



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Meeting of the Full Governing Board
Wednesday 20th September 2023. 7pm

Present: Dave Dymond (Chair); Robert Howell (EHT); Adedayo Benson; Kate Gordon; Andrew Burrell; Hajar Alami; Zoe Watling.

Apologies: Yota Dimitriadi.

Did not attend: Attia Rafiq-Sharif; Vincent Onuchi.

In Attendance: Alice de Croos (SBM).

Clerk: Deborah Savage

Agenda Item	This meeting was held online via MS Teams 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. Yota had sent apologies that she would be joining the meeting late due to a work commitment. There were no further apologies. Attia and Vincent did not attend.
2.	Election of a Chair of Governors for a period of 1 year. Dave Dymond was nominated to stand as Chair of Governors. Dave left the meeting while a vote was held. Governors commented that Dave had been good CoG over the last year and had been supportive. DECISION: his appointment was approved by the Board.
3.	Election of a Vice-Chair of Governors for a period of 1 year. Adedayo and Yota had served as joint VC's last year and the meeting was informed that both were happy to stand again. Adedayo left the meeting while a vote was held. DECISION: Both Yota and Adedayo were re-appointed to the posts of joint Vice-Chairs.
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 the school displays this information on the school website. It was noted that some governors have children at the school who have now entered the year groups which they are link governors for. It was decided that the link governor roles need to be reviewed in the light of this conflict and also to conform to new working practises at the school now that collaborative working with Redlands has started. ACTION: Link roles & Responsibilities to be reviewed.

	<p>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.</p> <p>ACTION: Governors are also asked to read Part 1 of KCSIE and sign the declaration in GovernorHub to that effect. ACTION: Do updated SG training.</p>
5.	<p>Re-appointment of Adedayo Benson for another term of office.</p> <p>Ade first joined our Governing Board in March 2018 and has served in a variety of roles including on the HTPM and now as Chair of Resources. He had agreed to serve another term of office and his re-appointment was unanimously approved.</p> <p>DECISION: Adedayo Benson was re-appointed for another term of office as a Co-Opted Governor.</p>
6.	<p>Part 1 Minutes of the Full Governing Board meeting held 12th July 2023.</p> <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"> • It was recommended that parental incidents were recorded so that persistent wrongdoing could be addressed under the Parent Code of Conduct Policy.
7.	<p>Matters Arising.</p> <p>There were no matters arising.</p>
8.	<p>Chairs Report.</p> <p>The Chair asked the EHT and SBM how they were coping with 2 schools and 2 diaries to juggle and also how the HoS was getting on. The meeting was informed that it was early days, but the EHT and SBM had established regular days in each school, with contact channels established in case of urgent need. LK is flourishing at Redlands and has established good relations with staff there who are positive. Redlands have good admin support in place which is helping too. The EHT is continuing to prep for an Ofsted visit at ASPs.</p> <p>Governor Question: Are both schools fully staffed? There is one part time SEND support role (15 hrs) at Redlands to fill – otherwise both are fully staffed.</p>
9.	<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 SBM informed the meeting that the spending limits are unchanged. DECISION: Register of Certifying Officers APPROVED, and the Chair will physically sign the form ASAP.</p>
10.	<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. It was noted that</p>

	<p>there have been changes this year to the way that schools are asked to monitor the use of computers in school and the way computer use is filtered to deny access to unsuitable sites. It is a requirement that Governors understand the monitoring systems schools have in place and check to see that they are effective, and that any breaches are followed up. BFFC have arranged a training session to be delivered via Teams by Judicium on October 10th which it is recommended that all Governors do if they are able. ACTION: any governor wanting to attend this to email the clerk 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>Governor Question: Does the school keep a log of all computer activity that is flagged by filtering and monitoring software? Yes – Notifications are made to the SG team each time a block is made. These notifications are checked and any actions that are necessary are taken.</p> <p>Governor Question: What response does the school take? The FSO checks the notifications and should any need following up, the usual Safeguarding processes are followed. ACTION: Looking at filtering and monitoring reports will be added to future Safeguarding link governor visits.</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>
11.	<p>Governor Code of Conduct. DECISION: The Governor Code of Conduct was approved.</p>
	<p>Section two – Organisation of the Governing Board</p>
12.	<p>Standing Orders. The Governing Board Standing Orders for September 2023 had been circulated in advance. These set out how the Governing Board is to operate. DECISION: The Standing Orders were APPROVED.</p>
13.	<p>Decision Planner. The Decision Planner for 2023 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. It was noted that there may be some additions needed to include PREVENT risk analysis as part of an annual SG audit. ACTION: The Decision Planner will be reviewed and presented at a future FGB meeting for approval.</p>
14.	<p>Committee Terms of Reference. Terms of Reference had been circulated in advance of the meeting. There had been no changes to these and it was noted that some sub-committees were responsible for a</p>

	large number of Policies, whilst others had very few. DECISION: The TORs for the committees were APPROVED.
	Section three - Policies
15.	Delegation of Policies. The Delegation of Policies document had been circulated prior to the meeting and DECISION: This was APPROVED.
16.	Policies requiring statutory (re)approval. <ul style="list-style-type: none"> 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. b) Nursery Admissions Policy. This policy had been circulated in advance of the meeting and DECISION: The Nursery Admissions Policy was APPROVED. c) Governor Code of Conduct. This policy had been circulated in advance and DECISION: The Governor Code of Conduct Policy was APPROVED. d) Parent Code of Conduct. This policy had been reviewed at the July FGB meeting when minor edits had been requested. These have been made (addition of sample parental letters attached) so DECISION: The Parent Code of Conduct was APPROVED. The meeting was informed that incidents will now be reported via a “near misses” form so that persistent offenders can be monitored. Admin staff had received training in conflict management at the end of the summer term. GOVERNOR QUESTION: Are staff more confident in dealing with abusive parents? Are they clear where the line is and how to record an incident if the line is crossed? Yes – the training was well received, and the Office Manager has oversight of all incidents so there is some consistency of judgment when deciding if a parent/carer has “crossed the line”. Thank fully, there have been no incidents since this Policy was implemented. ACTION: Future Site Tours would monitor any recorded incidents.
	Section four – Work Plan
17.	Governor Monitoring & Evaluation. The meeting noted that the Chair of the PEC was approaching the end of her term of office and that a new Chair was needed. There was some discussion about the role. This is an important committee which encourages strong links between staff and governors and helps to celebrate the school’s successes and well as looking at areas for improvement. Ongoing discussions will be held to appoint a new PEC chair/ joint PEC chairs.
18.	Meeting Schedule. The proposed meeting schedule had been circulated prior to the meeting and this was approved. ACTION: Dates would be added to the GovHub meeting calendar. The possibility of holding some meetings in the daytime was discussed. Perhaps the

	<p>meeting on January 10th could be held in the daytime as part of a Governors in school day. It was noted that the LA has yet to publish dates when financial reports need to be submitted, so some dates may change.</p> <p>The meeting was informed that the CEC will resume this year (after a Covid break) and the purpose of this committee is to encourage communication with all stakeholders and the wider community. The CEC often carries out surveys.</p> <p>The RCC covers finance, H&S, premises and buildings, staffing and HR.</p> <p>The HTPM and Pay committees are linked and have very specific functions.</p>
19.	<p>Assignment of Roles & Responsibilities.</p> <p>There was some discussion about how to review the link roles in the light of changes to staffing responsibilities in school.</p> <p>Governor Question: What would the role of link governor for Pupil Premium involve?</p> <p>There is PP statement on the Website about how this funding is spent. The Link Governor would catch up with the DHT to discuss the impact of this spending on the pupils.</p> <p>ACTION: Chair to summarise link roles and training opportunities for the next FGB meeting. This should link to the SDP and areas of focus and also link into the new Ofsted Framework.</p>
	Section five – other business
20.	<p>Any Other Business.</p> <p>There was some discussion about cultural change within an organisation and how to manage this so that staff remain on board during the change journey. A governor offered some time to the EHT and SBM to discuss lessons learned in the private sector which might be of use.</p> <p>It was also noted that the GB would have to change should ASPS and Redlands Federate in the future.</p>
21.	<p>Issues for Parents / confidentiality.</p> <p>There were no issues that need to be communicated to parents and no items of a confidential nature.</p>
	<p>Part 2 Minutes of the Meeting held 12th July 2023.</p> <p>Those present who were employed by the school left the meeting at this point. The Part 2 minutes of this meeting had been circulated in advance and they were approved. ACTION: Chair to sign in GovHub ASAP.</p>
22.	<p>Date of next meeting.</p> <p>Next FGB: Wednesday 27th September, 7pm.</p>

Meeting closed: 20.35pm

Actions:

Action:	Owner:
Complete Declarations of Interest form in GovHub ASAP	ALL
Review Link Governor Roles and Responsibilities	Clerk/ALL
Read Part 1 of KCSIE and sign the GovHub declaration	ALL
Complete updated Safeguarding Training	ALL
Chair to sign Parts 1&2 Minutes FGB 12 th July in GovHub ASAP	DD
Anyone wanting to attend training 10/10 at 6pm email Clerk ASAP	ALL
Send out alternative SG training info to all	Clerk
Future SG visits to look at Filtering & Monitoring reports	DD/KG
Review Decision Planner for a future meeting	DD
Future Site tours to review logs of parental behaviour	DD
Add meeting dates to GovHub calendar	Clerk
Link roles/training to be established	DD

Attendance at FGB meetings 2023/24 (1 meeting to date)

Dave Dymond	1 of 1 meeting
Robert Howell	1 of 1 meeting
Adeyayo Benson	1 of 1 meeting
Yota Dimitriadi	0 of 1 meeting
Attia Rafiq-Sharif	0 of 1 meeting
Kate Gordon	1 of 1 meeting
Andrew Burrell	1 of 1 meeting
Hajar Alami	1 of 1 meeting
Zoe Watling	1 of 1 meeting
Vincent Onuchi	0 of 1 meeting