



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Meeting of the Full Governing Board
Wednesday 18th September 2024. 7pm

Present: Dave Dymond (Chair); Robert Howell (EHT); Adedayo Benson; Kate Gordon; Andrew Burrell; Hajar Alami; David Colwill; Vincent Onuchi; Sze-Hang Wong.

In Attendance: Alice de Croos (SBM).

Clerk: Deborah Savage

Agenda Item	This meeting was held online via Zoom and was recorded for the purpose of producing the minutes. Permission to record was obtained from those attending.
	Section One - Procedural
1.	Welcome & Apologies. All were welcomed to the first meeting this academic year. There were no apologies and everyone expected to attend was present. It was noted that Zoe Watling is on maternity leave for at least this term.
2.	Election of a Chair of Governors for a period of 1 term until Federation. The period of election this year is for one term only due to the expected Federation of Alfred Sutton and Redlands at the start of January 2025. Dave Dymond was nominated to stand as Chair of Governors. Dave left the meeting while a vote was held. DECISION: his appointment for a further term was approved by the Board. There was a discussion about how the new Federated GB would operate and the fact that discussions about this need to start in advance of January when the new GB forms.
3.	Election of a Vice-Chair of Governors for a period of 1 term. The GB has had two joint VC's for a couple of years now and Adedayo had agreed to stand again for a further term. Andrew offered to stand also and both Adedayo and Andrew left the meeting while a vote was held. DECISION: Both Andrew and Adedayo were appointed to the posts of joint Vice-Chairs for one term.
4.	Declarations of Interest and expectations of Governors. It was noted that all governors are expected to declare if they have any conflicts of interest, and these declarations are signed and stored in GovernorHub. ACTION: All governors to complete the declaration in GovernorHub ASAP as it is a legal requirement that this is updated every year and that the school displays this information on the school website. Going forward, should any matter arise in future meetings that governors might have a conflict of interest in, there is always the opportunity at the start of all meetings to declare any conflicts.
5.	Minutes of the Full Governing Board meeting held 10th July 2024.

	<p>The minutes from this meeting had been circulated in advance and were accepted as a true record. ACTION: Chair to sign these in Governor Hub as soon as possible.</p> <p>The actions from this meeting were reviewed:</p> <ul style="list-style-type: none"> • Minutes from the FGB held 24th April have been signed by the Chair. • Adedayo has volunteered to be the Link Governor for Cyber Security and he was thanked for taking on this role.
<p>6.</p>	<p>Matters Arising. There were no matters arising.</p>
<p>7.</p>	<p>Chairs Report.</p> <p>The Chair of Governors gave a verbal report to the meeting, informing them that he had attended the Director’s Briefing earlier in the week and that RBC are planning a review of disadvantaged pupils in an effort to establish why the numbers of disadvantaged pupils are not reducing despite the resources being devoted to them. A new Ofsted Manual has been produced following changes to grading – this will not immediately affect ASPS, but will affect Redlands who are expecting an Ofsted visit in the near future.</p> <p>The CoG noted that this term will be very busy with Federation plans ramping up. Next week’s FGB will be asked to approve the Federation Proposal document. All governors were reminded that any questions they may have, or any questions they may be asked by stakeholders are invited and will be answered by the Federation Steering Committee.</p> <p>There are activities taking place this term also that will affect the school site – the removal of the Modular building and installation of a new roof on one of the buildings. The school is currently without a Site Manager after the departure of the SM in the summer.</p> <p>There is a problem with parents parking at drop off and collection – many park in a dangerous position, including double parking and within the carriageway of what is a busy main road. Others block neighbours’ driveways or have their children exit cars in traffic junctions. It is planned to send a letter to all parents about parking around the school premises.</p> <p>There has also been correspondence from a local resident about the state of the school grounds – overgrown with vegetation and strewn with litter. Litter is a perpetual problem as it blows in from the shops opposite. After the loss of the SM, the school now has only one person managing the site and their focus has to be on the health & safety of the site and the staff and children who use it. RBC have been asked to visit to look at the pruning of trees and shrubs (which is not within the school’s site management remit).</p>
<p>8.</p>	<p>Financial Probity</p>

	<p>a) Register of Business Interests. Governors were reminded to complete the register of business interests on their individual records in Governor Hub.</p> <p>b) Register of Certifying Officers. The meeting was informed that this document outlines the spending limits for staff (which are unchanged) and also names Governors who can counter sign for expenditures over the limits. The document had been circulated in advance of the meeting. DECISION: Register of Certifying Officers APPROVED, and the Chair will physically sign the form ASAP.</p>
9.	<p>Keeping Children Safe in Education</p> <p>a) Part 1 of KCSIE. Governors were reminded that it is an annual requirement that all Governors read Part 1 of KCSIE which is updated each September. It is also a requirement that Governors do updated training. BFFC have arranged a training session to be delivered via Teams by Judicium on October 8th which it is recommended that all Governors do if they are able. ACTION: any governor wanting to attend this to email the SBM asap. If Governors are unable to attend on this date, there is an online safeguarding training module that they can complete on the Key. ACTION: Clerk to email the link to this training to all governors.</p> <p>b) Disqualification Declaration (Continuing Suitability). Governors are asked to complete this declaration on GovernorHub which they will find in their individual records. This lists any offences which would prohibit anyone continuing to hold the post of a school governor and governors are signing to declare that there is nothing to prohibit them from continuing to hold the post (since their DBS record was last checked.)</p>
10.	<p>Governor Code of Conduct. DECISION: The Governor Code of Conduct was approved.</p>
	Section two – Organisation of the Governing Board
11.	<p>Standing Orders. The Governing Board Standing Orders for September 2024 had been circulated in advance. These set out how the Governing Board is to operate. DECISION: The Standing Orders were APPROVED.</p>
12.	<p>Decision Planner. The Decision Planner for 2024 had been circulated in advance of the meeting. This sets out which responsibilities are to be covered by the FGB and which are delegated to sub-committees. It separates operational and strategic issues and helps to delineate roles, organise meetings and the work of the GB. DECISION: The Decision Planner was APPROVED.</p>
13.	<p>Committee Terms of Reference. Terms of Reference had been circulated in advance of the meeting. There was a new TOR this year for the FGB itself. DECISION: The TORs for the committees and the FGB were APPROVED.</p>
	Section three - Policies

14.	<p>Delegation of Policies.</p> <p>The Delegation of Policies document had been circulated prior to the meeting and DECISION: This was APPROVED.</p>
15.	<p>Policies requiring statutory (re)approval.</p> <p>a) Governor Allowances. This policy had been circulated in advance of the meeting and Governors were informed that the intent is to ensure that governors can make claims for direct expenses (such as travel and childcare costs) so no one was prevented from serving as a school governor due to financial constraints. DECISION: Governor Allowances Policy was APPROVED.</p> <p>b) Nursery Admissions Policy. This policy had been circulated in advance of the meeting and DECISION: The Nursery Admissions Policy was APPROVED. It was noted that the LA will continue to handle admissions to the school.</p> <p>c) Governor Code of Conduct. This policy had been circulated in advance and DECISION: The Governor Code of Conduct Policy was APPROVED.</p> <p>d) IT Acceptable Use Policy. This policy had been circulated in advance and DECISION: The IT Acceptable Use Policy was APPROVED.</p>
Section four – Work Plan	
16.	<p>Governor Monitoring & Evaluation.</p> <p>Due to staffing changes in school a new chart of Subject Lead staff including leads for Redlands had been circulated prior to the meeting. Most link Governors remain the same with governors temporarily covering the roles held by one governor on maternity leave. It is a new requirement to have a Lead Governor for Cyber Security. There was a discussion held over some of the roles and ACTION: The Clerk to update this chart and re-circulate it.</p> <p>There was also some discussion about the timing of visits into school by link governors prior to the first PEC meeting in December when all DHTs will attend the meeting to report to the GB. It was agreed to add to the next FGB agenda a discussion about the format of governor visits into school after the October half term break.</p>
17.	<p>Meeting Schedule.</p> <p>The proposed meeting schedule for this term only had been circulated prior to the meeting and this was approved.</p>
18.	<p>Assignment of Roles & Responsibilities.</p> <p>This had been discussed under agenda item 16.</p>
19.	<p>Upcoming Training Dates.</p> <p>Governors were reminded that it is a requirement that everyone does updated Safeguarding training every year.</p> <p>a) Safeguarding training delivered by Judicium on behalf of RBC 8/10/24 via Teams 6-8pm (book via SBM ASAP)</p> <p>b) HTPM training for relevant Governors 24/9/24 via Teams 6-8pm</p> <p>c) All governors to complete Cyber Security training via online module – information already circulated.</p>
Section five – other business	
20.	Any Other Business.

	There were no items of AOB raised.
21.	Issues for Parents / confidentiality. There were no issues that need to be communicated to parents and no items of a confidential nature.
22.	Date of next meeting. Next FGB: Wednesday 25th September, 7pm.

Meeting closed: 20.00pm

Actions:

Action:	Owner:
Complete Declarations of Interest form in GovHub ASAP	ALL
Update chart of Link Governor Roles and Responsibilities	Clerk
Read Part 1 of KCSIE and sign the GovHub declaration	ALL
Complete updated Safeguarding Training	ALL
Chair to sign Minutes FGB 10 th July in GovHub ASAP	DD
Anyone wanting to attend SG training 8/10 at 6pm email SBM ASAP	ALL
Send out alternative SG training info to all	Clerk

Attendance at FGB meetings 2024/25 (1 meeting to date)

Dave Dymond	1 of 1 meeting
Robert Howell	1 of 1 meeting
Adedayo Benson	1 of 1 meeting
Kate Gordon	1 of 1 meeting
Andrew Burrell	1 of 1 meeting
Hajar Alami	1 of 1 meeting
Vincent Onuchi	1 of 1 meeting
David Colwill	1 of 1 meeting
Sze-Hang Wong	1 of 1 meeting
Zoe Watling	On Maternity Leave