

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
12th FEBRUARY 2019 AT 4.45PM**



MINUTES

Present: B Vickerage, K Smith, T White (Meeting Chair), N Lee, J West, A Boyle

In Attendance: A Blench, K Taylor, T Keenan

FGB53.APOLOGIES FOR ABSENCE

53.1 Apologies were received and accepted from K Bromley, J Newbolt and D Everett.

FGB54.DECLARATION OF PERSONAL AND BUSINESS INTEREST

54.1 Individual governors to declare any personal or business interests on any item on the agenda. There were no declarations made.

FGB55.ITEMS OF URGENT BUSINESS

55.1 Chair to determine any items of urgent business for consideration under FGB61 below.
Approval of Health and Safety Policy

FGB56.MINUTES OF THE LAST MEETING & MATTERS ARISING

56.1 Approval of the minutes of the meeting of the full governing body – 22nd January 2019 & the minutes of the strategic planning committee meeting 15th January 2019
The minutes of the meeting of the strategic planning committee were ratified.
The minutes of the meeting of the full governing body 22nd January 2019 were approved with the following amendments:-

Attendance and apologies to be re-drafted to reflect the attendance

J West to be identified as the chair of the meeting.

It was agreed that the revised minutes would be signed at the next meeting.

56.2 Matters arising

* GDPR – KT updated governors on the result of the recent audit visit from our Data Protection Officer – Tim Pinto. This went well and there was very little that he could find which was not compliant with GDPR. Governor question – did he make any recommendations for things we need to do? Yes, we don't have a Data Impact Analysis (DIA) as KT had thought that we would only need one for big projects. Now

that we know that this is needed KT will put one in place. KT agreed to update governors at the next meeting. It was also mentioned that Governors need to have sight of a Privacy Notice, which KT will send out. Tim Pinto remarked upon how compliant the school is and that there was not much for him to report as a result. Governors thanked KT for all her hard work in this respect.

- IDSA KS is putting an extra column in the SPAG data as discussed
- AB has uploaded a proforma for governors to use when visiting school

Actions – KT to circulate privacy notice to governors, to write a DIA and bring an update to the next meeting on this and any other recommendations made by Tim Pinto.

FGB57.SAFEGUARDING

57.1 To receive a termly update on safeguarding, SEND in school

57.2 To receive a termly update on Looked after Children in school'

Governors received a safeguarding training session in place of these agenda items, delivered by TK.

TK went through a series of training slides and drew out the main points that governors needed to be aware of. It was explained that all school staff attended safeguarding updates at Inset Days in September, January and April each year.

Governors then asked a series of questions relating to the presentation:-

What level is the training delivered to staff, Level 2 or 3? The training is not given a level as per Ofqual equivalency. It is delivered by the LA safeguarding lead.

Do all staff get this training? Yes all staff including dinner ladies. RMBC train their catering and cleaning staff separately.

Do Engie staff have this training? They have their own arrangements but know that they are welcome to join our training sessions.

When we become an academy do safeguarding legislation still apply to us? Yes this is a statutory requirement of all schools.

Do all governors understand their role in relation to whistleblowing? It was mentioned that if staff have a concern about the head teacher they bring this to the chair of governors who will investigate. Governors can also have a role in recruitment and need to ensure that at least one person on the recruitment panel has received safer recruitment training.

Does school still run themed assemblies? Yes the NSPCC are in school next term to do one. We have done anti bullying assemblies and will be running keeping safe online assemblies next week.

Does school plan to run sessions for parents? This has been done for 3 years running via community café, parental newsletters and focused on what is age appropriate materials.

Why is neglect the hardest category of abuse to deal with? It can be very subjective and what we think is the right way to parent a child may not be other people's views.

How much do we take parents word about not being able to access a GP

appointment? Bev deals with these families. She will ask parents and remind them.

We can check if a child has attended an appointment through the school nurse, but this is not done routinely. It was mentioned that children will sometimes miss school to accompany an adult to the adults GP appointment in order to act as an interpreter for the adult (EAL). TH stated that she was not aware that this was an issue at MVP.

Does sexual abuse include sexting at primary level? Yes this is something we need to be aware of.

As governors how would we know if this were an issue in our school? Our mobile phone policy is that none are allowed in school. Some parents of Y5 and Y6 pupils want them to carry a phone for personal security. This can be ok, but the phone needs to be handed into the school office at start of school and collected at the end of the day. This affects a small number of pupils.

Do we show proper pictures of bodily injuries? No we illustrate this using a diagram.

The child with a sore bottom, would you take family history into account? This depends upon the nature of the disclosure, how distressed the child is. School may contact social care (MASH) for advice on how to proceed. All phone calls and concerns they received are logged so a picture of the child can be built.

Does A&E departments and GPs feed into MASH? Yes this does happen and can also generate a phone call to school to inform us of something which has happened outside of school.

Do you ever have a case where children stop talking after a referral has been made?

Do you do this presentation to children? No but the NSPCC do child appropriate materials.

Are there posters around school which encourage pupils to report any concerns and tell them how to do this? We are not sure and will check this.

It was agreed that the slides used in this presentation would be made available to all governors via the school website.

Governors asked if they could receive anonymised case studies once per year.

Actions – TK to check if posters are displayed regarding reporting concerns. TK to forward AB the slides for uploading to the website. A safeguarding governor will need appointing if DE should not return. TK to provide case studies once per year.

FGB58.GOVERNANCE UPDATE

- 58.1 To receive reports from any governor structured enquiry visits – a report will be available at the next meeting from a visit with Jenny.
BV and KS had met with David Sylvester from JMAT recently and given David a tour of the school. David was very excited about MVP joining JMAT.
JW and TW had been into school to meet with KS to discuss data. This had been very helpful and the way data was presented was good.
- 58.2 To receive a report on governance related training & development – T White
Governors discussed the proposed new Ofsted inspection framework due to be introduced from September 2019. There is still a possibility that school could receive an inspection visit under the current framework before September 2019. It was mentioned that a local school which had recently been inspected had prepared its governors for this. They had done this by looking at potential questions which could be asked of governors in each category and prepared some answers. It was agreed that MVP governors arrange to meet up to look at the DEP and the questions that they might be asked. KS agreed to check the availability of the meeting room and get back to governors with proposed dates for the meeting.
TW mentioned that governors have seen a summary of training and development needs and skills. TW said that she could share a more detailed summary of individual governor responses to the skills audit questionnaire (anonymised) if governors would like this.

Actions – KS to check dates for Ofsted preparation meeting. Governors to let TW know if they would like to see a copy of the detailed skills audit response.

FGB59.FINANCIAL PERFORMANCE

59.1 To receive an update on 2018 19 budget – K Taylor

K Taylor provided governors with an update on the current year's budget position. School is forecasting a carried forward surplus balance of £42,455 at 31st March 2019. Governor questions – do we have a summary of the costings for academisation? This is being worked through at the moment by KT. The budget letter for 2019 20 will show a top slice to the LA when it comes through. The levy we will pay to JMAT will be mostly offset by savings we will achieve by taking advantage of their procurement deals. KT is looking carefully at the SLA buy back for 2019 20 as school will convert to JMAT part way through the year some services will not be bought back and others only partly. School will receive an academy conversion grant of £25,000 and will incur legal fees of at least £15,000. Because school is PFI it is anticipated that the costs will be higher and that there will be nothing to spare from the £25,000 grant. Governor question – what will happen if our legal costs are more than £25,000? School will have to cover the difference. Governor question – are the budget years different when a school becomes an academy? Yes they are and KT is working on clarifying our financial commitments to the LA up to 31st August 2019, assuming a conversion date of 1st September 2019. School has not seen the specifics of the buyback catalogue for 2019 20 as yet but is being careful to not commit to LA bought back services. Governor question – we won't be stung with paying big lump sums for not signing up to another 12 months? It was confirmed that we can give 90 days' notice and this is all we will be charged for. School will change its HR provider in April 2019 and KT is seeking quotes for things such as staff absence insurance. There is a lot of work to be done regarding the timings of contractual arrangements and signing of paperwork. It is likely that a lot of this work will need completing over the summer period. KT and KS will make themselves available over the summer to ensure that this happens in time. KS explained that the 2 September Inset days will be formatted differently this year. The Monday will be a day for data changeovers from SIMS to Integris and also CPOMS will change to a new system. The second day will be more like the usual inset day.

Governor question - % spend on ICT Learning Resources, why is this 165%?

This is because of the spend on iPad which you approved.

Governor question – why is the spend on catering staff over what was budgeted for?

One of the SMSAs supports a pupil when she is not doing her lunchtime duties and claims additional payments for this work. It appears on the SMSA line. This is covered by an IAR grant.

Governor question – have we received the money which Trish applied for?

Yes this has been accounted for and will be spent on the science day due to be held in summer term. Income is shown in the budget report and the spend will appear on the report in the summer.

Governor question – don't we have to approved a Schools Financial Value Standard (SFVS) statement at this time of year? KT explained that this will be ready for governors to approve at the March 2019 meeting.

TW did ask for more governors to get involved in finance matters and that if any governors wishes to know more to contact her for details.

59.2 To review and approve the 2019 20 school lettings policy – K Taylor

The policy was approved. Governor question – shouldn't governors be receiving an annual report on lettings activity? It was agreed that KT will bring a report on lettings activity to the next meeting.

Actions – AB to ensure SVFS and Lettings Policy- annual report is on March 2019 agenda.
Governors with an interest in finance matters to contact TW.

FGB60.ACADEMY UPDATE

- 60.1 Update on plans for academy conversion – K Smith
KS gave governors an update on current progress. RMBC Legal Team is has a lot of absence due to sickness which is delaying all academy conversion processes in Rotherham. The only school which isn't affected by this is MVP. The work has been outsourced to the Sheffield LA legal team to complete. It is looking like the conversion date will be 1st September or 1st October 2019. There are internal deadlines for paperwork which need meeting leading up to these dates, which are set by the DfE.

FGB61.ANY OTHER URGENT BUSINESS

- 61.1 To consider any items of urgent business identified at FGB55.1
Governors received and approved the updated Health and Safety Policy.

FGB62. CONFIDENTIALITY

- 62.1 To determine any confidential items. No items were identified.

FGB63. DATES OF FUTURE MEETINGS

- 63.1 Next meeting – Full Governing Body Meeting 19th March 2019 4.45pm.