

**MINUTES OF THE MEETING OF THE  
GEORGE TOMLINSON SCHOOL GOVERNING BODY  
HELD ON THURSDAY 1 FEBRUARY 2018  
AT 6PM  
AT THE SCHOOL**

Present: Mrs Debbie Strowbridge (Chair) Local Authority Governor

**Co-opted Governor(s)**

Mrs Gillian Barker (from 6.30pm)  
Mr Alun North

**Staff Governor**

Ms Sadari Shakes

Clerk to the Governors: Ms Gill Hand

Also present: Mrs Gill Hart, School Business Manager

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.3	Parent Governor vacancy to be agenda item for next meeting	DS/Governor Services	19.4.18
3.3	School to update Governor Services of details of potential co-opted governor	VC	ASAP
4.2.2	DS to send DfE guidance to GH on school policies required on website	DS	ASAP
4.2.2	GH to ensure that relevant policies are uploaded onto school website	GH	ASAP
4.2.3	Ellie Ross to meet with GH re Health & Safety	ER	ASAP
4.2.4	Headteacher to contact LA regarding risk assessment for proposed day trip to France	VC	ASAP
6.1	GB to update Link Governor Visits Record sheet and send to clerk and Governor Services for information	GB	ASAP
7.2	Governors to send copies of training certificates to GH for central filing	All	Ongoing
9.1	Headteacher to update Pupil Premium Impact Evaluation with final data and impact assessments	VC	22.03.18
9.1	VC to update Pupil Premium Progression Mapping document in light of pupil premium funding received		

Chair's Initials:

11.1	DS to contact LA to discuss concerns about lack of validation of internal audit	DS	ASAP
	GH to contact Lindsay Jackson to request internal audit date	GH	ASAP
12	Headteacher to provide contextual information to explain current high PA figure	VC	19.04.18
13.2	GH to attend next SBM Network meeting where letter is due to be discussed	GH	07.03.18
16.1	GH to circulate signed copies of code of conduct forms to governors for information	GH	ASAP
17.1	Governors to review SFVS documents and email comments/changes to GH	All	ASAP
17.1	SFVS to be agenda item for next meeting	DS/Governor Services	19.4.18
18.2	Headteacher to address the 3 areas under the Duty under Equalities Act section and policy to be brought back to next meeting for further discussion	VC	19.4.18
18.2	GH to add equality statement to policy annual review schedule	GH	ASAP
21.1	SS to feedback governors thanks to staff for all their hard work and commitment in embracing the recent mock inspection to be fed back to staff.	SS	ASAP
21.2	GH to advise headteacher and deputy head of the governor request for a focussed data session to be organised	GH	ASAP
21.3	Additional column to be added to SDP to show costings	GH	ASAP
22.1	<b>Date of next meeting: Thursday 22 March 2018 at 6pm at the school</b>	All /GS	Immediate
22.2	Agenda Items: Pupil Premium – standing item Safeguarding – standing item Pupil Premium Impact Statement Pupil Premium Provision Mapping Contextual attendance PA information SFVS 2018/19 Equality Policy/Duties under the Equalities Act SEF		

## 1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The chair welcomed all those present to the meeting.

### 1.2 Apologies for absence

Apologies for absence were received and accepted from Ms Verity Carter, Mr Andrew Warren and Ms Ellie Ross.

1.4 Quorum

The Clerk noted that at this point the meeting was not quorate as only 3 governors were present. It was anticipated that an additional governor, Mrs Gillian Barker, would join the meeting at some point.

The meeting proceeded but no actions were taken until the meeting became quorate at 6.30pm.

1.5 Notice of Any Other Business/Confidential items

The Chair advised of one confidential item that would be raised for discussion.

The following AOB items were also noted – ASP Training, mock OFSTED update and governance impact statement.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting other than to note that Mrs Debbie Strowbridge (DS) was Chair of Governors at Oakhill School and Mrs Gillian Barker (GB) was Chair of Governors at Walthamstow School for Girls.

**3. GOVERNING BODY**

3.1 Clerk to confirm Governing Body membership

The clerk confirmed that there was currently 1 parent governor vacancy and no governors were due to come to the end of office during the spring term.

3.2 Governor DBS checks

Ms Gill Hart (GH), School Business Manager confirmed that DBS checks have been completed by all governors and details have been forwarded to Governor Services to be held on file.

3.3 Parent Governor Election

It was noted that the school had advertised for a parent governor but sadly, no applications had been received. Therefore, following discussions, it had been agreed that headteacher would contact another school, Jenny Hammond, to discuss the co-opting of a suitable governor.

**ACTION:** Parent Governor vacancy to be agenda item for next meeting

**ACTION:** Headteacher to update Governor Services of details of potential co-opted governor

**4. MINUTES OF PREVIOUS MEETING**

- 4.1 Governors received the minutes of the governing body meeting held on 14 December 2017 and agreed these to be an accurate record of the meeting. DS signed a copy of the minutes and these were retained by the school.

**4.2 Matters arising:**

4.2.1 Accuracy

Minute 8.1.13 – request that the first two sentences would be joined with the words ‘ even though’ to aid understanding of subject discussed

Minute 13.2– Action should be attributed to Gill Hart

Minute 14.1– Action should be attributed to Gill Hart

4.2.2 Minute 11.1 – School website

It was noted that this item remained outstanding

**ACTION:** DS to send DfE guidance to GH on school policies required on website

- ACTION:** GH to ensure that relevant policies are uploaded onto school website
- 4.2.3 Minute 11.1 – Health & Safety  
It was noted that this item remained outstanding

**ACTION:** Ellie Ross (ER) to meet with GH re Health & Safety

- 4.2.4 Minute 13.3  
It was noted that governors required an update re this item from the headteacher

**ACTION:** Headteacher to contact LA regarding risk assessment for proposed day trip to France

- 4.3 Minutes/Reports from Committees  
It was noted that the Resources Committee had met on 18 January 2018 and minutes would be circulated shortly.

## 5. CHAIR'S ACTION

- 5.1 DS advised that a Chair's Action had been taken on the 4 January 2018 to close the school due to there being no heating. The school had been closed to 10 January 2018 to allow essential plumbing works (which involved complete upheaval of the school premises) to be carried out to address the problem.

It was noted that although this was an unforeseen enforced closure, the school was actively reviewing ways to add some of the lost teaching dates back to the timetable.

## 6. LINK GOVERNOR REPORTS

- 6.1 It was noted that the Safeguarding Link Governor, GB, had had visited the school to review the SCR and the English & Literacy governor, DS, was due to visit the school shortly. This visit would be focussing on the area of reading which is a key school priority.

Governors also reviewed the allocation of link governor roles to ensure all relevant priority areas were covered and reviewed the Link Governor Visits Record sheet.

**ACTION:** GB to update Link Governor Visits Record sheet and send to clerk and Governor Services for information

## 7. GOVERNORS' TRAINING

- 7.1 It was noted that the completed Skills Audit had been received from Governor Services and no further action was required.
- 7.2 Governors updated that they had attended the following training courses:  
DS/GB – LA Analyse School Performance (ASP) – January 2018  
DS/GB – LA Information Summary Data Report (ISDR) – January 2018

**ACTION:** Governors to send copies of training certificates to GH for central filing

## 8. GOVERNING BODY COMPETENCY FRAMEWORK/GAP ANALYSIS

Governors discussed for the purposes of ensuring effective governance to go through and the infamous '20 Questions'

**9. PUPIL PREMIUM IMPACT EVALUATION/PUPIL REMIUM PROGRESSION MAPPING**

- 9.1 It was noted that the documents relating to the above item(s) circulated prior to the meeting by VC were the same documents that had been circulated in December 2017 and required updating.

**ACTION:** Headteacher to update Pupil Premium Impact Evaluation with final data and impact assessments

**ACTION:** Headteacher to update Pupil Premium Progression Mapping document in light of pupil premium funding received

**10. HEADTEACHER'S REPORT**

- 10.1 This report had been circulated prior to the meeting for information and contained information on the following key area ; Mock Ofsted inspection, data and analysis sheets, racial and homophobic incidents, exclusions, safeguarding and Prevent, school closure, attendance, In the Moment Planning, SDP and pupil premium evaluation.

**11. LAST YEAR'S INTERNAL AUDIT**

- 11.1 GH advised governors that she has copies of the previous year's internal audit on file and has emailed the LA to ask for updated information on when the school should anticipate a visit to consider this year's internal audit information. To date, she has had no reply to this email.

Q – Does the school wish the external auditor to review this area?

A – This is something that may need to be considered if the LA is only carrying out themed audits

**ACTION:** DS to contact LA to discuss concerns about lack of validation of internal audit

**ACTION:** GH to contact Lindsay Jackson to request internal audit date

**12. ATTENDANCE**

It was noted that student attendance at the school had risen from 89% in September 2016 to 94% in January 2018 and governors continued to monitor this area.

Overall attendance information had also been included in the Headteacher's Report and it was noted that in some classes in some year groups, attendance was still below 90%.

Ms Sadari Shakes (SK) advised governors that the school is taking action to address the above and as a Y6 teacher of one of these classes, provided contextual background information on why attendance is lower. Largely this was due to a small number of students with lower attendance who were actively being targeted to ensure improvement. The interventions put in place were proving to be successful as the Y6 class, Mandela, had recently had 100% weekly attendance and punctuality for the first time and this had been celebrated in assembly.

It was also noted that following the office restructure, a dedicated Attendance & Welfare Officer position had been created and the school now had a new EWO in place.

Governors noted that the current persistent absenteeism (PA) figure was at 14% for the whole school and 17% when in EYFS included. It was agreed that further contextual background information would be beneficial to explain this.

**ACTION:** Headteacher to provide contextual information re current high PA figure

**13. ANNUAL HEALTH & SAFETY REPORT**

13.1 It was noted that this had been previously circulated to governors and subsequently submitted to and signed off by the LA

13.2 LA H&S Roles & Responsibilities letter

The school had received the above letter from the LA and it had currently been placed on file whilst further clarification on responsibilities was obtained.

**ACTION:** GH to attend next SBM Network meeting where letter is due to be discussed

**14. PUPIL PREMIUM & SAFEGUARDING**

14.1 It was noted that this item had been covered within the Headteacher's Report.

**15. GENERAL DATA PROTECTION REGULATIONS**

15.1 Appointment of Data Protection Officer (DPO)

The Clerk advised governors that the LA was currently recruiting a DPO and that the LA was offered advice and guidance access via a traded services opportunity to schools.

GH advised governors that the school had expressed an interest in accessing the LA appointed DPO and was awaiting further information.

15.2 Policies/privacy Notice/Guidance on the internet Services

It was noted that these were not currently available from Governor Services

**16. GOVERNING BODY CODE OF CONDUCT**

16.1 The Governing Body Code of Conduct was circulated during the meeting and those present signed and returned completed forms to the clerk.

**ACTION:** GH to circulate signed copies of forms to governors for information

**17. SCHOOLS FINANCIAL VALUE STANDARDS (SFVS)**

17.1 GH advised that two SFVS documents, 2017/18 and 2018/19, had been circulated for information prior to the meeting. The 2018/19 updated version contained minor information changes.

**ACTION:** Governors to review SFVS documents and email comments/changes to GH

**ACTION:** SFVS to be agenda item for next meeting

**18. SCHOOL POLICIES**

18.1 Health & Safety Policy

This had been circulated prior to the meeting and was unanimously approved.

**APPROVED – HEALTH & SAFETY POLICY**

18.2 Equality Policy/Statement

This had been circulated prior to the meeting and it was noted that the school is yet to set the objectives required under the Duties under the Equalities Act section.

**ACTION:** Headteacher to address the 3 areas under the Duty under Equalities Act section and policy to be brought back to next meeting for further discussion

**ACTION:** GH to add equality statement to policy annual review schedule

19. **FEEDBACK ON SKILLS AUDIT**

19.1 It was noted that Skills Audit had been received from Governor Services and no further current action was required.

20. **LEARNING PARTNERSHIP (VERBAL UPDATE)**

20.1 DS outlined the Learning Partnership to governors and updated on the current position of the partnership.

21. **ANY OTHER BUSINESS**

21.1 Mock OFSTED

It was noted that the recent Mock inspection had proved to be useful exercise and the LA education consultant had noted evidence that the school is currently a good school.

Two key areas in leadership and governance had been identified as requiring additional development namely:

*To strengthen the quality of teaching so that middle attaining and disadvantaged pupils make excellent progress and achieve age related standards in all subjects especially reading*

*To make better use of data for middle attaining and disadvantaged pupils by monitoring, reviewing and evaluating all data sets for these groups and explicitly demonstrating how this is being used to improve learning*

Governors asked for their thanks to staff for all their hard work and commitment in embracing the recent mock inspection to be fed back to staff.

**ACTION:** SS to feedback governors thanks to staff for all their hard work and commitment in embracing the recent mock inspection to be fed back to staff.

21.2 ASPR & ISDR

DS provided an overview of the recent training that both she and GB had attended. It was noted that the ASPR had now replaced Raise Online and the ISDR replaced the Governor's Data Dashboard and that Ofsted potentially would be looking for governor's depth of understanding in these areas.

It was agreed that it would be beneficial for governors to have a focussed session on data to support their greater understanding.

**ACTION:** GH to advise headteacher and deputy head of the governor request for a focussed data session to be organised

21.3 Governance Statement

It was agreed that subject to the previously agreed minor amendments, the governance statement was unanimously approved.

**APPROVED** – Governance Statement

21.3 SDP Costings

Governors asked for an additional column to be added to the SDP to show costings in the future.

**ACTION:** Additional column to be added to SDP to show costings

**22. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

22.1 Date of next meeting

Thursday 22 March 2018 at 6pm at the school

22.2 Agenda items:

- Pupil Premium – standing item
- Safeguarding – standing item
- Pupil Premium Impact Statement
- Pupil Premium Provision Mapping
- Contextual attendance PA information
- SFVS 2018/19
- Duties under the Equalities Act
- SEF

**Staff Governor and observer left meeting prior to the following item being discussed**

**23. CONFIDENTIAL MINUTES**

23.1 Governors received the confidential minutes of the governing body meeting held on 14 December 2017 and agreed these to be an accurate record of the meeting. DS signed a copy of the minutes and these were retained by the clerk for forwarding to the headteacher.

The meeting closed at 8.25pm

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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