



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Virtual Meeting of the Full Governing Board
Wednesday 15th September 2021. 7pm

Virtually Present: Adedayo Benson (Vice-chair) Dave Dymond (Vice-Chair) Ian Church; Attia Rafiq-Sharif; Sara Fincham-Majumdar; Andrew Burrell; Robert Howell; Yota Dimitriadi; Laura Kerr; Kate Gordon.

In virtual attendance: Alice de Croos; Rachel Lawson.

Apologies: Faruq Bilbe (Chair)

Clerk: Deborah Savage

Agenda Item	
	<u>Section one - Procedural</u>
1	Apologies The meeting started at 7.06 pm due to a couple of people experiencing connection problems. Apologies had been received from Faruq Bilbe and these were accepted. Yota had previously informed the clerk that she would be joining the meeting late due to an overrunning earlier meeting. Julia Wordsworth did not attend. The meeting was chaired by Adedayo Benson. Permission was sought to record the meeting to assist with the minutes – the meeting was recorded.
2	Declaration of Interest and expectation of Governors There were no declarations of interest.
3	Minutes of the FGB 14th July 2021. Part 1 minutes of this meeting had been circulated in advance, and they were accepted as a true record. Governor Question: I was not at the meeting in July, but there are part 2 minutes that were not circulated – why is this? The majority of the discussion in Part 2 minutes was about SLT pay scales which the SLT members did not want to be made aware of. The part 2 minutes were sent in July to the Chair and both Vice-chairs. ACTION: Clerk to email part 2 minute directly to Governors (excepting school staff). There followed some discussion about the storage implications of confidential minutes (hard copies of which are still stored in a locked cupboard by the SBM.) ACTION: Clerk to investigate if GovernorHub has a way of locking individual documents in a similar way to its facility to limit access to entire folders (such as Pay committee documents which are currently on limited access.)

<p>4</p>	<p>Matters Arising.</p> <p>There were no matters arising. Actions from the last meeting were reviewed.</p> <ul style="list-style-type: none"> • Governor Code of Conduct is an item on this evening’s agenda. • Skills audit has been completed by the new Governors. We are expecting new governors to join us shortly so this item will be ongoing. • Nick Galer has very kindly agreed to open the Nutritional Learning Suite. The Fire Risk Assessment still needs to be completed and staff need to receive H&S training but as soon as the school have an opening date in mind arrangements can be made. • Updated KCSIE was circulated to Governors who need to read Part 1 and sign the declaration in GovernorHub. • The SBM contacted the Finance Team at RBC who were happy for additional names to be added to the Register of Certifying Officers so there are more people available to sign documentation should the chair not be available. This was also approved by Sarah Shortt at Governor Services and the Register has been changed and is a later item on this agenda.
<p>5</p>	<p>Chair’s Report.</p> <p>The Chair had notified the Clerk shortly before the meeting that he was not able to attend and asked for his apologies to be given. He also informed the Board that, as he had originally planned and discussed with the GB some time ago, he was confirming his intention to step down as a governor in December 2021.</p> <p>There was some discussion about when best to hold new elections for the posts of Chair and Vice-Chair and it was decided that, due to the school needing to set its objectives for the coming year and the statutory obligations to the school (such as having Certified Officers to sign documentation in a timely fashion) elections would be held at the next FGB meeting in 2 weeks’ time. The Head assured anyone thinking of standing for election that the school would support them in taking on the role of Chair or Vice-Chair. It was also suggested that a more official notification of his resignation be sought from Faruq, as he had sent apologies by text message. It is understood that he is currently travelling overseas. ACTION: Clerk to email Faruq. ACTION: the two current Vice-Chairs will discuss the next FGB meeting and the Chair’s role.</p>
<p>6</p>	<p>Financial Probity:</p> <ol style="list-style-type: none"> a) Register of Business Interests. Governors were reminded that they need to complete this annual form to declare any business interests (if they have any). This declaration is now made on Governor Hub and those that have already completed the declaration were thanked. ACTION: remaining Governors to complete Register of Business Interests on Governor Hub as soon as possible. b) Register of Certifying Officers – a new Register had been drawn up after consultation and this had been circulated in advance of the meeting. It was noted that this document may need to be changed again after the elections in two weeks’ time, but since the school have two large cheques that need to be paid out as a matter of urgency, the current Register still needs approving at

	<p>this meeting. DECISION: The Register of Certifying Officers was approved. ACTION: DD to visit the school Thursday 16th September to sign the necessary paperwork for the cheques to go out.</p>
7	<p>Keeping Children Safe in Education</p> <p>a) Governors are reminded that they need to read Part1 of KCSIE and complete the declaration in GovernorHub. Governors were informed that Better Governor had produced a useful Audio webinar on the recent changes to KCSIE and ACTION: AB to send link to Clerk for circulation to Governors. The Key have also produced a useful document and the recent RBC Director’s Briefing also made reference to these changes. ACTION: Slides from Presentations given at Directors Briefing to be shared by the Clerk via GovernorHub.</p> <p>b) Disqualification Declaration (Continuing Suitability.) Governors are reminded that they need to complete this Declaration on GovernorHub and those that have already done these declarations were thanked. ACTION: remaining Governors to complete Declarations as soon as possible.</p>
8	<p>Governor Code of Conduct.</p> <p>Governors were informed that the two Vice-chairs had decided over the summer to opt for one of the model Code of Conducts shared at the July meeting. This has been adapted for ASPs use, with references to Academies removed and the school logo added etc, but no other changes were made to the document. DECISION: the Governor Code of Conduct document was approved by the Governing Board. ACTION: Clerk will load this document to Governor Hub and a declaration will be added for all Governors to sign.</p>
9	<p>Staff Governors</p> <p>The GB was informed that Richard Watson has resigned his post in July at the end of the academic year and that the Head had begun having talks with interested staff in an effort to recruit a new staff governor. All staff have been informed via an advert that there is a vacant position and all have been informed that they are eligible to apply regardless of the role they hold. The meeting was informed that staff are conscious of their work/life balance, especially after experiencing the pandemic, and that continuing to hold virtual meetings might make it easier for staff for attend GB meetings. A brief discussion was held with Laura Kerr (also a staff governor) about the committee she might wish to join ACTION: Laura to email the clerk about her committee membership.</p>
	SECTION TWO – Organisation of the Governing Board.
10	<p>Standing Orders</p> <p>These were circulated in advance of the meeting and DECISION: Standing Orders were approved by the Governing Board. They will be signed electronically in Governor Hub.</p>
11	<p>Decision Planner</p> <p>This was circulated in advance of the meeting and DECISION: The Decision Planner was approved by the Governing Board. It will be signed electronically in Governor Hub.</p>

12	<p>Committee Terms of Reference</p> <p>The nine TORS were circulated in advance of the meeting. It was noted that the lists of polices attached to each of the TORs needed reviewing and updating. The Clerk started work on this in the summer term and this has now passed to the new Office Manager. A meeting will be held shortly to plan this work and ACTION: an update will be given at the next FGB. It is hoped to complete this work for the January 2022 FGB to approve the updated TORs.</p> <p>Meanwhile, the Chairs of the RCC, PEC and CEC will review their committee TORs at their first meeting of the academic year.</p> <p>DECISION: the existing TORs were approved by the GB.</p>
	<p>SECTION THREE - Policies</p>
13	<p>Delegation of Policies</p> <p>This had been circulated in advance of the meeting, and like the TORs needs a review to update the policies listed. This work will be done alongside updating the TORs.</p> <p>ACTION: once reviewed, the updated Delegation of Policies document will be returned to the FGB for approval. DECISION: the existing Delegation of Policies document was approved by the GB.</p>
14	<p>Policies requiring statutory (re)approval</p> <ul style="list-style-type: none"> a) Governor Allowances Policy – The GB were informed that no changes had been made to this policy which had been circulated in advance of the meeting. DECISION: The Governor Allowances was approved. b) Nursery Admissions Policy – the meeting was informed that a meeting would beheld very soon between the school and BFFC to discuss the Nursery Admissions policy and the possibility of allowing those parents who do not qualify for 30 funded hours to buy additional hours for their child. The existing Policy would remain in place until decisions had been reached and a new policy would be circulated when it is ready. This is expected to be in time for the January 2022 FGB meeting. c) Safeguarding and Child Protection Policy. The updated Safeguarding Policy and some notes on what has changed was circulated to Governors shortly before the meeting. A Governor noted that there were some typos and also some questions he had that might be best emailed to the school so that the Safeguarding lead could answer them. ACTION: AB to email questions to the school, these questions along with the answers would be shared with all governors via GovernorHub. DECISION: Approval of Safeguarding Policy deferred to FGB meeting on 29/9/21
19.53pm	<p>At this point, Yota Dimitriadi joined the meeting.</p>
15	<p>Other Polices requiring approval</p> <p>There were no other policies requiring approval at this meeting.</p>
	<p>SECTION FOUR – Work Plan</p>
16	<p>Governor Monitoring and Evaluation possibilities</p> <p>The head informed the school was open and governors were invited to discuss how they best wanted to re-engage with the school. The SDP is being worked on and the school will have priorities for this academic year which Governors are welcome to</p>

	<p>scrutinise. Closing gaps in children’s learning and the curriculum will be a major focus and aspects of the SDP can be discussed in the next FGB meeting.</p> <p>Governor Question: What is least disruptive for the school in terms of numbers of governors visiting classes? We have visited in groups of 2 or 3 in the past. Two governors visiting a class with an experienced teacher such as our AHTs is fine from the school’s point of view. We need to be mindful of our ECTs when making visits into classrooms.</p> <p>Governor Question: Should Governors be standardising our feedback from Governor visits? Governors need to avoid any impression that we are assessing teaching practises. From the school’s point of view, it would help if Governors had a focus for each visit and planned to look at specific things on any one visit. It there is a theme we can brief the staff beforehand.</p> <p>Governor Comment: I would like to see the Nutritional Learning Suite once it is up and running.</p> <p>Question: are there plans for a governor day in school as has been mentioned in the past? We can hold a Governor Day along with a staff/Governor lunch. We can discuss how best to re-introduce this.</p> <p>Governor Question: The PEC need to plan visits into school. Yes – once we have circulated and discussed the SDP we can prioritise an area for Governors to look at and the PEC can take a lead with planning visits. ACTION: Head and PEC chair to meet for discussion/planning.</p> <p>Governor Comment: We need to align our visits with Ofsted Inspection processes so we can collect evidence to present to any future inspectors in the school.</p> <p>Governor Comment: RBC are running some Ofsted training for Governors which governors might like to attend.</p>
17	<p>Assignment of roles and responsibilities</p> <p>a) Membership of committees – a document outlining current membership had been circulated in advance of the meeting. It was noted that all main committees (PEC/RCC/CEC) were all in need of new members. The new parent governors planned to attend as many meetings as possible to understand what each do. It was pointed out that holding meetings virtually does make attendance easier but the disadvantages of not meeting in person need to be considered.</p> <p>Governor Question: Do we have to keep the same committee structure – or can we merge some? Resources really needs to be stand alone because of the importance and timeliness of their role.</p>

	<p>Governors were informed that many schools operate a similar structure although committee names may be different. New Governors were advised to read the TORs for each committee to get an idea of the areas of responsibility each has.</p> <p>b) Lead / link Governors – a document with named link governors had been circulated too. It was agreed:</p> <ul style="list-style-type: none"> • Health and Safety: Dave / Adedayo • Safeguarding: Dave and an additional governor to shadow • SEND: Yota and Sara • Inclusion (inc Pupil Premium) Julia and Attia • Governor Development: Dave <p>Wellbeing – A number of governors expressed an interest in this before the summer break and a discussion was had about how best to monitor well being (of staff and pupils and indeed of Governors). The Head informed the meeting that the school are forming a wellbeing committee with representation from across the school and all phases which Governors could maybe join (if staff felt able to speak freely) The plan is for this committee to meet every half term. The Clerk mentioned that advice is that well being should be an item on every meeting agenda.</p> <p>Governor comment: I don't think an additional well being governor committee will help us but having well being on every agenda could be an approach that will help us focus on this.</p> <p>Governor Question: should we not consider equality in the same way- and have this on every agenda too?</p> <p>DECISION: Wellbeing and equality will be on each agenda until we know how best to manage this going forwards.</p>
18	<p>Governor meeting schedule</p> <p>This had been circulated in advance of the meeting. A typo was noted that needs correction. The HTPM is scheduled for Wed 22nd September 2021. DECISION: The meeting schedule was agreed by the Governing Board.</p> <p>A discussion was had about the format of meetings going forward and mention was made that personal experience has shown that hybrid meetings were much harder for those attending virtually rather than being present in the meeting room. They are also harder to chair. (20.38pm-at this point Attia and Alice sent their apologies and left the meeting.) The school was asked what format of meeting would suit them best, and it was noted that virtual meetings are more convenient for the staff (and also for a number of governors). DECISION: it was decided that meetings up to Christmas would be virtual and this would be reviewed in January.</p>
	<p>SECTION 5 -Other Business</p>
19	<p>AOB</p> <p>The recent RBC Directors briefing (attended by a number of Governors and the Clerk) was referred to as giving aspects to think about around Therapeutic Approaches and falling school rolls. Governors were informed that ASPS is bucking the local (and national) trend in that our school roll is full and we have waiting lists. However, the school is aware that this needs to be sustained and that PR is becoming a larger aspect of the role of the school.</p>

	<p>Governor Question: Do we, or can we, capture from new intake families across the school the reasons why they choose ASPS? Yes – it would be good to know what we are doing right that attracts families. We were worried when we had to stop open mornings that our recruitment would fall due to virtual open events but this was not our experience thankfully. ACTION: School to add a question to the acceptance form to ask families about their reasons for choosing ASPS.</p> <p>Governor Question: Is it right that academisation is now back on the national agenda? Yes. We need to be mindful of this again. It is some years now since we last had meetings to discuss this.</p> <p>Governor Question: I am mindful that staff and governors are asked to sign to confirm they have read such documents as KCSIE – but how can be sure that they have and indeed that they have understood what they have read? We could ask staff a question about this and their understanding of their role and responsibilities with regards to safeguarding on a future visit to school.</p>
20	<p>Issues for Parents/Confidentiality.</p> <p>There were no issues for parents or items of confidentiality.</p>
21	<p>Date of next meeting: Wednesday 29th September 2021. 7pm. Virtual meeting via Zoom.</p>

Actions:

Action:	Owner:
Governors to read part 1 KCSIE and sign declaration in GovHub	ALL
FGB 14 th July 2021 Part 2 minutes to be emailed to Governors	Clerk
Clerk to investigate a way of limiting access to documents in GovHub	Clerk
Clerk to email Faruq for formal notification of his resignation December 2021	Clerk
Vice-Chairs to discuss next FGB meeting and forward planning	AB/DD
Governors to declare any business interests on GovHub	ALL
DD to sign finance documents in school 16/9/21	DD/SBM
AB to send Clerk link to Better Governor webinar for circulation	AB/Clerk
Director's Briefing Presentations to be shared to all via GovHub	Clerk
Disqualification Declaration (Continuing suitability) to be made on GovHub	ALL
Governors to sign Governor Code of Conduct on GovHub	ALL
Staff Governor to email Clerk about her committee membership	LK
Update at FGB 29/9/21 on work to update policies and TORs	SBM
Once updated, Delegation of Policies to return to FGB for approval	Clerk/SBM
Questions on Safeguarding policy to be emailed to school	ALL
Safeguarding questions and answers to be circulated via GovHub	Clerk
Safeguarding & Child Protection Policy to be approved at 29/9/21 FGB	Clerk
Head and PEC chair to meet to discuss monitoring visits into school	HT/ARS
Volunteer(s) to shadow Safeguarding Link Governor role requested	ALL

School form for families to accept a place at ASPS to include a question about why they chose the school
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HT/DHT

Attendance at FGB meetings 2021/22 (one virtual meeting to date)

Faruq Bilbe	0
Robert Howell	1
Adedayo Benson	1
Dave Dymond	1
Ian Church	1
Yota Dimitriadi	1
Sara Fincham-Majumdar	1
Attia Rafiq-Sharif	1
Julia Wordsworth	0
Laura Kerr	1
Kate Gordon	1
Andrew Burrell	1

Items circulated to the GB since the last FGB:

- NGA Skills Audit to new governors
- RGA event information – meeting 9/9/21
- Thames Valley Business Managers conference information
- Training opportunities and events details for autumn 21