

**ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH**  
**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
**HELD ON WEDNESDAY 10<sup>th</sup> July 2018 AT 7.00PM**

Present: Darren Barrow; Patricia Coopey (joined the meeting at 7.10); Beth Cordrey; Daryl Molyneux (joined the meeting at 7.25); Ruth Cooper; Katie Harrison; Rebecca Augustus

In Attendance: Margot Brown (Clerk to Governors)

In Daryl's temporary absence, Darren took the Chair.

**1. Apologies for Absence and Declaration of Conflicts of Interest**

Governors received and accepted apologies from Richard Owens and Dawn Ellis (Clerk to the Governors from September 2018). No declarations of conflicts were declared.

**2. Minutes of the meeting held on 16<sup>th</sup> May 2018**

The minutes of the meeting of the full Governing Body held on 16<sup>th</sup> May were approved and signed as a true record.

**Confidential Minutes of the meeting held on 16<sup>th</sup> May 2018** were approved and signed as a true record.

**3. Matters arising from the previous Minutes**

**a) Darren to provide explanation of new look OFSTED report to parents**

Darren had provided parents with information about the OFSTED report and news about being awarded Teaching School status. There had been no questions from parents although some had expressed disappointment that the school hadn't received an 'outstanding' rating. Beth informed governors that many parents who had spoken with her had expressed their surprise as well as disappointment.

**b) Ruth to report back on efforts to gain new governors from advertising at Warwick University**

Ruth has advertised at the university but has had no response so far. See item 6 for subsequent discussion

**c) Clerk to determine any formal process for reconstitution**

To be carried forward.

*Trisha Coopey joined the meeting.*

**d) Darren to discuss with Liz Bradbury the Thorns/Park Hill governors' pattern of meetings**

Liz has informed Darren that the Thorns/Park Hill Federation GB have no sub committees. They have one FGB meeting per month. The meetings are longer but everything is covered. The agendas alternate between Finance and Performance and Standards. Liz feels this works very well because all governors are well informed about all aspects of their role. Darren reminded governors that at St John's the meeting pattern is currently 6 FGB meetings (half termly); 9 Performance and Standards and 3 Resources making 12 in total. The Thorns/Park Hill model would possibly necessitate 11 meetings in total. Governors pointed out that there was a difference in that not all governors needed to be present at all of St John's meetings and that the model of having Performance and Standards during the day worked well in terms of inviting teachers to present and governors getting into school during the school day. Governors also wondered if it was possible to have evenly spaced monthly meetings given the necessary timing of some meetings, for example budget approval. Following a request from Ruth, **governors agreed:**

**Action: Darren to ask Liz Bradbury for the pattern of Park Hill/Thorns governors' meeting dates to share with St John's governors for consideration at the first FGB meeting of the Autumn term. Decision to be made about meeting patterns at that meeting and dates for the year to be set accordingly.**

**e) Darren and Daryl to liaise with Dawn Ellis re induction and training**

Dawn had been invited to attend this evening's meeting to shadow the clerk but was unable to due to clerking another meeting.

**Action: Margot to meet with Dawn for handover**

**Action: Darren and Daryl to liaise with Dawn re induction and training.**

**4. Summer Term Headteacher Report**

This had been on Governorhub for a week for governors to read. In addition, Darren submitted a data update including the KS2 SAT results made available to the school that morning. He was pleased with EYFS and KS1 outcomes although he would have liked KS1 attainment to be higher as it had been the same for the last two years running. He was delighted with the KS2 outcomes. He informed governors that as a result of the Y6 LA writing moderation exercise, DFE had asked if they could use some of the school's writing in the exemplification materials they intend to publish for schools' use. Ruth asked Darren to pass on governors' appreciation and congratulations to Adam and Leah. Darren would be pleased to and added that the two Y6 teachers would want to include all staff who worked with the children in praise for their joint efforts. Tricia added that the children should also be congratulated. Darren confirmed that he had indeed congratulated the children in front of the parents and been delighted to tell them that they had achieved the best set of Y6 SAT results the school had ever had. He was particularly proud as this cohort were the first to start at the school in Reception at the same time as he did.

Richard Owens had submitted three questions in his absence. Refer to Confidential Minutes for first question.

**Question 2: Regarding the return of the Children's Centre building, what is the planned usage for that building, and will it mean St John's costs go up to maintain it? If so, how is this likely to affect the 2019 budget?**

*When the building comes back to St. John's on 1.4.19 it is expected that we will offer some Children's Centre services as well as use the building to fulfil our Teaching School Remit. I am also considering whether there are more income generating uses for the building too. Currently we receive a recharge from Barnardo's of approx. £4,000 per year towards running costs. Inevitably when the tenure ends, the school will absorb those costs.*

**Question 3: The staff absence data was blank? Fingers crossed no one was off sick?!**  
*Staff absence data was blank due to the implementation of a new HR system which we are all finding our way with.*

There were no further questions.

*Daryl Molyneux joined the meeting.*

## **5. Questions arising from Committee Meetings:**

### **a. Performance and Standards Committee**

Minutes had been shared on Governorhub. There were no questions

### **b. Resources Committee**

Minutes had been shared on Governorhub. Darren highlighted for governors that the three year budget was now looking more healthy. Beth wondered if hypothetically schools consistently underspent whether their budget allocation was dropped. Darren reported that formerly schools would have needed to demonstrate a plan to spend their contingency but this was less likely now, although he would like school to be in that position! He reminded governors that he is extremely conscious of the need to spend public money wisely to the best advantage of the children in the school at the time.

Rebecca informed Performance and Standards governors that at the last Resources meeting the committee had requested a report on parent debtors from the School Business Manager. This report had been made available on Governorhub. Darren talked governors through the issues involved and his proposals for dealing with them taking individual circumstances into account. **Governors agreed** with Darren's proposals for recovering monies from debtors.

There was one question on the business of the Resources Committee recorded in the Confidential Minutes.

*Darren left the meeting*

## **6. Appointment of new Governors**

In addition to the discussion under Item 3b), Ruth confirmed that there had been no response to her advert but would take a further action:

**Action: Ruth to make direct approaches to colleagues at University of Warwick who she believes could bring advertising and marketing skills to the GB.**

Trisha reported there had been no response on SGOSS. There followed a further discussion on the desirability of having more parents on the GB.

**Action: Governors to think of acquaintances who may have useful skills to bring to the Governing Body.**

**7. Governor Meeting Pattern for 2018/19**

*Governors agreed that this would need to be agreed at the first FGB meeting in September.*

**8. Policies to Approve**

**Data Protection**

Daryl pointed out the reference to Governors responsibility to ensure that the school was compliant with GDPR and wondered how governors could fulfil this duty. Ruth advised that the school should have an Information Asset Register which highlights what information school has, where it is stored and the reason for keeping it. In addition governors would want to be clear that staff understood what constitutes a breach. ***Governors agreed the following actions:***

- **Ruth to become GDPR Governor**
- **GDPR to become a standing item on Resources Committee agenda**
- **Ruth to carry out annual check with the school**
- **The termly HT report to include a section on data breaches including 'nil returns'.**

*Darren re-joined the meeting*

Darren reported that training was taking place with staff to make them more 'data aware'. The school is operating a clear desk policy and each classroom has a lockable filing cabinet. Staff are encouraged to leave work at school, which also supports their work life balance. The Privacy Notice has been placed on the website.

Rebecca wondered if the displays pertaining to children's medical needs on the staffroom wall were secure. Darren confirmed that the staffroom is a safe space and it is vital for children's wellbeing that all staff are aware of children's medical needs. Parents of children who have personal medication plans are aware of the display but he will make sure that parents are also aware when needs of children who have mild allergies are displayed.

**Action: Darren to add this information and request consent on the September parent permission form.**

Ruth pointed out that GDPR should not trump the health and safety of the children.

***Governors adopted the Data Protection Policy.***

**Information Security Policy**

Daryl pointed out the need to make sure 'mobile working' was referred to consistently throughout the policy. He asked how the policy would impact on governors. Darren felt it would be helpful to produce an A4 checklist giving GDPR guidance for governors and staff on password protection, encryption of hardware etc.

**Action: Ruth and Darren to produce guidance for governors and staff.**

***Governors adopted the Information Security Policy with the proviso that Darren altered the terminology referred to by Daryl.***

**Staff and Governor Use of Social Networking Sites**

Darren informed governors that staff very often used Facebook and Twitter for development purposes and he encouraged them to attach a statement to their profiles declaring the views expressed in their posts were theirs and theirs only. Staff are also encouraged to set maximum privacy settings. Rebecca wondered how staff knew their pages were inaccessible; Darren informed governors that half termly the staff ran 'tests' on one another's profiles to check for accessibility.

Governors noted the need to set maximum privacy settings on their social media accounts, to act in the interests of the Governing Body at all times and always to declare any interests at meetings.

**Action: Darren to provide staff with refresher training on this policy and reminders on a continuous basis.**

**Governors adopted the Staff and Governor Use of Social Networking Sites policy.**

**Governor Visits Policy**

Darren reminded governors that the OFSTED inspector had complimented the school on the wide range of governors' visits on file. Daryl highlighted one sentence that had an old action on for Darren to remove. With that proviso, **governors approved the Governor Visits Policy.**

**9. Any Other Business (previously notified to the Chair)**

Daryl confirmed that Richard was now able to attend his Performance Review on 12<sup>th</sup> July

**10. Publication of Documents: Governors agreed two items to be included in Confidential Minutes.**

**11. Date and time of next meeting: Tuesday 11<sup>th</sup> September @ 7pm, tbc with Dawn Ellis**