

Horspath Church of England School



Meeting of the Governing Body
Tuesday 8th May 2018

Assigned actions from this meeting			
Minute	Action	Who by?	When by?
32/18	Complete sign up to 'The Key'	All governors	ASAP
32/18	Submit RLT compliance checklist	MD	ASAP
32/18	Complete financial risk register	EC	Next Resources meeting
32/18	Complete enquiries to RLT regarding delegations to schools.	JA, RH	July FGB
32/18	Clarify RLT recommendation for extended writing; C&S committee to discuss.	EC	Next C&S meeting
32/18	Update L&M SEF using points from April FGB discussion	EC	July FGB
33/18	Submit response to RLT proposal for HT appraisal advisors.	MD	11.5.18
33/18	Update Horspath risk register.	EC, MD	Next RLT meeting
33/18	Circulate proposed 2018-19 meeting arrangements	MD	ASAP
35/18	Provide information about asbestos removal to parents; investigate costs of removal of all identified asbestos.	EC; PG	ASAP
36/18	Progress GDPR enquiries with RLT as agreed.	RH	July FGB
36/18	Complete GDPR data audit & identify training needs.	EC	July FGB
36/18	Prepare GDPR information for parents.	EC, RH	July FGB

<p>Present:</p> <ul style="list-style-type: none"> • James Askew – Parent: CHAIR (part) • Sarah Awuye – Co-opted • Michelle Bailey – Staff • Emma Coleman – Headteacher • Munaza Dogar – Parent: CHAIR (part) • Phil Goodliffe - Parent • Richard Hughes – Co-opted • Laura McAllister - Parent • Mary Pavlides - Foundation <p>In attendance:</p> <ul style="list-style-type: none"> • Helen Batten - Clerk 	<p>Apologies:</p> <ul style="list-style-type: none"> • Emma Pennington – Foundation <p>Absent:</p> <ul style="list-style-type: none"> • Peter Dobson - Local Authority
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REF	MINUTE <i>[governor challenge shown in red]</i>	ACTION
27/18	Introduction <ul style="list-style-type: none"> • An apology which had been received from EP was accepted. • Quorum was confirmed. 	

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	<ul style="list-style-type: none"> • MD would need to leave the meeting early, at which point JA would take the chair. SA would also need to leave the meeting early. • It was agreed to alter the agenda to take some items presented by MD earlier in the meeting.
28/18	<p>Notification of AOB & declarations of interest</p> <ul style="list-style-type: none"> • No substantive items of AOB had been received. • It was agreed that MB and EC would not participate in discussion about the resignation of the Head, and MB would not participate in consideration of interim headteacher arrangements.
29/18	<p>Resignation of Headteacher</p> <ul style="list-style-type: none"> • MB and EC withdrew from the meeting. • A proposal for acceptance of a resignation received after deadline, including a message from the CEO of RLT, had been circulated. Governors acknowledged the legal position but also understood how this situation had arisen, with MD informed of developments from an early stage. Governors recognised that the move for EC within RLT will enable Horspath to continue to benefit from her expertise, and also that a resignation received shortly before deadline would not have made any practical difference to the next steps necessary to secure interim headship. Horspath's interests will therefore be best served by not obstructing the move. On this basis governors agreed to accept EC's resignation. • EC returned to the meeting and was given this decision. Governors formally congratulated EC on her new position, which is an excellent opportunity for her although she will greatly missed.
30/18	<p>Interim Headteacher arrangement</p> <ul style="list-style-type: none"> • A proposal had been circulated, and it was confirmed that MB has stated she would welcome the opportunity of interim headship. Governors agreed that two terms will provide enough time for all parties to decide if this would be the right permanent arrangement, with an unhurried recruitment campaign to take place during February 2019, for a substantive postholder to be in place from either April or September. A KS2 teacher with leadership responsibilities will also be appointed, which will provide flexibility for a deputy/assistant head role depending on the outcome of the headteacher recruitment. • Governors noted that a full recruitment process is not required for this interim role and were therefore satisfied with the transparency of this decision. It was agreed to check RLT and Diocese recruitment procedures to ensure that all necessary actions have been covered. It was also agreed that a clear review framework for the interim role will be established, to be based on the headteacher appraisal process. On this basis governors agreed to appoint MB as interim headteacher with effect from September 2018. • MB returned to the meeting and was given this decision.

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31/18	<p>Publicising leadership changes</p> <ul style="list-style-type: none"> • It was agreed to notify RLT that EC’s resignation has been accepted, and that staff and parents will be told on 9th May that she is leaving, without naming her new school. This communication will be copied to RLT, with a request that Horspath is notified when EC’s new school is aware. • RH presented a proposed communication to parents, which was approved.
	SA left the meeting.
32/18	<p>GB meeting, 17th April 2018</p> <ul style="list-style-type: none"> • Approval of minutes: Minutes which had been circulated were accepted as a true and accurate record. • Matters arising: Outstanding actions and matters arising, not otherwise covered, were considered: <ul style="list-style-type: none"> ~ 16/18 - SENCO exit interview: Discussion by Resources did not identify any concerns for further action. ~ 16/18 – The Key: MD noted that this is a very useful resource to support specific areas of responsibility and reminded all governors to complete sign-up so that best use can be made of it. All governors ~ 19/18 – Dignity at work policy: Contact information from RLT has been requested. ~ 19/18 – RLT compliance checklist: No comments had been received about the completed checklist, which will now be submitted to RLT. MD ~ 19/18 – Financial risk register: Completion is in hand. EC ~ 19/18 – RLT delegations to schools: A list of items to be clarified with RLT is being covered as part of Vice Chair handover. JA, RH ~ 20/18 – RLT recommendation for extended writing: Further clarification will be sought. EC ~ 24/18 – SEF update: Inclusion of points from governor discussion is ongoing. EC
33/18	<p>Governor updates</p> <ul style="list-style-type: none"> • Governor training: MD drew attention to events information from OGA and the Diocese. She will also be raising requests for training on specific areas of governance with RLT. JA will complete RLT SEND training. • Staff governor: A staff governor to replace MB will be required from September. • Headteacher appraisal: A proposal has been received from RLT, to use their improvement partners rather than Diocese advisors to provide external input to the review process. Following discussion governors agreed that, whilst not opposed to ending the current arrangements the role of the external partner should be fully impartial and some issues may arise if that individual shares the same line management as the Head. It was therefore concluded

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	<p>that the governing body would not be in favour of the proposal. Any further comments will be provided to MD in time for a response to be submitted to RLT by Friday 11th May.</p> <ul style="list-style-type: none"> • Risk register: The Horspath risk register will be updated before the next RLT Trust meeting. • GB meeting arrangements: Proposed dates for 2018-19 meetings will be circulated. It was suggested that an earlier start time might be helpful for some governors and this will also be considered. • School Development Plan: 2018/19 priorities will be discussed at the July meeting. This will also include consideration of governor link roles, to ensure that these monitoring activities are effective. 	MD EC, MD MD
	MD left the meeting.	
34/18	Incidents of racial harassment/bullying: EC reported that one incident has been effectively dealt with.	
35/18	<p>Health & safety/Safeguarding</p> <ul style="list-style-type: none"> • Annual H&S visit: The external audit visit took place on 8th May, for which the report is awaited. • Alarm system: Installation of the new alarm system to meet fire risk assessment recommendations, will be completed during the May holiday. This will also include the lock-down signal. • Asbestos: An area of low-grade asbestos has been identified in Willow classroom, some of which has started to deteriorate due to dampness. Removal of this material has been scheduled for the May holiday. Governors agreed to notify parents about this, emphasising that the potential risk has been identified recently and is being remedied without delay. Since there is a minimum disposal fee for the material, it was also agreed to look at costs to take out all identified asbestos during the same visit. 	EC, PG
36/18	<p>GDPR update</p> <ul style="list-style-type: none"> • Working towards compliance: A folder of documents has been placed on Box, and governors thanked RH for completing investigations and collating information. RH provided an overview of governor responsibilities and actions required to achieve compliance. Discussion noted the following: <ul style="list-style-type: none"> ~ Retention of most school data can be justified as a public task. Some aspects need further clarification, in particular the sharing of data with other schools as part of the transfer process. ~ We will need to define how the school will respond to requests for data under the new individual rights. ~ Completion of the data audit is a priority, to define what information is held and how it is stored. ~ School email addresses for governors are not required for data security, since it has been agreed that we will never send personal data to governors' email addresses. If there are occasions when governors need to see personal data 	

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(and we expect these to be very few) this would be via Box or paper copy. It is necessary to email personal data.

- ~ The process for dealing with data breaches will need to be defined.
 - ~ The Data Protection Officer role needs further clarification.
 - ~ Publication of information about compliance will require consideration, including material for the website and communications to parents.
- **RLT data audit:** The RLT data audit was tabled and discussed. It was noted that many items cannot be signed off due to current lack of information, however it indicates some broad actions required:
 - ~ Further advice will be sought for some items which are not clear. There appear to be some gaps where relevant guidance and training is required.
 - ~ RLT advice will be sought about the data retention and data protection policies which we need in order to guide our approach and specific actions.
 - ~ The data audit has raised some specific queries. Paper data is not a problem in itself but is more difficult to control, so we may also need to look at changing how we work. Some procedures such as transfer and disposal will need to be written down. All staff laptops will need to be adequately password protected.
 - ~ Paperwork that goes to parents will be reviewed, including general information about our statutory duties and specific forms used to request consent.
 - **Agreed actions:**
 - ~ RH will progress queries with RLT, including sample policies and available training, following which CLAC will define the next steps required. RH
 - ~ The School will define where pupil and staff data is stored, identify any areas of risk and associated changes in procedure or staff training required. EC
 - ~ A communication to parents will show that we are taking the right actions. This will clarify how we process data and keep it safe. It will also explain that we will need to ask for further consent for some things and that updated data protection policies and procedures may mean we will need to change how we ask for information in future, and how frequently. EC/RH

37/18

Committee updates

- **Children, Learning & Communication:** The next meeting will take place on 21st May.
- **Achievement & Standards:** The committee met on 4th May, with minutes to be circulated in due course.
- **Resources:**

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	<ul style="list-style-type: none"> ~ PG reported key points from the meeting of 20th April, minutes of which will be circulated. ~ PG has attended a meeting to discuss the proposed topslice increase by RLT. In real terms this would increase Horspath's contribution by approximately £4,000 per year. The impact of this, alongside other anticipated cost increases, will need to be carefully considered. ~ Options to upgrade the playground are being explored, including purchasing refurbished equipment. ~ An application has been made to RLT for building repairs. About £25,000 is anticipated to upgrade windows in the hall and complete roof repairs. ~ The fire alarm upgrade will cost approximately £12,500.
26/18	AOB: None.
	JA thanked all governors and closed the meeting at 9.10 pm.

Signed

Date