



**Meeting of the Local Governing Body
held at Hutton C E Primary School
on Monday, 18 November 2019 at 6.30 pm**

Present:	Luci Amos	Headteacher
	Jane Barry	Foundation Governor and Chair
	Veronika Chidemo	Co-opted Governor
	Julia Cruse	Staff Governor
	Michelle Groom	Parent Governor
	Phil Heycock	Co-opted Governor
	Justine Kuht	Staff Governor
	Nick Middleton	Parent Governor
	Mary Potter	Foundation Governor
	Alan Seabrook	Foundation Governor
	Liz Woodrow	Parent Governor
	Nicola Cooksley	Bursar (Items 1 to 6 and Item 18)
	Jacqui Cashmore	Clerk

Action

Procedural

1 Welcome and Apologies for Absence

- 1.1 New Governors Julia, Justine and Phil were welcomed to the meeting.
- 1.2 There were no apologies for absence.

2 Register of Business Interests

- 2.1 Business and pecuniary interest forms have been completed by new Governors and the register updated.
- 2.2 There were no interests raised with regard to items on the agenda.

3 Equalities Impact Assessment

Governors were reminded about the Equalities Impact Assessment and it was circulated at the meeting.

4 New Appointments and Resignations

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- 4.1 Co-opted Governor: Following an interview with Jane and Luci, Andrew Rowse, who has a background in finance, has been offered the position of Co-opted Governor. Governors agreed the appointment

Proposed: LA
Seconded: NM
Unanimously agreed.

- 4.2 Staff Governors: Justine Kuht and Julia Cruse have been elected as Staff Governors.

- 4.3 Foundation Governor: Alan Seabrook has changed categories from a Co-opted Governor to a Foundation Governor and his application has now been approved by the Diocese.

5 **Minutes of the Meeting held on 2 July 2019 and 21 October 2019**

The Minutes of the meeting of the Finance, Staffing and Premises Committee held on 2 July 2019 and Local Governing Body Meeting held on 21 October 2019 were agreed and signed as a true record.

6 **Matters Arising from the Minutes of 2 July 2019 and 21 October 2019**

- 6.1 Governors noted the reports and were updated on the following:

6.1.1 Online Safety Policy (5.1.2):

- The policy is being reviewed and will be brought back to the next meeting. **NM/Clerk**
- Swiggle: Pupils can only use Swiggle as a search engine.
- Reception AUP: Ongoing.

6.1.2 Online Safety (5.1.4):

- Nick has trialled the Child Protection Company training module and will discuss this further with Luci. **NM/LA**
- Luci is looking at the possibility of a Kaleidoscope event, with a speaker from the South West Grid and will discuss this further at the next Heads meeting. **LA**
- We will also ensure at the Reception Nativity that we use the opportunity of a captive audience to include something on online safety.
- The screen currently outside in the Y1 playground, will be moved to near the reception class near the

Signed:

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Action

greenhouse so it can be used more effectively as a message board.

6.1.3 Governor Information (5.2.2): The Clerk will update the document regularly.

6.1.4 Kaleidoscope Complaints (17.3.1): To be discussed at Heads and Chairs (HAC) 20/11/19.

(Post Meeting Note: The policy has been amended to say that all complaints are acknowledged in writing.)

6.1.5 Kaleidoscope Unacceptable Behaviour (5.2.4): To be discussed at Heads and Chairs (HAC) 20/11/19.

(Post Meeting Noted: The paragraph on types of behaviour that are considered serious and unacceptable and will not be tolerated has been amended.)

6.1.6 HOOHPS Room (7.1.3): The room is now complete and breakfast and after school club are now using this. Luci will include a feature in this week's newsletter on HOOHPS and spaces available.

6.1.7 Kaleidoscope Policy – Finance (7.2): Governors had asked for context to be given to the reference on "passwords must be strong and secure". This has been discussed with the MAT's Principal Financial Officer and CEO and they are happy that the wording in the policy is sufficient for the people the policy is aimed at. The policy is reviewed annually to ensure it is kept up to date.

6.1.8 Governors Training Programme:

- Any outstanding training is being followed up with individuals. **Clerk**
- GDPR Training is completed annually and this has recently been sent out to Governors to complete. **Governors**

6.1.9 Fire Service Visit:

- We have had a Fire Officer visit. He looked at our paper work, policies and procedures and walked the site. As a result of the visit a formal letter has been received and a number of issues raised.

Compulsory actions:

- The hole in the ceiling of the old boiler house will need to be filled.
- The doors to the staff room and toilets upstairs don't meet fire door requirements and will need

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Action

to be replaced. As we have plans for refurbishment of this area, it will be included as part of this project.

Advisory action:

- The doors to the Bursars Office and Deputies Office on the ground floor do not meet fire door requirements and they advise that these should be replaced.
- An action plan with all three issues has been drawn up and we will ask AGM to quote for these when requesting a quote for refurbishment of the toilets and staff room.

6.1.10 Parent Pay (14.3 and 14.3.2): Nicola will update the system with any new payments and old ones will be taken off once all payments have been received.

Vision

7 **Governor Development Focus – Ofsted**

This Item was taken after Item 20

7.1 Hutton is due an Ofsted Inspection and as part of the inspection an Inspector will talk to children, staff leads and Governors. They will be talking to Governors about accountability and how we hold the Head to account.

7.2 A phone call will be received before lunch time on the day before the inspection and an Inspector will arrive at 8 am the next day for two days.

7.3 We will need a core group of about four to five Governors who will be on call for this, with around three needed for the actual inspection.

7.4 Taking into account that we have a lot of new Governors Jane, Mary, Michelle and Nick will be the Governors in the core group. Governors to email Jacqui with any specific days that they are not available each week.

**JB/MP/
MG/NM**

7.5 We will prepare an Ofsted Inspection Key documents file, which will be kept in the office. This will include:

Clerk

- Knowledge Organisers
- Heads Report
- Lesson Visits Form template
- Governors SEF

Signed:

Dated:

Action

- Parent questionnaire
- Year Planner
- Pupil Premium Strategy document.
- Committee Structure

7.6 We have set up an email address for the Ofsted Inspectors, which will give them access to the Governors Group on the OneDrive.

7.7 In January 2019 Governors completed a self-evaluation form. We will re-visit this in January 2020.

7.8 Statutory Inspection of Anglican and Methodist Schools (SIAMS): We are due a SIAMS inspections in May 2020. A core group consisting of our three Foundation Governors, Rev Anne Wilkins, Wendy Scherer and Luci will meet after Christmas. **LA/JB**

7.9 Governor Responsibilities and Curriculum Links: Governors reviewed and agreed the curriculum links. Clerk to distribute updated list to Governors. **Clerk**

8 Skills Audit

All Governors had completed the Skills Audit and this was reviewed at the Meeting. Governors were pleased to see that we have a good balance of skills across the LGB.

9 Pupil Premium Strategy Statement

9.1 The document was distributed to Governors in advance of the meeting. It is a statutory document which must be displayed on our school website.

9.2 The school receive additional funding for Pupil Premium children. It is for children who have been eligible for free school meals, continues for six years and is approximately £1,300 per child. The funding enables us to help that group of children by boosting their educational support and ensuring that they don't miss out on any educational experiences. The Government monitor this groups' progress and we record data for these pupils. We only have a small number of pupil premium children at Hutton.

9.3 This year we have had a big focus on reading and are particularly looking at vocabulary. Julia is working with some of the children to go through their Knowledge Organisers. This is a basic expectation that children should know as a minimum. Statistically those children who are pupil premium

Signed:

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Action

don't have a base line and don't have the opportunity to go to the library or visit places, so by setting it out in the Knowledge Organiser we ensure they know this information. Julia will be looking at this with the children to raise their confidence in their topic work and later on in their vocabulary and writing.

- 9.4 We encourage parents to apply for pupil premium if they are entitled to it and we notified all Reception parents about this at the home visits.

10 Policies

- 10.1 All Policies had been sent out in advance to Governors to review and comment on.

10.2 School Policies

- 10.2.1 Community Cohesion & Equality Scheme: There were no amendments to the Policy and Governors approved the Policy.

- 10.2.2 Confidentiality: There were no amendments to the Policy and Governors approved the Policy.

- 10.2.3 Initial Teacher Education: Subject to minor amendments Governors approved the Policy.

- 10.2.4 Design and Technology: There were no amendments to the Policy and Governors approved the Policy.

- 10.2.5 Home/School Links (including communications & consultation, including media): Subject to minor amendments Governors approved the Policy.

- 10.2.6 Online Safety: Deferred to December.

NM

- 10.2.7 Asset Management: There were no amendments to the Policy and Governors approved the Policy.

- 10.2.8 Attendance and Punctuality: Subject to minor amendments Governors approved the Policy.

- 10.2.9 Staff Induction: Subject to minor amendments Governors approved the Policy.

10.3 Kaleidoscope MAT Policies

- 10.3.1 Admissions

Signed:

Dated:

Action

- Jane highlighted that the introduction page to this document is written historically and will need updating in the future. The policy is a North Somerset document and no amendments are required.
- Governors agreed that they were happy with the admissions policy and it was unanimously agreed.

11 Update of Governor Activities in School

11.1 Governors noted the report and asked for the following information to be added to the report:

- Veronika Chidemo: Year 4 visit and safeguarding meeting with Luci Amos.
- Alan Seabrook: Year 2 visit.

12 Head's Report

12.1 The report was distributed to Governors in advance of the meeting.

12.1.1 Achievement (Attainment and Progress)

Luci explained that the data in this section was from Term 6 as there was no new data to report.

12.1.2 School Self Evaluation (SSE):

- The KS 2 Information in bold was not available in June and has now been added. We 'bucked' the national trend which shows the progress our girls made.
- As a result of our analysis of data across the school we have identified our key priorities for this year and the SDP targets have been added to the report

12.1.3 Sports Premium grant: This is a ring fenced grant and a statutory document is completed to show how we spend the money and must be displayed on our school website. We have increased Chris Millard's time to provide athletics and CPD for staff.

12.1.4 Curriculum: Teachers continue to develop the curriculum for pupils. Knowledge organisers have worked well and Luci will update Governors in more detail later in the year.

12.1.5 SEND:

- We have added a new heading to the report on SEND and added our current SEN Core Data.
- The Special Needs Register is fluid and children go into

Signed:

Dated:

Action

it and come off it.

- Luci will update this information in each report.

12.1.6 Attendance:

- **Governors asked how we measure attendance.** It used to be measured as authorised and unauthorised but now it is all altogether. We encourage parents to take children to the Doctors/Dentist out of school time.
- 96.7% attendance is fraction above national average but we are aiming for 97%. We collect attendance for each class every week and reward good attendance.

13 **Health and Safety**

13.1 H&S report on Fire: Deferred to next meeting.

AS

13.2 Fire Audit – update: We are due an audit. Luci will update Governors at the next meeting.

LA

14 **SEND Update**

See Head's Report.

15 **Safeguarding**

See Head's Report.

16 **Kaleidoscope MAT – update**

There were no updates from Kaleidoscope.

17 **Training and Development**

17.1 Governors Training Programme: The newly appointed Governors are in the process of completing this training and any other outstanding training has been followed up with individuals.

Clerk

Financial

18 **Expenditure against budget plan**

This item was taken after Item 6

18.1 Reports had been distributed to Governors in advance of the meeting.

18.2 **Governors Questions:**

- **When does financial year start?**

Signed:

Dated:

The financial year runs from 1 September to 31 August.

- **What period does the report cover?**
1 September to 31 October.
- **Why is there a deficit of approximately £60k and a surplus of about £90k?**

About 80% of our budget is staffing costs but we haven't been able to add staff costs to the expenditure report due to issues with the MAT system. It is hoped we will have this information by next month. We are also waiting for a confirmed c/f figure. Our budget over last few years has always had a deficit and we rely on a c/f to balance this but in future years we foresee this being more difficult and it is very tight. All schools are in a similar position and some schools in MAT are in a worse position.

18.3 Nicola was happy to take questions or if preferred, Governors could pop into school and chat through the system. She would welcome any feedback to improve the layout of her report.

18.4 Jane confirmed that that the budget is something that Governors must be accountable for and it that we must have access to it and be able to ask questions.

18.5 **A Governor said he was looking at the expenditure report to see if there is anything very different to what we were expecting.** Nicola confirmed there was nothing at this point in time but this may change as we go through the year.

18.6 Governors confirmed they had reviewed and understood the expenditure report and it was signed by the Chair at the meeting.

19 **PTFA Audited Accounts**

Deferred to next meeting.

LA

20 **Headteachers Performance Appraisal – feedback**

Luci withdrew from the meeting for this item.

See confidential Minute.

21 **Review Head implementation of the Performance Management Policy**

Performance Appraisals for staff are in progress.

Action

22 Any other Information

22.1 Governor Subject Reports: Maths and English subject reports are scheduled for the next meeting and Jane and Phil will be contacting the subject leads to take this forward. **JB/PH**

22.2 Clerks Appraisal: Jane reported that she had carried out Jacqui's Appraisal and thanked her for her hard work.

22.3 Events

- Christmas Fair, Saturday, 30 November. Mary, Nick and Jane confirmed they were available to help.
- Year 1 and 2 Nativity, Tuesday, 10 and Wednesday, 11 December at 9.30 am or Monday, 9 December at 2 pm to Friendship Circle
- Reception Nativity Thursday, 12 December at 9.30 am
- Carol Service in the playground, Monday, 16 December at 6 pm
- Choir on tour on Wednesday, 18 and Thursday, 19 December.

22.4 After School Activities:

22.4.1 A Governor said parents had approached her regarding afterschool activities to ask if they could have a variety of extra sports activities.

22.4.2 Luci advised that we have previously asked the children what they would like eg hockey, netball, cricket and offered these activities but we have had either very few or no take up. We are happy to run clubs but have difficulty with numbers attending.

22.4.3 **A Governor asked why some clubs are limited to Years 1 to 3.** This is because age groups have to determine it.

22.4.4 Another way to run these clubs would be for staff to run these as part of the After School club eg Art on Monday, Cricket on Tuesday etc. Luci to look into this. **LA**

23 **Date and Time of Next Meeting**

Monday, 9 December 2019 at 6.30 pm.

The meeting closed at 8.40 pm

Signed:

Dated: