



AUTUMN TERM 2018

MINUTES of meeting of the Governing Board of Dunstable Icknield Lower School held at the school on 27 September 2018 at 6.00 p.m.

PRESENT:	Rowena Harrison (Chair) Doug Hose Faye Law	Lesley Perry Glynn Stirling (Headteacher) Emma Van Niewenburgh
IN ATTENDANCE:	Paulette Breese Penny Parkin	Observer Clerk
ABSENT:	Gemma Collinson Miranda Wellington	Apologies received and accepted Apologies received and accepted

Governors questions & comments in **bold** and responses in *italics*

1 GOVERNOR APPOINTMENTS

1.1 APPOINTMENT OF CHAIR

In line with the maintained school governance regulations the clerk asked for nominations for the Chair. Rowena Harrison was the only nomination and she left the room. Rowena Harrison was elected as Chair for a period of office of one year ending, at the first meeting of the autumn term 2019.

1.2 APPOINTMENT OF VICE CHAIR

In line with the maintained school governance regulations the clerk asked for nominations for Vice-Chair. Gemma Collinson was the only nomination and she had sent her apologies for this meeting. Gemma Collinson was elected as Vice-Chair for a period of office of one year ending, at the first meeting of the autumn term 2019.

Rowena Harrison in the Chair

ACTION

		ACTION
1.3	OTHER APPOINTMENTS	
	It was agreed that Governors would be appointed to the following roles for the forthcoming year:	
	Development Governor:	Emma Van Niewenburgh
	SEND Governor:	Lesley Perry
	Pupil Premium Governor:	Rowena Harrison
	Safeguarding Governor:	Rowena Harrison
	Performance Management	Gemma Collinson,
	Governors Headteacher & Staff	Doug Hose, & Rowena Harrison
	Link Governors will be attached to the School Development Plan.	Chair/ Headteacher
2	NOTIFICATION OF ANY OTHER BUSINESS	
	No items were tabled for discussion under Any Other Business.	
3	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
4	MINUTES AND MATTERS ARISING	
4.1	MINUTES	
	The Minutes of the meeting held on 26 April 2018, having been circulated, were confirmed, and signed by the Chair as a correct record.	
	An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display at the school.	Headteacher
4.2	MATTERS ARISING	
	There were no matters arising which were not included in this agenda.	
5	ANNUAL GOVERNOR REVIEWS	
5.1	TERMS OF REFERENCE	GB Agenda
	Governors noted the need to review the terms of reference for their Committees annually and agreed that the relevant Committees would review and bring their recommendations back to the next full Governors' meeting for approval.	Committee Agendas
	The clerk advised that model terms of reference for statutory committees must be in place. The board agreed to adopt HR related, Complaints and Pupil Exclusion models.	
5.2	MEMBERSHIP OF COMMITTEES	
	Governors reviewed and agreed the membership of their Committees as shown on the attached grid which will be circulated with the minutes.	All to note/ Clerk

5.3 NGA CODE OF CONDUCT 2018

The board unanimously agreed to adopt the NGA Code of Conduct 2018.

5.4 KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

The KCSIE guidance had been previously circulated and the board confirmed that they had read the guidance.

5.5 REVIEW OF ANY COLLABORATION ARRANGEMENTS WITH OTHER GOVERNING BOARDS

It was noted that collaboration arrangements could be set up with other schools. This could enable schools to share experience and best practice and create a larger pool of Governors to be available if the Employee Grievance, Staff Dismissal, Staff Dismissal Appeals, Complaints, or Pupil Discipline Committees should need to meet.

The board agreed that they did not wish to enter a reciprocal arrangement with another governing board at this stage, although they may consider it in the future.

5.6 DECLARATIONS OF INTERESTS

Governors noted the statutory requirement to ensure that the Register of Interests was reviewed and updated.

All Forms have been completed with the exception of Gemma Collinson & Miranda Wellington who were asked to complete them and send them to the clerk.

5.7 DBS CHECKS

The Headteacher confirmed that all Governors DBS checks have been completed.

The clerk reminded the board that for new Governors they must present their identity papers within 21 days of appointment.

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER

The reports of the Headteacher were previously circulated and included:

- School Key Facts Summary for Governors - a snap-shot of useful information and reference when visiting the school
- SEND Summary Report which showed actions and objectives for 2018/2019

Arising from the reports:

- Artsmark Silver Award achieved in October 2017 and the school will work towards the Gold Award and as the Artsmark themes become more embedded in school development. The board congratulated the school on this achievement.

ACTION

GB Agenda

Clerk/
G Collinson/
M Wellington

GB Agenda

GB Agenda

ACTION

- The SENDCo has completed training.
- Changes to the staffing structure in the report were noted by the board.
- There is a curriculum review of planning horizontally and vertically which will be mapped by subject leaders ensuring breadth and balance
- The school works in partnership with other schools and organisations as detailed in the report.
- All teachers successfully completed the performance management cycle.
- CPD planned for this term was detailed in the report.
- Safeguarding & Behaviour was detailed in the report.
- A Health and Safety two-day audit had been completed and the report was pending. The report will provide action points which be prioritised and reviewed by the Resources Committee. Work to the premises over the summer had been detailed in the report.

Resources
Agenda

The board thanked Glynn Stirling for her comprehensive report.

6.2 SELF EVALUATION FORM (SEF)

GB Agenda

The Self Evaluation Form (SEF) for 2018/2019 had been previously circulated and was adopted by the board. The SEF is a working document which is updated throughout the year and reviewed by the board. The SEF is used to evaluate, audit, and monitor the school. The SEF reports progress through SEF and SDP priorities to the Standards Committee.

Standards
Agenda

6.3 SCHOOL DEVELOPMENT PLAN (SDP)

GB Agenda

The SDP for 2018/2019 had been previously circulated and was adopted by the board. The SDP will be reviewed by committees and the board and through link governor visits.

6.4 SCHOOL MISSION STATEMENT

The School Mission Statement had been previously circulated and was adopted by the board.

6.5 GOVERNING BOARD SELF EVALUATION SKILLS AUDIT & GOVERNOR VACANCIES

The Governor Skills Audit had been completed and will feed into the SDP for 2018/2019. Vacancies and skills required on the board will be identified from the audit. There are currently four Co-opted Governor vacancies on the board.

6.6 GOVERNORS VISITS

GB Agenda

There were Governor Visits tabled at this meeting. Governors were asked to send their visit report to the Headteacher and then to the clerk so that they can be noted at the next meeting. The clerk will add them to a termly folder on SharePoint and to be noted at the next full governing board meeting.

		ACTION
7	REPORTS OF COMMITTEES	
7.1	RESOURCES COMMITTEE	
	Minutes of the Resources Committee meeting held on 21 June 2018 having been circulated were noted.	
7.3	STANDARDS COMMITTEE	
	Minutes of the Standards Committee meeting held on 13 July 2018, having been circulated were noted. The minutes for the meeting on 20 September 2018 will be circulated shortly and noted at the next meeting.	GB Agenda
7.4	STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS/COMPLAINTS/PUPIL DISCIPLINE COMMITTEES	
	These Committees had not needed to meet.	
8	REPORTS	GB Agenda
8.1	REPORT OF CHAIR	
	The Chair had not taken any action under Emergency or Delegated Powers.	
8.2	REPORT OF DEVELOPMENT GOVERNOR	
	There was no report on this occasion.	
8.3	REPORT OF SEND GOVERNOR	
	Ms Lesley Perry, SEND Governor, had nothing to report on this occasion.	
	The Headteacher advised that the SEND statement is published on the school website and that it will be updated by half term by Faye Law, SEND Co-ordinator.	F Law
8.4	REPORT OF PUPIL PREMIUM GOVERNOR	
	Rowena Harrison, Pupil Premium Governor, had nothing to report on this occasion.	
	The Headteacher advised that the Pupil Premium is up to date and has been published on the school website.	
8.5	REPORT OF SAFEGUARDING GOVERNOR	
	Rowena Harrison had been appointed at this meeting and she had reported that:	
	Annual Safeguarding Report – This report will be available at the next meeting	GB Agenda

		ACTION
	Single Central Record (SCR) – The SCR will be checked shortly.	Chair
9	OTHER MATTERS	
9.1	POLICY ADOPTION/REVIEW	GB Agenda
	The following policies or guidance had been reviewed in committee, and were adopted by the board: <ul style="list-style-type: none"> • Safeguarding Policy • Handwriting Policy • Code of Conduct for staff 	
9.2	IN SERVICE TRAINING DAYS 2019/2020	
	The board agreed the following dates from CBC for in service training 2019/2020 as follows: <ul style="list-style-type: none"> • Monday 2 September 2019, Tuesday 3 September 2019, Monday 28 October 2019, Friday 3 January 2020, and Monday 20 April 2020 	
9.3	TEACHERS PAY AWARD 2018	
	The School Teachers' Review Body has recommended a 3.5% uplift to the minima and maxima of all pay ranges and allowances in the national pay framework from September 2018. The Secretary of State has determined to accept this increase in respect of the main pay range. However, the other pay ranges will receive lower increases as follows: <ul style="list-style-type: none"> • Upper pay range: increase to minima and maxima of 2% • Leadership pay range: increase to minimum and maxima of 1.5% <p>The pay increases will be 'fully' funded by a grant, although it has been assumed that schools will have budgeted for a 1% pay increase and so this is not allowed from within the grant.</p> <p>Schools should:</p> <ul style="list-style-type: none"> • Review their pay and appraisal policies annually to clarify their approach to making performance-based pay decisions. • Set out the extent to which any uplift to the national framework will be taken into account when making any individual pay decisions. <p>The board agreed to adopt the Teachers Pay Award in principle.</p>	
9.4	GDPR	
	There was nothing to report on this occasion. The Headteacher will report termly in her report in future unless there is a breach which needs to be reported to the board sooner.	Headteacher
9.5	CHARGING FOR SCHOOL ACTIVITIES	
	The board noted the Charging for School Activities updated guidance https://www.gov.uk/government/publications/charging-for-school-activities	

ACTION

The Headteacher had advised that there was no change to the Charging & Remissions Policy required.

10 DATES AND TIMES OF FUTURE MEETINGS

All to note

The dates and times of future Governing Board meetings were confirmed as:

All at 6.00 p.m.

- 24 January 2019
- 16 May 2019

11 ANY OTHER BUSINESS

There was no other business.

CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The meeting closed at 8.55 p.m.

Signed Rowena Harrison Date 24.1.19.

CHAIR

