

Minutes of meeting of the Governing Body held on 11th September 2017

Present: Karen Cunningham
 Mark Blythe
 Anne Davies
 Ann Foulkes
 Monika Hadfield
 Donna Horlock
 Patti Snook
 Linda Turner
 Jill Worth

Apologies: Jill Worth

Absent: Usman Ahmed

In Attendance: Louisa Lawrence –Clerk

The meeting opened at 6.08p.m.

1.	<p>Welcome, Introduction and Apologies for Absence The existing Chair welcomed everyone to the meeting. The Clerk stated JW had contacted her to say she may either arrive at 6.30p.m. or owing to certain circumstances she may be unable to attend. The Clerk stated she has not heard from UA.</p>	
2.	<p>Constitution of the Governing Body The Clerk advised there still remain 2 co-opted governor vacancies. MH stated the gentleman she has been in discussion with is unable to consider one of the vacancies. LT advised she may know of a few people who may be interested in applying. The Clerk stated she can advertise the posts in the next newsletter and through the Governors 'One Stop Shop'. The Clerk stated no one currently on the GB has a term of office which is due to end by the end of the academic year. PS stated the existing Chair wishes to step down from July 2018. PS thanked her for all her marvellous work and support over the past 8 years.</p>	<p align="center">LT Clerk</p>
3.	<p>Appointments for the Educational Year 2017/18 The Clerk took the Chair. Governors agreed that the term of office for the Chair and Vice-Chair will be until the first meeting of the academic year 2018/19. The Clerk invited nominations for Chair. MH was nominated and all unanimously agreed MH to be elected Chair. The Clerk invited nominations for Vice-Chair. AD was nominated. There being no further nominations AD was duly elected. It was confirmed that the Chair was the Governor responsible for liaison with LA in the event of allegation (Child Protection) against the Headteacher in accordance with the Centre's Policy.</p>	

	<p>Other appointments: MB to remain Training Liaison. It was agreed that KC would remain governor with focus on Safeguarding, Child Protection and Children in Care. It was agreed DH to become the governor responsible for SEN and disabilities. PS stated the Bushy Leaze Community Support Fund will appreciate it if there could be a link governor. LT stated she was happy to take on this role.</p>	MB KC DH LT
4.	<p>Appointment of Committees The Clerk advised that following emails no governors had expressed any preference for a particular committee or role. Governors agreed the following appointments to committees:-</p> <ul style="list-style-type: none"> • Finance & Site –MH, MB, DH, KC & UA. MH to Chair • Personnel & Curriculum – AF, AD, LT & JW. AF to Chair • Headteacher's Performance Review Panel – AF, MB & MH • Pay Committee – it was agreed MH, JW & UA • Policy Review Group – AF, AD & LT <p>The Clerk agreed to inform JW & UA of their appointments.</p> <p>It was agreed Terms of Reference to be looked at in greater detail at next committee meetings and brought to the next FGB meeting for final approval.</p>	Clerk (email sent 12/9/17) The Clerk
5.	<p>Declaration of Interest No interest to any specific agenda item was declared. The Clerk circulated the annual Pecuniary Interest forms to those present and they were completed.</p>	
6.	<p>Annual Adoption of HCC Policies and Procedures All paperwork had been distributed prior to the meeting. Governors agreed to adopt the following – Manual of Personnel Practice Schools' Manual of Finance Practice & Procedure Governors' Good Practice Guide Statement of financial expectations 2017 was distributed prior to the meeting and with no further feedback or queries was duly signed by the Chair.</p>	All agreed, signed by Chair
7.	<p>Minutes of the meeting held on 10th July 2017 The minutes of the meeting held on the 10th July 2017 were agreed as an accurate record, and were duly signed by the Chair</p>	
8.	<p>Action Points & Matters Arising from the Minutes</p> <ul style="list-style-type: none"> • It was noted the meeting which took place with Liz Flaherty amounted to nothing being made available in the way of extra funding. MB stated she offered routes for additional funding. PS stated she was advised that relevant staff should keep a record of 1:1 over a 2 to 3 week period and the findings should be forwarded to LF, as the SEN team may then forward it to Health who 	

	<p>may provide extra funding. PS stated it had been noted that Health are not contributing enough towards EHCP and this is why it is important to keep a log. AF stated they had also discussed Hollywater being looked at as an option for some SEN children from the onset rather than BL. A discussion followed concerning what may be available and the best setting for an individual child should be paramount and all options should be considered.</p> <ul style="list-style-type: none"> • It was noted RC had carried out a lot of maintenance repairs/work during the summer. <p>Q: The Chair wished to know whether the tiles in the ceilings had been replaced and whether the leak in PS's office had been resolved</p> <p>A: PS stated RC had sourced the tiles and had replaced them, where necessary. The Clerk stated as far as she is aware the leak was dealt with over the summer by 'Mountjoy' who are now the new contractors. In the process of sorting out a couple of leaks they noticed some lead is missing on another part of the roof and were due to deal with this on Friday, but did not turn up.</p> <ul style="list-style-type: none"> • PS stated 'Greenspan' have come back and stated they need to replace the soft pore, which unfortunately is no longer under warranty • PS stated HARRAP have put in new desk tops. The server will be dealt with before February, as they have a number of schools requiring the same work to be carried out, but the deadline will be met • PS advised Tammy Parrott has done a great job at getting Disability Access Funding (DAF) totalling almost £4,000.00. (actual £3690) <p>Q: The Chair wished to know why one child has returned to BL, although he was due to start school</p> <p>A: PS stated it had a lot to do with the parents not coming to terms that an EHCP was required, resulting in the process starting late. It is likely the parents will apply for Alton Infants on the next round of school applications and this will allow a greater time period to assess the level of need</p> <ul style="list-style-type: none"> • PS stated with regard to absenteeism it is more about encouraging and helping parents to see the benefits of their child's regular attendance • PS stated a meeting is taking place at Ell Court, Winchester on Thursday 14th September with regards to the Maintained Nursery Funding. Both the Chair and AF agreed they will be in attendance, along with Lorraine Temple (the newly appointed BL Business Manager). PS stated Cllr Joy has agreed to attend a follow-up meeting if it appears there is not a positive way forward. PS stated Beatrice Merrick (Chief Executive of Early Education) is also prepared to attend a follow-up meeting and she will continue to share what other 	
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	<p>schools are doing. PS stated at this stage she has not contacted Damian Hinds, MP.</p> <ul style="list-style-type: none"> • Governor Development Plan (GDP) to be discussed in greater detail under item 11 on agenda. 	
9.	<p>Chairman's Action & Correspondence</p> <p>KC stated for some unknown reason she had received a number of empty emails. KC stated she had received notification the Police will make contact with schools where domestic abuse has taken place in a child's household. Schools are to be alerted, so pupils can be given support. PS stated she had made staff aware of this during their training day on Monday 11th September as part of their safeguarding update.</p>	
10.	<p>Safeguarding Audit</p> <p>PS stated the Audit had been distributed prior to the meeting. PS wished to put forward a recommendation that the governors accept the Safeguarding Audit in principle and recommended a governor to meet with herself and Lorraine Temple, Business Manager. KC stated she will be happy to attend a meeting. PS agreed to email some dates over in order to arrange a convenient time. A few minor alterations were made to the document following a brief discussion -</p> <p>2. i. c. amended from Chair of Governors to <i>Designated Governor</i></p> <p>2.v.a. tick box changed from 'in part' to 'yes', as it was felt although PS and Ann Blackman were doing refresher training in October they had already met the criteria</p> <p>2.v.e. KC stated this should read '<i>a lead</i>' rather than 'the lead'</p> <p>2.v.h. tick box changed from 'in part' to 'yes' as once again the governors agreed this question was being met</p> <p>All in agreement the safeguarding audit can be agreed in principle.</p> <p>A brief discussion followed regarding ways in which the Senior Leadership Team (SLT) may be able to establish if staff have an understanding of key policies. MH stated at her place of work they often have a quiz. MB stated the staff should already have a high level of statutory knowledge given their role and LT advised all staff are aware of safeguarding and knowing who to report a concern to. It was noted that it may need to be discussed at staff meetings on a more regular basis. AF stated it is something the governors should also become involved in as part of a visit or cyclical check. With regards to safeguarding PS stated training is given to staff every two years and it is her duty to keep staff informed of any updates.</p>	<p>KC & PS</p> <p>All in agreement</p>

<p>11.</p>	<p>Governors' Self-Evaluation and Action Plan, including setting dates for 2017/18</p> <p>AF distributed the results from those who had completed the self-evaluation form and stated if an area was marked 1 or 2 this was fine, but for areas marked by a 3 this showed room for improvement. By analysing the results AF was able to draw up a short list which could form part of the Governor Development Plan.</p> <p>AF stated it is important they look at developing monitoring of policies, CDP, finance, etc. and that a timetable is put together. AF recommended each governor should visit BL twice a year to carry out a cyclical check and to cover a specific interest or area of knowledge. AF stated a visiting report does not need to be long and if a governor has witnessed something positive this may also be added.</p> <p>KC stated governors are often involved with recruitment and this may not necessarily be written up or noted anywhere.</p> <p>AF stated if a concern is raised following a visit this should be brought up at the next meeting and governor visits should form part of the regular GB agenda. The Clerk agreed to do this.</p> <p>AF stated she is happy to draw-up a governor policy and forward to governors and any actions can be put on GDP. AF stated it would also be helpful if the updated CDP could be sent out to governors. The Clerk agreed to circulate the CDP in due course.</p> <p>PS and AF agreed to put a development plan together, including a timetable for governors.</p>	<p>The Clerk</p> <p>AF</p> <p>The Clerk</p> <p>AF & PS</p>
<p>12.</p>	<p>Headteacher's Verbal Report</p> <p>PS stated the Interim Headteacher Agreement (IHA) had been distributed prior to the meeting for governors consideration. PS stated at the moment the Deputy Teacher at Lanterns is stepping up as Acting Headteacher 4 days per week, but PS's services are required 1 day per week (Monday) whilst Lanterns manage transition. PS stated her services are required at least until October half-term, but may be needed until Christmas.</p> <p>AF voiced her concerns about the effect taking on an extra role will have on PS. PS advised she has already discussed this matter with KC and the Senior Management Team at BL and feels it is possible for her to do it in the short term. The Chair stated in some ways this may prove beneficial to both parties, as they already have a close working relationship.</p> <p>Q: MB wished to know whether this will impact on Ann Blackman, Wendy Taylor and Lorraine Temple</p> <p>A: PS advised they will meet regularly, so if there is an adverse impact they can establish the solution. PS stated there are bank staff available to work an extra day per week, which will free up the senior members of the nursery team to do tracking, etc.</p> <p>Q: MB asked what Lanterns are expecting PS to do during her time with them</p> <p>A: PS stated she will be resurrecting their idea to become an</p>	<p><i>AD left 7.46 returned 7.48p.m</i></p>

	<p>eco-school. AF stated Lily at Alton Infants may help as she has had some experience with the application process.</p> <p>Q: MH asked whether it will have an impact on the work at BL</p> <p>A: PS stated hopefully it will not. LT advised it will need to be reviewed and it is important the Senior Management Team are open and honest at this time.</p> <p>Q: MB wished to know what the 'brief' is which is mentioned in point 5. of the IHA</p> <p>A: PS stated it has been agreed by both parties that it will be the development of the eco-school. How the brief will be monitored has not yet been established. PS stated the application process for the eco-school had been started 2 years ago and it is something they wish to pursue. AF stated she is happy to help in any way she can.</p> <p>Q: KC wished to know who had drawn up the IHA</p> <p>A: PS stated Ann Truman had drafted the document.</p> <p>Some voiced concerns if PS was not on site who was the Designated Safeguarding Lead (DSL). PS advised that both Ann Blackman and Wendy Taylor are also DSLs and that so long as a DSL is contactable they do not necessarily have to be on site.</p> <p>All in agreement the Interim Headteacher Agreement can be signed by the Chair once 'Both GBs' in point 8. has been amended to read 'Each GB'. The Chair agreed to sign the amended document on behalf of the GB on Thursday 14th September when visiting BL.</p> <ul style="list-style-type: none"> • PS stated they had successfully appointed Lorraine Temple as the Business Manager • Emma Shaw left BL at the end of term and has taken up a role at Hollywater. ES will be providing 1:1 support for a child who left BL. PS advised additional staff are trained up and are flexible with their timings, so ES leaving has not been as disruptive as it could have been. • PS stated the Celebration Event is taking place on 23rd September from 3.00 a.m. – 8.00 p.m. (6-8 p.m. disco). AD stated she had seen the article in the local paper and was not sure about the use of the word 'Hero', since as far as she is concerned all the children who have attended BL could be considered as heroes and it would be hard to differentiate. AD shared her heart felt thoughts and PS explained how the event had come about 	<p>AF left 8.00 returned 8.01p.m.</p> <p>All in agreement</p> <p>The Chair</p>
13.	A.O.B None	

Meeting closed at 8.20p.m.

Signature.....

Date.....

Meeting Dates 2017-2018	6.00p.m.
16 th October	P&C
30 th October	F&S
13 th November	FGB
5 th February	F&S
26 th February	P&C
12 th March	FGB
23 rd April	F&S (to agree budget)
14 th May	FGB (to ratify budget)
2 nd July	P&C
16 th July	FGB + meal

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