

ICKLEFORD PRIMARY SCHOOL

MINUTES FROM FULL GOVERNING BOARD HELD ON 16 SEPTEMBER 2019

PRESENT:

Dr Miles Maxwell (Chair)

Mrs Ulrike Banbury

Mrs Sue Dury

Ms Cheryl Holman

Mrs Elizabeth Battarbee (Clerk)

Ms Jazz Minhas

Mrs Nicky Pedder

Mr Adrian Speed

Mrs Shirley Williams

1 Apologies and welcome

Apologies were received from Liz Bundy, Chris Barker and Jenny Fletcher and were approved. Mary De Salis and Peter Woollard submitted apologies following the meeting. Margaret Holford was absent.

2 Conflict of interest and confidentiality None.

3 Notification of Any Other Business

An update from HIP visit would be reported.

4 Register of pecuniary interests

NOTED: Governors were asked to submit their annual declaration of interests. These would be held in school and any relevant interests would be published on the school website.

5 Previous minutes from 4 July 2019

5.1 AGREED: the minutes were approved and signed. It was noted that in minute 11 it the area of the field recently out of bounds related to bees not wasps.

5.2 Matters arising

5.2.1 Minute 4.2.4 Safeguarding

REPORTED: that the relevant staff training had been booked in for autumn 2019.

5.2.2 Minute 5.3 School visit

REPORTED: that the MSAs thanked the Governors for showing an interest in the MSAs' role in the school, and the school thanked Shirley Williams for the time she had spent with the MSAs.

6 Governing Board membership

REPORTED: Miles Maxwell was willing to remain as Chair for 2019/20. Sue Dury proposed this appointment, Adrian Speed seconded it, and all were in favour.

REPORTED: Liz Bundy was willing to be considered for the Vice-Chair 2019/20. Miles Maxwell proposed this, Adrian Speed seconded it, and all were in favour.

REPORTED: adverts for the co-opted vacancy have been published, stating a wish to appoint someone with a legal background. Three people have expressed an interest (two of whom have confirmed their legal background; all are parents).

ACTION: they will be asked to submit a personal statement for consideration by Governors at the December meeting. (MM, October 2019)

NOTED: that having too many parents on the Governing Board could make it challenging when having to form a panel to consider a complaint or exclusion (ensuring panel members are impartial and unaware of the situation). There is a local education network meeting which Nicky Pedder will approach to ask if it is a forum where we can share information about the vacancy.

7 Committee membership

DISCUSSED: whether any changes to committee membership would be beneficial. No Governor wishes to change committee.

ACTION: MM will discuss membership with those Governors not present (MM, September 2019)

AGREED: Jazz Minhas will join Performance and Development, and offered to join Buildings, Health and Safety instead, should it be required.

AGREED: Chair and clerking arrangements, and Terms of Reference, should be reviewed and discussed during the first meeting.

8 Governor link areas

NOTED: the current Governor link list will be saved on Dropbox (**ACTION:** SD/EB, asap)

DISCUSSED: there is a gap for the link role of Governor overview and development, but this does not need to be immediately filled. It will be reconsidered once the new co-opted Governor has been appointed.

9 School infrastructure and LA funding

9.1 Costs

RECEIVED: a document outlining the recent timeline of events, and conclusion about work needed in the near and long term future. The total cost of all the necessary works are £1.3 million, though it is noted this is an estimate and not based on quotes. The three areas requiring immediate remedial work are the boiler and pipework, the mains water/ drainage and the kitchen. The problems with these need to be rectified to ensure the school can continue to function.

AGREED: Buildings, Health and Safety committee could consider the elements that are likely to need work in the next 2-5 year category (according to the document) and propose a strategy on how to address these.

Question: why are the costs for the year 1 figure greater than the individual areas of work?

The cost includes the main areas of work, plus various smaller items that are just as crucial, but less extensive.

Question: are there concerns about impact on other areas of infrastructure, once some elements are replaced, e.g existing pipework once the new boiler is in place? Yes, this is very

valid, and the heating pipework needs to be considered at the same time as the boiler, at an additional cost.

9.2 Boiler and pipework

REPORTED: the local MP has been involved and attended a meeting at the Council, along with the Chair of Governors. Following this, there have been social media updates that the Council has agreed to fund the work, with the implication that, therefore, the problems are solved. However, agreeing the exact extent of the work, commissioning a contractor and agreeing all the logistics to fulfil the work is a significant challenge. The boiler was revisited by a local company who have now condemned the boiler meaning it cannot be used. There is a concern that there may be asbestos, which means that only certain qualified companies can carry out the work.

DISCUSSED:

- if the boiler was replaced without new pipework there is a high chance the old pipework could not cope with the change in pressure, increasing the change of leaks.
- how will the pipework be replaced (or just new pipework installed) without considerable disruption?
- Half term is a possibility, but this may not be a long enough period of time to complete the work.
- a temporary boiler might be installed; if it was, and lasted until the summer holidays, this would be the ideal situation.
- HCC have offered alternative sources of heating, but details are unknown. If these are electric they are not suitable for all areas.
- the Headteacher is adamant that pupils and staff should not have to work if conditions get too cold
- if the school has to close for a period, the impact on families will be huge
- the school is developing a contingency plan (as far as possible)?

9.3 Kitchen

REPORTED: the gas shut off needs to be installed as soon as possible, but although not expensive, needs to work in operation with the proposed new ventilation system. The cost of the shut-off, in isolation, is small, but together with the ventilation system would be in the regions of £25K. The full kitchen upgrade is likely to cost £43K. The Governors would like the gas shut off to be installed as soon as possible.

DISCUSSED: if the kitchen was condemned, the most likely food option available would be cold meals which is not ideal for pupils, particularly those who rely on school lunch for their one hot meal of the day.

Question: would the school accept alternative sources of fundraising, eg PTA?

This would not be appropriate as their money should go towards pupil learning.

9.4 Drainage

REPORTED: the Council have requested video footage. The Council will be re-reviewing the school's application for funding in October 2019 and, if successful, the school would receive funds for drainage work, to be released in spring 2020. It is noted that problems with the water supply have caused the school to close before.

AGREED: the open meeting with parents and the community will go ahead on the 24 September to ensure all concerns are heard, and feedback is provided. It was agreed that the meeting needs to share information that, despite reassurances about funding, there remains a serious risk to the operation of the school. Prior to the meeting, the school will try to obtain information about dealing with worst case scenarios (eg catering options, or when the County would have to provide alternative accommodation). A reminder about the meeting will be issued on Parentmail and to the Parish Council, with a request to confirm attendance to school.

NOTED: thanks were given to NP for all her work and effort in trying to solve the problems.

10 School Development Plan

NOTED: Link Governors need to submit any outstanding reports before 27 September so the 2018/19 School Development Plan can be finalised. For 2019/20, Governors were reminded that if they have a maintenance subject they only need contact staff twice during the year, either by email or in a face to face meeting, probably in spring, and then late summer term. Discussion should revolve around progress towards objectives.

11 Safeguarding

NOTED: the Child Protection Policy was recently updated (model policy).

Question: what changes were made?

Changes reflect the new Keeping Children Safe in Education document, and a greater emphasis on awareness of FGM.

AGREED: the Governors agreed to adopt the new policy.

NOTED: All staff have signed to say they have read the updated Keeping Children Safe in Education, and the new Child Protection Policy has been sent to all teachers.

NOTED: Governors should read Keeping Children Safe, part two. **ACTION:** a link will be circulated to all Governors, MM, asap.

RECEIVED: the Annual Safeguarding Report for 2018/19

NOTED: more Governors should complete the Safer Recruitment training. This can be done via County or via the NSPCC (which is online). A panel appointing to a senior position needs to include one member that has completed the training.

AGREED: MM or LB will complete the training.

Question: is there an induction checklist, as per p7?

This exists, but has not yet been written down as a document.

DISCUSSION: Governors considered the question: How does the school discharge its 'Prevent' and FGM duties?

The Head reported that staff are asked to complete annual online training (regarding Prevent) early in the school year (with certificate evidence being held in the school office). With regards to FGM, they received comprehensive free training two years ago (run by an external provider) which was very good. This will be reconsidered to repeat next year.

Question: is this training part of staff induction?

Not formally, but new staff have to read Keeping Children Safe in Education, and the Child Protection Policy.

Question: what would staff look for when considering Prevent?

It is similar to other safeguarding issues, so staff would look out for changes in behaviour, pupils becoming withdrawn, being aware of pupils background in case this makes them particularly vulnerable, listening for new vocabulary. Long term absence or physical changes could also encourage monitoring and investigation.

Question: are TAs invited to the training?

Yes, they are encouraged to attend but it is not compulsory.

Question: might changes in a pupil's behaviour go unnoticed if they return to school following the summer holidays to a new teacher?

Staff spend a lot of time sharing information over transition, and teachers take time to learn about the class they are going to inherit. A small school makes it easier for everyone to know each other well. Issues are discussed regularly at staff meetings.

Question: what about the external staff involved in PE?

The class teacher supervises pupils getting ready for PE, and PE staff have their own safeguarding procedures, which involve communication with the school should there be any concern.

12 GDPR

REPORTED: no updates from the school. External support continues to be received termly.

NOTED: Governors will now be issued with school email addresses. County have been concerned about Governors using shared email addresses. Governors should access the new emails, but personal emails will continue to be used until confirmation that all Governors can access the school based emails.

13 Any Other Business

REPORTED: there had been a meeting with the new HIP (Peter Browning). He made a lot of positive comments during his first meeting, particularly regarding behaviour. He observed some unusual data, but asked the school to do an analysis to confirm they knew the reasons for any changes, and then to focus on future data. Ickleford suggested that the change of some KS2 tests had caused unexpected results, but the HIP pointed out that not all schools experienced a change in results. It was noted that teacher prediction was very accurate.

DISCUSSED: that, in the near future, Ofsted are expected to be visiting 'outstanding' schools that have been not been inspected for many years, which might mean that 'good' schools such as Ickleford would not be inspected as soon as anticipated. However it is important that everyone is prepared.

14 Date of next meeting

NOTED: the date of the next meeting will be on Monday 9 December 2019.

ACTION SUMMARY

MINUTE	ACTION	RESPONSIBILITY	DEADLINE
6	Co-opted vacancy – statements for FGB	MM	Dec 2019
7	Committee membership	MM	Sept 2019
8	Governor link list on Dropbox	SD/EB	asap
11	Governors to be asked to read updated Keeping Children Safe document	MM	asap