

**Minutes of the Full Governor's Meeting**  
**Held on Monday 16<sup>th</sup> July 2018 at 6.00pm**  
**Portland Road Site**

**Present:**      Jeff Nixon (Chair)      Shahena Bashir      Maddie Southern  
                         Mark Drayton              Mike Lawson              Lisa Marshall  
                         Louise Wilkinson        Nicole Reeves              Sarah Shaw  
                         Rachel Dodson              Charlotte Freeman (Clerk – minutes)

**Action**

1. **Apologies for absence**

Apologies received and accepted from Ian Nicholls, Eleanor Cobb and Jo Corbett.

2. **Notification of any urgent business**

MS and MD raised Transition following several letters of complaint from parents.

3. **Declaration of interest**

None declared.

4. **Minutes of the last meeting/matters arising**

The minutes were signed as a true record of the meeting. There were no matters arising.

JN confirmed that RO'H had resigned from her position as Co-opted Governor. The constitution of the Governing Body would be reviewed in September. A skills audit would need to be carried out to identify where the focus needs to be. To be added to the agenda for the Chairs of Committees' meeting.

A discussion was held over attendance at Governors' meetings. The register of attendance is published on the school's website as per our legal obligation. This will be replicated for viewing at the AGM of the FGB in the autumn term. Governors' attendance at meetings is referred to within the Governors' Code of Conduct.

JN thanked LW and LM for their conduct of the Swimming Pool Community Meeting. This was not attended by parents as hoped and this may be due to the general consensus shared by parents that the pool is not deep enough to be used as a teaching pool for junior aged children. Quotations will be obtained over the summer holidays to deepen the pool and this will be followed up by a survey monkey for parents to complete with proposed costings for all the options.

**Constitution of  
Governing Body to  
be added to Chairs  
of Comms agenda -  
CF**

**SS to obtain quotes  
for all options for  
swimming pool  
CF to survey parents**

5. **Reports from Committees**

***Chairs of Committees*** minutes from 5<sup>th</sup> June were reviewed and recorded as a true record.

The KS2 Coordinator role has been filled internally by RJ and NO'S who will be released two days a week each in order to carry this out. JD will start her position as Acting Head of School from September.

The Inclusion Managers have been moved up to the leadership pay scale to reflect their level of work.

Roles and responsibilities of the Senior Leadership Team will be brought to the next Chairs of Committees' meeting.

JN reported that exit interviews had been carried out for the Year 6 teachers.

Outcomes of the meetings have been shared with the necessary leaders in the school.

**Roles and  
Responsibilities to  
be added to the  
Chairs of Comms  
agenda**

**Safeguarding Board** minutes from 5<sup>th</sup> July were reviewed and recorded as a true record.

The Volunteers and Visitors Policy has been updated in line with changes in legislation. A Safeguarding Declaration was added to the Staff Induction Pack and Visitors and Volunteers Policy to reflect this. The Governing Body accepted the changes on the recommendation of the Safeguarding Committee.

GDPR has been added as a standing agenda item for the Safeguarding Committee meetings.

Statutory Safeguarding Training for staff has been scheduled for the Tuesday Inset in September. Governors are invited to attend the training should they wish to.

CF to circulate  
Safeguarding  
Training details to  
Governors for  
Tuesday 4<sup>th</sup>  
September

6. **Monitoring Reports**

The monitoring reports for the English Link Governor visit on 12<sup>th</sup> June, SLT meeting on 18<sup>th</sup> June, Pupil Voice on 14<sup>th</sup> June were shared.

MS signposted Governors to the Simon Chandler visit reports for both sites - notably the improvement made at HR since his last visit.

Copies of all the monitoring reports and Visit Report Forms are available to view on the GVO.

7. **Parent Council Minutes**

Parent Council meetings were held at Portland Road on Thursday 12<sup>th</sup> July and at Holland Road on Friday 13<sup>th</sup> July. Minutes from these meetings were not ready and it was agreed to carry these over to the Full Governors meeting in the autumn term.

Minutes of the  
Parent Council  
Meetings to be  
reviewed at next  
Full Governor's  
meeting

8. **Policy Review**

**Data Protection Policy** – The school has now bought into an advisor. The GDPR legislation is more of a process, the policy reflects this and means that the school is ready and able to show evidence of this if asked. The policy was ratified.

**Volunteers and Visitors Policy** – The policy was ratified following changes on recommendation of the Safeguarding Committee.

9. **AFA Accreditation**

The school has been awarded the AFA Quality Mark.

MS asked for thanks to be recorded for JB, CW and the Inclusion Team.

The submission the school made evidencing what the school has done over the past two years is available on the GVO.

10. **AOB**

**Transition** – MS highlighted that there had been several letters of complaint sent to herself and MD using a template letter. This had been accompanied by a small minority of parents inappropriately addressing teachers and staff at the school. The Governors supported MS in that they will not tolerate any verbal abuse towards staff and asked her to make this clear in the newsletter. MS confirmed that any parents that had written in had been spoken to and the Governors agreed to look at the issue of Transition at the Chairs of Committees' meeting in the autumn term.

MS to mention  
acceptable conduct  
from parents

Transition to be  
added to the Chairs  
of Comms agenda

**Date of next meeting:** 6.00pm, Tuesday 16<sup>th</sup> October 2018.