30 p.m.**

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

The meeting opened with a prayer by Linda Washington.

Questions and comments in **bold** and responses in *italics*.

1 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion as part of Any Other Business.

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 7 November 2017, having been circulated, were confirmed, and signed by the Chairman as a correct record.

The minutes of 5 July 2017 were confirmed as agreed at the last meeting.

An additional copy of the minutes was signed and handed to the Headteacher for display at the school.

ACTION

Headteacher

	ACTION
<p>3.2 MATTERS ARISING</p> <p>There were no matters arising not included in the agenda.</p>	
<p>4 GOVERNOR REVIEWS</p>	GB Agenda
<p>4.1 ANNUAL REVIEW TERMS OF REFERENCE</p> <p>The terms of reference of committees had been reviewed and were adopted.</p>	
<p>4.2 MEMBERSHIP OF COMMITTEES AND WORKING GROUPS</p> <p>Governors reviewed and agreed the membership of their Committees as shown on the attached grid which will be circulated with the minutes.</p>	GB Agenda Clerk
<p>4.3 STATUTORY INFORMATION ON SCHOOL WEBSITES</p> <p>Luke Mitchell's compliance check of the school website had been previously circulated and was noted by the board.</p> <p>A website check was completed by the LA in addition to Luke Mitchell's check for Governors and actions have been taken to ensure compliance in a few areas, primarily name changes.</p>	
<p>4.4 GOVERNORHUB</p> <p>GovernorHub is GDPR compliant and enables the board to communicate and store records effectively. The Governing Board agreed to give GovernorHub a trial which the Business Manager will arrange. The clerk will then invite governors to join GovernorHub.</p>	GB Agenda Jo Tillin/ Clerk
<p>4.5 POLICY REVIEW</p> <p>The Admissions Policy for 2019/2020 was adopted at the November governing board meeting but a copy will be circulated with the minutes after the meeting for information.</p>	GB Agenda
<p>5 STRATEGIC MANAGEMENT</p>	GB Agenda
<p>5.1 HEADTEACHERS REPORT</p> <p>The Headteacher gave a verbal report at the meeting and the report will be circulated after the meeting with the minutes. Arising from the report:</p> <ul style="list-style-type: none"> • The Headteacher advised that the school is on standby for an Ofsted Inspection since the LA had done a website check. • The IDSR which had ben discussed at the Curriculum & School Improvement Committee. Governors had noted that Ofsted will make judgements from the IDSR and Jane Spencer advised that this new data is now the key document for the school and governors to understand. The IDSR has a range of indicators against national. The cover sheet showed that there were no areas to investigate for this school which was something to celebrate. However, Ofsted would drill down into the data if they needed to. Jane Spencer had advised that a couple of governors could attend training in more detail on the IDSR and 	GB Agenda Clerk

then share the headlines with the rest of the governing board. Tony Williams and Amie Neal had agreed to attend in depth training.

- Jane Spencer advised Governors that they must take ownership of their key areas ready for an Ofsted Inspection and be confident that they understand what they say to inspectors.
- Parent Survey - The last date for the survey is the end of this term and the outcome will be reported in due course. Jackie Vickers advised that the Ofsted format had been used for the survey and there had been 48 responses to date with the majority from reception class.
- Governors have planned a self-evaluation day on Friday 27 April 2018 and the Headteacher will send the previous Self-Evaluation forms for circulation with the minutes so preparation before the meetings can take place. Teacher and a teaching support staff, member will join the groups. Governors will confirm their availability before a timetable is circulated.
- Many schools had received an email threat last Monday. Jane Spencer advised that it had not been necessary to evacuate the school after an assessment of the situation. She thanked staff for their support and particularly the admin team.
- CPD - On Line Safety – A Safeguarding training date will be circulated which Governors are welcome to attend.
- GDPR - The SOM, IT Manager and Head have all attended training. The Business Manager has also been to HAST GDPR meetings. The school has a robust plan in place ready for May 25, 2018.
- The report will show key contextual detail when it is circulated after the meeting.
- The current structure is under review and will be completed for Governors to consider before the budget is set in May.

Clerk

All to note

Headteacher
All to note

5.2 SELF EVALUATION FORM (SEF)

The SEF has been updated and includes IDSR references following IDSR training. As the website was checked by the LA, the school has been on standby/alert for an Ofsted visit. All staff have been working well to ensure they are confident for discussions with Inspectors.

5.3 SCHOOL DEVELOPMENT PLAN (SDP) 2017/2018

The SDP priorities will be shown in the Headteacher's report and were reviewed by the Curriculum & School Improvement Committee on 6 March 2018

5.4 SIAMS HEALTH CHECK FOR INSPECTION

The SIAMs health check is detailed in the Headteacher's report and paper copies are available for the board to view with actions in place to address recommendations.

5.5 HAST MULTI ACADEMY TRUST HAST

Tony Williams said that last October the board had agreed to be founder members of HAST MAT and last Thursday documents were received

GB Agenda

<p>which he had not sent out yet for this meeting. These documents will be circulated after the meeting into a HAST MAT file on GovernorHub.</p>	<p>ACTION Clerk</p>
<p>On 22 March 2018 there will be a Headteacher & Chair meeting and Tony Williams asked for a Governor to attend in his place. Luke Mitchell agreed to attend, and he will update the board after the meeting. A working group will be established to cover all the strategy issues as per minute 5.6.</p>	<p>Luke Mitchell</p>
<p>5.6 LOCAL DEVELOPMENT PLAN</p>	<p>GB Agenda</p>
<p>Jane Spencer will send the board the presentation from the Harlington Cluster on 21 February 2018 on Shaping the Future Educational Landscape to be circulated with the minutes.</p>	<p>Clerk</p>
<p>She advised that 157 new homes are proposed over the next 8-10 years with a proposed half a form additional entry to the school. Various discussions are taking place: changing the age range in the school with links to Parkfields and there is also the discussion in Bedfordshire about the two tier and three tier education system; HAST MAT is discussing 1 tier of education. This makes it difficult for schools to plan for the future. At some point a decision will need to be made in Bedfordshire and it is not an individual decision for the school.</p>	
<p>A working group will be established linked to the local plan, conversion to the HAST MAT and the two tier or three tier system which it was agreed will be led by Naomi Phelan. All Governors are welcome to attend the working group.</p>	<p>Naomi Phelan/ Working Group/ All to note/</p>
<p>5.7 GOVERNOR VISITS</p>	
<p>The Governor Visit reports on recent visits had been reported to committees.</p>	
<p>5.8 50TH CELEBRATIONS 21 APRIL 2018</p>	
<p>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. Children will be giving short presentations linked to the 5 decades and there will be an afternoon of events. Memorabilia will be available, and an exhibit of photos will be in place and in the evening, there will be a disco through the decades.</p>	
<p>The governing board thanked Jo Tillin for organising the 50th celebrations and appreciated the extra that this had entailed.</p>	
<p>Governors are invited to all the 50th celebration events and were asked to contact Jo Tillin for details.</p>	<p>All to note</p>
<p>6 REPORTS OF COMMITTEES</p>	
<p>6.1 FINANCE PERSONNEL & BUILDINGS COMMITTEE</p>	
<p>Minutes of the Finance, Personnel & Buildings Committee meeting held on 27 February 2018, having been circulated were noted.</p>	

		ACTION
6.2 CURRICULUM & SCHOOL IMPROVEMENT COMMITTEE		
	Minutes of the Curriculum & School Improvement Committee meeting held on 6 March 2018, will be circulated shortly.	Clerk
6.3 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS & PUPIL DISCIPLINE COMMITTEES		
	These Committees had not needed to meet.	
7 REPORTS		GB Agenda
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 he had visited the Headteacher on 23 February 2018 and there had been no significant safeguarding concerns and the Single Central Record had been checked. He will complete an annual safeguarding report for the summer term meeting. He had attended safeguarding training on digital and IT use in school with Tony Williams on 17 November 2017. Debbie Neiteler had completed a Safer Recruitment Course.	
7.3 REPORT OF SEND & PUPIL PREMIUM GOVERNOR		
	Kirsti Meachem, SEND & Pupil Premium Governor reported that there are 200 pupils on the Pupil Premium (PP) register of which 13 are also on the SEND register and 12 on the safeguarding register. There are 86 children on the SEND register at various stages.	
	Interventions include support from the HAST SALT (speech & language therapist) who is employed by the NHS and can only give certain children support. However, the school are upskilling staff on the SALT model in order to bridge gaps as best it can. The Headteacher advised that physiotherapy is difficult for the school to model as there are specific structures which school staff cannot be trained for.	
7.4 REPORT OF EQUALITIES GOVERNOR		
	Naomi Phelan, Equalities Governor, had nothing to report on this occasion.	
	The Annual Review of Equality Objectives was deferred until the next meeting.	Headteacher/ Naomi Phelan GB Agenda
7.5 REPORT OF DEVELOPMENT GOVERNOR		
	Debbie Neiteler, Development Governor, had nothing to report on this occasion.	

7.6 REPORT OF HAST GOVERNOR

Tony Williams, HAST Governor, had nothing to report on this occasion.

7.7 REPORT ON PARISH LINKS

Deirdre Curtis, reported on Parish Links and activities which have taken place:

- Foodbank harvest gifts; shoe box appeal; harvest assembly; Year 3 focus on baptism; monthly merry church; Remembrance Sunday; Christmas activities were carols on the green, Christingle and the Christmas tree festival where two classes from the school had sung.

8 NEW BUSINESS TO NOTE

- Sexual Violence and Sexual Harassment between Children in Schools and Colleges DfE Guidance had been previously circulated and was noted by the board and will be considered in safeguarding policy reviews.

9 DATES AND TIMES OF FUTURE MEETINGS

The dates and times of future meetings were confirmed as:

- Wednesday 4 July 2018 at 7.30 p.m.

10 ANY OTHER BUSINESS

There was no other business.

All to note

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 at 9.20 p.m.

Signed Date

CHAIRMAN