

**MINUTES:**

**BOARD:** Full Governing Board

**SCHOOL:** Raysfield Primary School

**DATE:** Thursday 8 September 2022

**TIME:** 5.30 pm – 6.45 pm

**VENUE:** Virtual

**ATTENDED:**

Holly Magson (HM)	(Vice Chair) Co-Opted
Claire Hill (HT)	(Headteacher) Ex-Officio
Kate Ball (KB)	Co-Opted Governor
David Champion (DC)	Parent Governor
Sharon Dewfall <b>CHAIR</b>	Co-Opted Governor
Pauline Dixon (PD)	LA Governor
Helen Green (HG)	Parent Governor
Claire Hayward (CH)	Staff Governor
Sarah Thomas (ST)(DHT)	Co-Opted Governor
Teresa Turner (SBM)	Associate Member

**ATTENDING:** Jane Boyce **Judicium Clerk**

**QUORUM:** 7 Governors

**MEETING FOLDER:**

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	<b>Welcome and Introductions:</b> SD agreed to chair this meeting. Those present were welcomed by the Chair.
2	<b>Procedural items:</b>
2.1	<b>Apologies for absence</b> There were no apologies for absences or absences.
2.2	<b>Confirmation of Quorum</b> The meeting was confirmed as quorate.
2.3	<b>Declarations of interest for this Meeting:</b> No pecuniary or personal interests were advised for any agenda item for this meeting.
2.4	<b>Confidentiality Statement:</b>

	Governors were reminded that all matters discussed during the meeting were confidential until the Minutes had been approved. Any items recorded in the Confidential Part II Minutes would remain confidential after the Part II Minutes had been approved.												
3	<b>Appointment of Chair:</b>												
3.1	The Governors noted that Nicholas Kelcey had resigned as Chair due to work commitments.												
3.1	The following appointments were made, proposed by CH and seconded by PD. <table><tr><td>Chair – Sharon Dewfall</td><td>Sept – Dec 2022</td></tr><tr><td>Chair – Holly Magson</td><td>Jan – July 2023</td></tr></table>	Chair – Sharon Dewfall	Sept – Dec 2022	Chair – Holly Magson	Jan – July 2023								
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3.2	<b>Appointment of Vice Chair:</b> The following appointments were made, proposed by CH and seconded by PD <table><tr><td>Vice- Chair – Holly Magson</td><td>Sept – Dec 2022</td></tr><tr><td>Vice – Chair – Kate Ball</td><td>Jan – July 2023</td></tr></table>	Vice- Chair – Holly Magson	Sept – Dec 2022	Vice – Chair – Kate Ball	Jan – July 2023								
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Vice – Chair – Kate Ball	Jan – July 2023												
4	<b>Any Other Business:</b> There was no other business.												
5	<b>Minutes:</b> The Minutes of the last Full Governing Board held on 13 July 2022 were approved and will be signed by the Chair.												
5.1	Approved minutes to be uploaded to GH FGB 08.09.22 Folder. <div>Action Clerk.</div>												
5.2	Minutes to be signed electronically on Governor Hub by Chair. <div>Action Chair</div>												
6	<b>Matters Arising from the Minutes:</b> <b>Actions arising from the Minutes of the Governing Board held on 21 July 2022.</b> <table><tr><th>Item</th><th>Action</th><th>Actionee</th><th>Status</th></tr><tr><td>2.2</td><td>Work on Sensory Room</td><td>HT</td><td>Complete</td></tr><tr><td>4.3</td><td>Document for Governors – Monitoring Training and in-school days</td><td>HT</td><td>Verbal report 08.09.22</td></tr></table> Agreed to update on these items in item 19.	Item	Action	Actionee	Status	2.2	Work on Sensory Room	HT	Complete	4.3	Document for Governors – Monitoring Training and in-school days	HT	Verbal report 08.09.22
Item	Action	Actionee	Status										
2.2	Work on Sensory Room	HT	Complete										
4.3	Document for Governors – Monitoring Training and in-school days	HT	Verbal report 08.09.22										
7	<b>Correspondence:</b> It was noted that there was no correspondence of any substance received.												
8	<b>FGB Operation – All Governors</b>												
8.1	<b>Reconstitution</b> It was noted that recruitment of new Governors continued to prove difficult. Governors were reminded that this Governing Board had previously agreed not to have FPP and Standard Committees. These factors, in particular the reduced number of Governors, meant that reconstitution would need to be explored. HT and Chair to research reconstituting the Governing Board and report their findings back to a future FGB meeting. <div>Action HT/Chair.</div>												
8.2	<b>Pay Panel and Headteacher’s PMR</b>												
8.2.1	It was agreed that the following governors would form the 2022-23 Pay Panel: <ul style="list-style-type: none"><li>David Champion</li><li>Sharon Dewfall</li><li>Pauline Dixon</li></ul>												
8.2.2	The date agreed was Thursday 20 October 2022 at 1630 Hours.)												
8.3	<b>Headteacher’s PMR Panel</b>												
8.3.1	It was agreed that the following governors would form the 2022-23 HT’s PMR: <ul style="list-style-type: none"><li>Kate ball</li><li>David Champion</li><li>Pauline Dixon</li></ul>												

8.3.2	HT to keep members of HT's PMR informed of potential dates, as this was dependent on the availability of an external adjudicator.	<b>Action HT.</b>
8.4	<b>Nominated Link Governors</b>	
8.4.1	The following Link Governor roles were confirmed: <ul style="list-style-type: none"> <li>• Designated Safeguarding - CH</li> <li>• Designated SEND &amp; Inclusion - HM</li> <li>• Monitoring (responsible for uploading monitoring reports to GH) – DC</li> <li>• Health &amp; Safety – KB.</li> <li>• Pupil premium – SD.</li> </ul>	
8.4.2	It was noted that other Link Governor roles would include: <ul style="list-style-type: none"> <li>• Monitoring</li> <li>• Training (e-learner)</li> <li>• A lead for curriculum subjects</li> </ul>	
8.4.3	HT to share a plan of all Link and subject lead Governors at the in-school day on Thursday 20 October 2022.	<b>Action HT.</b>
8.5	<b>Agree Work Plan</b>	
	The draft work plan was noted.	
8.5.1	HT and Governors to finalise the work plan at the in-school day on 20 October 2022.	<b>Action HT/Governors.</b>
8.6	The Calendar of Meetings 2022-2023 was noted.	
9	<b>All Governors to complete and confirm on GovernorHub (GH)</b>	
9.1	Declaration of interests	
9.2	Governors' Code of Conduct	
9.3	Keeping Children Safe in Education	
9.4	The clerk demonstrated, on Governor Hub, how to complete Declaration of Interests and add to training records. It was noted that it would be statutory to complete safeguarding and prevent training.	
9.4.1	All Governors to read documents in <u>Required Reading &amp; Signing Folder</u> , and add any declarations to Declarations Tab, and electronically confirm their General Confirmations.	<b>Actions Governors.</b>
9.4.2	Governors to contact Clerk if they need help with their declarations.	<b>Actions Governors.</b>
10	<b>Headteacher's Report</b>	
10.1	Governor's noted a short summary report from the Headteacher.	
10.2	Governors to read the SDP 2022-23 first draft, Blackbox KS outcomes and Blackbox KS1 EYFS, and Phonics 2021-22 & Blackbox as this would facilitate a well-informed discussion at the <a href="#">next meeting folder</a> .	<b>Action Governors.</b>
10.2.1	It was noted that these documents had been uploaded to Governor Hub in next meetings folder.	
11	<b>Return to School Report</b>	
	HT reported that the return to school had been positive and that SLT were at full complement.	
12	<b>Safeguarding Report</b>	
	HT reported that:	
12.1	<ul style="list-style-type: none"> <li>• the appropriate safeguarding files for Year 6 leavers had been forwarded to the childrens' new schools.</li> </ul>	
12.2	<ul style="list-style-type: none"> <li>• Files for new arrivals had been requested.</li> </ul>	
12.3	<ul style="list-style-type: none"> <li>• There had been no police reports this summer relating to children on the Raysfield school roll</li> </ul>	
12.4	<ul style="list-style-type: none"> <li>• All new staff had been given access to necessary training to report concerns via CPOMS.</li> </ul>	

12.4	<ul style="list-style-type: none"> <li>There was SWAG tomorrow to discuss key children that had been identified as vulnerable.</li> </ul>
12.5	<ul style="list-style-type: none"> <li>Whole school safeguarding training would take place on 3 January 2023 0930-1230 hours and Governors were welcome to attend.</li> </ul>
12.6	<ul style="list-style-type: none"> <li>Boxall safeguard training had been organised, which used tools to assess social, emotional and mental development of children aged 4 to 18.</li> </ul>
12.7	HT to invite Governors to whole school training 03.01.23. <b>Action HT.</b>
13	<b>Health &amp; Safety</b>
13.1	It was noted that there were no concerns that Governors needed to be made aware.
13.2	KB to upload Health and Safety Schedule <b>Action KB.</b>
14	<b>GDPR</b> It was noted that there had been no GDPR requests.
15	<b>Finance Committee</b> It was noted that minutes from meeting held on 22.06.2022 represented a historic position. Up-to-date information would be available through the 2022-23 financial monitoring report.
16	<b>Standards Committee</b> It was noted that the last meeting of the Standards Committee had been shared at the previous FGB.
17	<b>Governor Training</b> Governors had not attended any school-related training.
17.1	It was noted that HT and SBM would be attending the Academies Roadshow at NEC.
17.2	KB to send a downloaded summary of Integra training to Governors. <b>Action KB.</b>
17.2.1	Governors to upload their individual Integra record schedule onto their Governor Hub training records. <b>Action Governors.</b>
17.3	Governors were reminded of their access to the National College.
17.3.1	Governors to contact SBM with any login problems associated with National College. <b>Action Governors.</b>
17.4	HM mentioned that Gov.UK had an excellent new release free e- learning on 'Prevent'.
18	<b>Review and Approve Following Policies:</b>
18.1	<ul style="list-style-type: none"> <li>Data Protection inc SAR Policy – Approved.</li> </ul> SBM to upload Data Protection Policy Document, with correct front cover to <u>2022-23 Policies &amp; Procedures Folder in Governor Hub.</u> <b>Action SBM.</b>
18.2	<ul style="list-style-type: none"> <li>Purchasing Policy – The amendments suggested by KB were agreed and the policy approved subject to amendments.</li> </ul>
18.2.1	KB to make amendments on purchasing policy document, forward to SBM and SBM to upload to 2022-23 Policies & Procedures Folder. <b>Action KB/SBM</b>
19	<b>Any Other Urgent Business (AOB):</b> There was none agreed in advance in item 3 above.
19.1	<b>Sensory Room</b> HT reported that the Sensory Room had been completed to a high standard and that Inclusion Leaders were working hard to make the most of the space.
19.2	<b>Governor in School Monitoring Day</b>
19.2.1	HT to upload to Governor Hub queue cards containing an assortment of pertinent questions that could be asked by governors whilst on their Learning Walks. <b>Action HT.</b>
19.2.2	Governors were also welcome to ask their own independent questions. HT emphasised that it was hoped that Governors would be robust in their improvement suggestions.
20	<b>Identify Items for Confidential Part II Minutes:</b>

	No items identified for Part II Minutes.
21	<b>Meeting Dates:</b> To confirm the following meeting date: <b>Full Governing Board</b> Thursday 20 October 2022. The Governors Meeting Schedule for 2022-2023 is filed on GovernorHub
22	<b>The meeting was Closed by the Chair at 1845.</b>

**Actions arising from the Minutes of the Full Governing Board held on Thursday 8 September 2022**

Item	Action	Actionee	Status
5.1	Approved minutes upload to 08.09.22 folder	Clerk	Complete
5.2	Minutes to be signed electronically on Governor Hub by Chair.	Chair	Clerk sent GH noticeboard message 12.09.22
8.1	Research reconstituting the Governing Board and report their findings back to a future FGB meeting.	HT/Chair	
8.3.2	Keep members of HT's PMR informed of potential dates, as this was dependent on the availability of an external adjudicator.	HT	
8.4.3	Share a plan of all Link and subject lead Governors at the in-school day on Thursday 20 October 2022.	HT	
8.5.1	Finalise the work plan at the in-school day on 20 October 2022.	HT/Governors	
9.4.1	Read documents in <u>Required Reading &amp; Signing Folder</u> , add any declarations to Declarations Tab, and electronically confirm their General Confirmations.	Governors	
9.4.2	Governors to contact Clerk if they need help with their declarations.	Governors	
10.2	Read the SDP 2022-23 first draft, Blackbox KS outcomes and Blackbox KS1 EYFS, and Phonics 2021-22 & Blackbox as this would facilitate well-informed at the next meeting. These documents had been uploaded to Governor Hub in <u>next meetings folder</u> .	Governors	
12.7	Invite Governors to whole school training 03.01.23	HT	
13.2	Upload Health and Safety Schedule	KB	
17.1	Send a downloaded summary of Integra training to Governors.	KB	
17.2.1	Governors to upload their individual Integra record schedule onto their Governor Hub training records.	Governors	
17.3.1	Governors to contact SBM with any login problems associated with National College.	Governors	

18.1	Upload Data Protection Policy document, with correct front cover to <u>2022-23 Policies &amp; Procedures Folder in Governor Hub.</u>	SBM/KB	Clerk sent GH noticeboard message 12.09.22
18.2.1	KB to make amendments on Purchasing Policy document, forward to SBM and SBM to upload to <u>2022-23 Policies &amp; Procedures Folder in Governor Hub.</u>	KB	
19.2.1	Upload to Governor Hub queue cards containing an assortment of pertinent questions that could be asked by governors whilst on their Learning Walks.	HT	

**Outstanding items:**

Item	Responsible	Status
<b>Actions arising from the Minutes of the Governing Board held on 21 July 2022.</b>		
<b>4.3</b> Monitoring Documents for In-School day in October 2022.	HT	

**Minutes are signed digitally by the Chair on GovernorHub**