



**WILLIAM STUKELEY CE PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING FINAL MINUTES**  
**WEDNESDAY 12th SEPTEMBER 2018 AT 5.30PM**

**PART 1**

Present: Mr. R. Nicholas, Mr I Braid, Mr T Emery, Mrs. H. McGinn, Mrs. C. Williams, Mrs. M. Dack, Mr. S. Cuthbertson, Ms. T. Handson, Revd. R. Seal, Mr. R. West  
 Also present: Mrs J. Francis (Clerk to Governors)  
 Apologies received: Mr. R. West (late arrival)  
 Absent: Revd. K. Plant

**GDPR Presentation by Ms. V. Robinson**

*Meeting started at 5:35pm*  
*Prayer given by Revd. R. Seal*

Agenda item	Issues	Agreed Action	Responsible
GDPR Presentation  <i>Meeting started at 6.20 p.m.</i>		Ms. Robinson gave a presentation on GDPR.  Q. Do any laptops go off site? A. Mr. Cuthbertson confirmed that it was the case but they were all protected by Bit Lock.  Q. Who owns children's school books? A. In term time they are the property of the school. They must then be held for a year, after which they should be returned to the parents.  It was agreed that all governors should complete the data audit.	Clerk to circulate the form to all governors for completion.
1. Election of Chair		Mr. Nicholas confirmed that he was happy to stand again. Proposed: Mrs. M. Dack; Seconded: Mr. I. Braid; Carried	
2. Election of Vice Chair		Mr. I. Braid confirmed that he was happy to stand again. Proposed: Mr. R. Nicholas; Seconded: Mr. Cuthbertson; Carried	
3. Apologies		Mr. West sent apologies for his late arrival	
4. Declaration of Interest		Governors present completed their annual declarations of interest. There were no declarations of interest on any item on the agenda.	

<p>5. Minutes of the meeting held on 16<sup>th</sup> July 2018.</p>		<p>Page 3 – Eagles – should read 32 children.</p> <p>Page 3 – other matters – should read ‘Vicky’ Robinson.</p> <p>Page 3 – penultimate paragraph. Remove the sentence ‘He would also like the first 3 days undertaken before school starts in September’.</p> <p>The minutes were proposed by Mrs. C. Williams, seconded by Mr. I. Braid and accepted as a true record of the meeting.</p>	
<p>6. Matters arising from these minutes</p>		<p>The presentation on writing will take place at SDC on 17<sup>th</sup> October. All governors are welcome to attend.</p> <p>Item 9 – Steering Groups to be discussed under item 14 of the agenda.</p>	
<p>7. Head Teacher’s Start of Term Update</p>		<p>Data on Attainment over the last 3 years (trends and comparisons) was circulated to governors for information. Mr. Emery said that whilst we were behind trend that Nationally we were ahead of the game. Considering that we have 30% SEN / plus EAL students, the data shows that when they leave the school we are doing well. Even the higher attaining pupils are doing well i.e. ahead of National figures in 3 subjects. Mr Emery said that it should be seen as a celebration of how well the school is doing. SEN nationally is between 12% and 14% so the higher level of SEN in this school has an impact on the figures. National EAL figures are not known.</p> <p>Q. Have we got decent progress as well? A. Yes.</p> <p>Q. Are the figures percentages? A. Yes.</p> <p>Mr. Emery confirmed that there were 297 children on the roll.</p> <p>Attendance is currently running at 97.6%. Absences due to sickness and holidays.</p> <p>The ORACY Project will involve an Interactive Stage Show at Holbeach Primary Academy on 4<sup>th</sup> October. Children will then come back to school and undertake related activities.</p> <p>Mrs. Cassidy is undertaking a baseline study for the ORACY Project.</p> <p>The school is undertaking a different regime at lunchtimes and so far Ms McKenna is doing a great job.</p>	

		<p>Q. has there been any problems with the new classroom set up?</p> <p>A. The biggest problem is the lack of space. However, we do now have the library and this can be used for parent meetings or quiet chats with children.</p> <p>Q. Has the library been utilised?</p> <p>A. The staff have all visited the library and one of the clubs runs there on Monday afternoons. However it is still early in the academic year and it has not been used to its full capacity yet.</p>	
8. Staff Update		There are no changes to the update given on 16 <sup>th</sup> July 2018.	
9. Finance		Nothing to report.	
10. Buildings Update		<p>The school office has been re-modelled.</p> <p>In terms of the new build – there have been various surveys undertaken during the summer break and this week.</p> <p>There is no further update on the planning application.</p> <p>Some excavation work is necessary in the car park – to be undertaken at the weekend.</p> <p>They wanted to put a soak away in the walled garden but Mr. Emery refused.</p> <p>The tree survey has been undertaken recently.</p> <p>Q. Should we chase Terry for a timescale?</p> <p>A. Mr. Emery said he was happy if governors wanted to do this.</p> <p>Q. Is parking going to be a problem?</p> <p>A. It will be necessary to move the gate so parent parking will not be as good.</p> <p>Mr. Nicholas said that future governors meetings would take place in the library. He also said that the school should perhaps consider the longer term use of the library if it is well utilised.</p>	Mr. Nicholas to send an email to Terry or Sarah Mallard.
11. Attendance		Mr. West produced a draft of a letter for parents re: importance of not taking children out of school during term time. Following a detailed discussion it was agreed that it should be re-drafted with more emphasis on the impact of missing school.	
12. Health and Safety		<p>Concerns were expressed that some staff had been seen standing on top of a wobbly step ladder.</p> <p>A health and safety inspection will be undertaken shortly and any other governors are welcome to attend.</p>	Mrs. Williams and Mrs. McGinn
13. Review of Governors Committees and Responsibilities		<p>Governors discussed their committees and responsibilities.</p> <p>We are currently 3 governors down and need to recruit. The SLT will look and see if there is someone suitable to take on the role</p>	

		<p>of parent governor. Mrs Williams will speak to the PCC re: identifying new Foundation Governors.</p> <p>Staff and Pupil Discipline Committee – remove Mr. R. Nicholas and replace with Mr. I. Braid</p> <p>Early Years Governor – Mr West will take on this role temporarily until new governors are appointed.</p>	
14. Steering Group Update		<p>Mr Emery and Mr Nicholas are having ongoing discussions on how this should be taken forward. They are looking at a document that sets out the tasks for governors.</p> <p>Q. Do we still need to use the SDP? A. You can use both. The SDP s a working document and not everything has to be reviewed. It is dynamic rather than just a tick list but does set out what needs doing, by who and when.</p> <p>Mr Emery also said that the Governors Day should take place every big term and should be set out and used to undertake some of the work necessary.</p> <p>Q. Should employers give governors time off to carry out their duties? A. Technically yes. A good employer will allow an employee time off. The public sector are probably better at it. That said time off has to also consider the needs of the business.</p> <p>Mr Nicholas said that they move some people around on the Steering Groups.</p> <p>Mr. West said that he had found a template for Governor visits on the NGA website and would be happy to adapt it for our school use. A discussion followed on membership of the NGA which had lapsed. It was agreed that it should be put back in place as a useful resource for all governors and the clerk.</p> <p>Governors should also consider using the Lincs Learning Partnership resources.</p>	<p>Clerk to circulate the guidance to all governors.</p> <p>Clerk to request Mrs. Harlock to renew membership of NGA.</p>
15. Policies	<p>School Visits</p> <p>Complaints about Schools</p>	<p>This policy is still under review.</p> <p>Policy to be amended and brought back to committee.</p>	<p>Mr. Emery.</p> <p>Mr. Emery</p>

	<p>Emergency School Lock-down</p> <p>Administration of Medicines</p> <p>Supporting Pupils with Long Term Medical Conditions</p>	<p>Policy needs to take account of procedure for Church Street library but was proposed: Mr Braid; Seconded: Mrs Williams and accepted.</p> <p>This policy should be read in conjunction with the policy: Supporting Pupils with Long Term Medical Conditions and the front page should reflect this.</p> <p>Proposed: Mr. Nicholas; Seconded: Mrs. Williams and accepted.</p> <p>Mr Emery confirmed that he had reviewed the policy meticulously. The governor steering group – to be amended to read Wellbeing. Proposed: Mrs. Dack; Seconded: Mrs McGinn and accepted.</p> <p>Mr Emery said that he wanted about 12 people trained to use a defibrillator including some children. The cost would be between £1800 and £2000. While the money could be found from the school fund it was suggested that the school make an application to the Farmer Educational Trust.</p>	
16. AOB	<p>Term dates for 2019/20</p> <p>SIAMS</p>	<p>Governors were content with Mr Emery's proposals. Proposed: Mr West; Seconded: Mr Braid and carried.</p> <p>Governors were reminded about the training on 31<sup>st</sup> October 2018.</p>	

The meeting closed at 7.50 p.m.

Signed: \_\_\_\_\_ Chair of Governors                      Date: \_\_\_\_\_