



# Minutes

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## FULL GOVERNING BODY MEETING OF ALL SAINTS' BENHILTON C OF E PRIMARY SCHOOL

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Monday, 26<sup>th</sup> of February 2018 at 7:00 pm at All Saints' Benhilton

<b>Name</b>	<b>Position</b>	<b>Status</b>
Martin Rowland	Foundation (Chair of Governors)	Present
Jane Jones	Foundation (Vice Chair)	Present
Margaret Southgate	Foundation	Present
Simon Collinson	Foundation	Present
Stephen Arnold	Foundation	Present
Pauline Hughes	Foundation	Present
Jean Woolley	Foundation	Apologies
Dominique Pink	Foundation	Present
Malcom Munro	Co-opted	Apologies
Cllr Marlene Heron	LA	Apologies
Benjamin Cloves	Parent	Apologies
David Williams	Parent	Present
John Farrer	Parent	Present
Jenny Collingwood	Staff	Present
Justine Whelan Cox	Headteacher	Present
Karen Stanley Bristow	Deputy Headteacher (Associate)	Present
Caryl Jones	SBM (Associate)	Present

The meeting opened with a prayer.

	<b>ITEM</b>	<b>ACTION LOG NO.</b>
<b>1.</b>	<b>Apologies for absence</b>  Apologies for absence were received from BC, MM, MH and JW and these were consented.	
<b>2.</b>	<b>Declaration of interests</b>	

	<p>There were no conflicts of interest declared and no amendments made to the register.</p>	
3.	<p><b>Governing Body Membership</b></p> <p>There has been no change to the make-up of the governing body.</p> <p>It was noted that JJ's term as a governor is due for renewal. This will be reviewed in September 2018.</p> <p><b>ACTION: JJ and MR to discuss renewal of term.</b></p> <p>The committee structure has been updated and more flexibility added to the panel list by having more than the minimum number of governors listed.</p> <p><u>Safeguarding governor</u></p> <p>JF and DP have been added as deputy safeguarding governors. They will have a meeting with JWC and MM.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. <b>KSB to be added to the curriculum committee.</b></li> <li>2. <b>DW to be made secretary on the premises committee.</b></li> <li>3. <b>JJ to be added as PPG governor.</b></li> <li>4. <b>Governor visits to be added to the cloud.</b></li> </ol>	
4.	<p><b>Minutes of the previous meeting (16<sup>th</sup> of October 2017)</b></p> <p><b>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</b></p> <p><i>7:15 pm DW and SC arrived.</i></p>	
5.	<p><b>Minutes/Reports of Committees</b></p> <p><u>Personnel and Appraisal</u></p> <p>A summary of the meetings was given. It was confirmed that appraisals have been completed for all staff, including the head teacher.</p> <p>The school is fully staffed; however the school is experiencing an issue with sickness absence, significantly with support staff.</p> <p>The committee discussed the bank of staff available for cover, confirming that this was just for teaching staff; TA absence was covered in-house as TA agency staff are not considered to be very high quality for their cost. The committee also considered reducing the amount of split teaching in the higher years. They did agree that its success depends particularly on the personalities of the teachers who are involved.</p> <p>JC is leaving the school at the end of the year; her replacement is being sought now in order to give the most time to locate the best candidate.</p>	

	<p><u>Curriculum</u></p> <p><b>RESOLUTION: The ToR of the committee were ratified by the FGB. RESOLUTION: Behaviour and Discipline and SEN policies were ratified by the FGB.</b></p> <p>All governors were reminded that they should complete and submit school visit reports in order to provide evidence that governors are visiting and involved with the school.</p> <p><i>7:35 pm DP arrived.</i></p> <p><u>Premises</u></p> <p><b>RESOLUTION: The ToR of the committee were ratified by the FGB.</b></p> <p>The committee is formulating the Five Year Premises Plan. A wish list has been created regarding a studio-sized room, possibly to be partitioned and self-contained (for leasing potential). At present it is envisaged that this building may take up two car parking spaces at the front of the school.</p> <p><u>Admissions</u></p> <p>The FGB was informed that the school have received 200 applications for the available places at the school. It was noted that the number of foundation applications are down by approximately 20 places.</p> <p>Nursery admissions will be reviewed in the next few weeks.</p> <p><b>RESOLUTION: The admissions policy was ratified by the FGB.</b></p> <p><u>Finance</u></p> <p>The maintenance fund now stands at 69% paid. The governors briefly discussed the adoption of the living wage by London Borough of Sutton and noted that there were further increases due in the next few months.</p> <p><b>RESOLUTION: The SFVS was ratified by the FGB and signed at the meeting. RESOLUTION: The ToR of the committee were ratified by the FGB. RESOLUTION: The charging and whistleblowing policies were ratified by the FGB.</b></p>	
6.	<p><b>Financial issues</b></p> <p>This item was discussed previously in section 5.</p>	
7.	<p><b>Report of Head teacher</b></p> <p>The HT explained that staff are more settled than this time last year, however levels of sickness in support staff are high</p> <p>A review meeting will now take place with every member of staff when they return to work following sickness absence. This was implemented</p>	

	<p>following HR advice and is standard procedure in a number of different workplaces.</p> <p><i>Governors raised a concern regarding the amount of administration time this would require.</i> The HT explained that she is hoping that a face-to-face interview will dissuade casual days off for illness, so the result would be considered worth the effort.. Governors were reminded, following a question, that pay cannot be docked for missing work due to illness.</p> <p>Sickness absence will be further discussed at the next committee meeting.</p> <p><i>A governor raised a concern that a child in the school could have successive NQTs and not have any experienced teachers.</i> It was agreed that this was inevitable as a result of the changing profile of teaching.</p> <p><u>Surveys</u></p> <p>Issues identified by the surveys have been discussed by SLT and changes are being implemented where possible. Communication and homework are the main issues raised by parents. CPD is an area of concern for staff, however this is being affected by tight budgets.</p> <p>Generally the feedback from all was positive. The Chair passed on his thanks for organising the surveys and congratulated the school on both the number of responses and the positive outcomes.</p> <p><u>INSET DAYS</u></p> <p><b>RESOLUTION: The INSET days proposed by the HT were agreed by the FGB.</b></p> <p><b>RESOLUTION: The finish times of the last day of the academic term were agreed.</b></p>	
<p><b>8.</b></p>	<p><b>Policy documentation</b></p> <p>This item was completed during the reports of committee meetings.</p>	
<p><b>9.</b></p>	<p><b>School and governing body SEF</b></p> <p>This is available in the cloud for governors to review and bring any questions to the next meeting.</p> <p>This had been available in the cloud for governors to view prior to the FGB meeting. MS reported that the Curriculum committee had looked at and discussed this in detail. Governors were told that if they had any further questions they could contact the Head Teacher.</p>	
<p><b>10.</b></p>	<p><b>School priorities and the School Development Plan</b></p> <p>This is available in the cloud for governors to review and bring any questions to the next meeting.</p>	

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<b>11.</b>	<b>Safeguarding</b> The updates were noted.	
<b>12.</b>	<b>Changes to OFSTED inspections</b> The updates were noted.	
<b>13.</b>	<b>General Data Protection Regulations</b> The preparations for compliance with these regulations is underway.	
<b>14.</b>	<b>Swimming and Primary PE and Sports Premium</b> The sports premium report will become more specific.	
<b>15.</b>	<b>This item does not apply to primary schools.</b>	
<b>16.</b>	<b>Governor visits to school</b> This item was addressed previously.	
<b>17.</b>	<b>Governor training</b> Reminders were given to governors to review the training offering and book courses that they were interested in.	
<b>18.</b>	<b>School forum – update</b> The minutes were noted.	
<b>19.</b>	<b>Forum of Sutton Governors</b> The meeting was rescheduled to the 27th of February and will be attended.	
<b>20.</b>	<b>Correspondence to the Chair/Chair's Actions</b> There was no correspondence to the Chair or Chair's Actions.	
<b>21.</b>	<b>Confidential matters</b>	

	There was one confidential matter discussed; please see separate minutes.	
<b>22.</b>	<b>Date and time of next meeting: 18<sup>th</sup> of June 2018 at 7:00 pm</b>	

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 8:50 pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	
Date	