**’Love One Another, Know Ourselves, Believe and Grow’**

Tutshill Church of England Primary School

FGB meeting

G1 meeting 19th September 2018

16:30pm

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| Attendees | Apologies | Absent |
| Jennifer Lane (HT)  Robin Riordan (RR) Chair  Marion Evans (ME) Vice Chair  Katharine Clarke (KC)  Surraya Rowe (SR)  Karen Dursley (KD)  Alex Watson (AW)  Amanda Cooper (AC)  Lisa Hebborn (LB) | James Bradbury (JB)  Vicar David Treharne (DT)  Natalie Fryer (NF) |  |
| Also attending Karen Beard (KB) Clerk | | |

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| 1. **09/18** | **Opening Prayer** | 5 mins | DT |  |
| 1. **09/18** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| 1. **09/18** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| 1. **09/18** | **Minutes of Last Meeting** | 5 mins | Chair |  |
| 1. **09/18** | **Matters Arising from Minutes** | 10 mins | Chair |  |
| 1. **09/18** | **Safeguarding** | 10 mins | HT |  |
| 1. **09/18** | **Parents Views/Communication** | 5 mins | Chair |  |
| 1. **09/18** | **Parents Survey** | 10 mins | Chair/HT |  |
| 1. **09/18** | **Annual Report** | 15 mins | Chair |  |
| 1. **09/18** | **Strategic Direction** | 15mins | SDP/RR |  |
| 1. **09/18** | **AOB** | 10 mins | Chair |  |
| 1. **09/18** | **Dates and Times of next meeting**  **G2 Thursday 29th November 2018 @18:00**  **G3 Thursday 10th January 2019 @ 16:30**  **G4 Thursday 14th March 2019 @ 18:00 G5 Thursday 9th May 2019 @ 16:30 G6 Thursday 18th July 2019 @ 16:30** | 5 mins | Chair |  |

**MINUTES**

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| **Item no** | Subject | Action |
| 1. **09/18** | **Opening Prayer**  RR asked ME if she would take the opening prayer in DT’s absence |  |
| 1. **09/18** | **Welcome and Apologies for Absence**  Apologies for absence were accepted from DT, JB and NF |  |
| 1. **09/18** | **To agree items of Any Other Business previously notified**  HT – Flying Calf  KC - GDPR  RR/HT - Land adjoining School |  |
| 1. **09/18** | **Minutes of Last Meeting**  Minutes for 18/07/2018 approved |  |
| 1. **09/18** | **Matters Arising from Minutes** |  |
|  | KB to put a copy of last meeting (dated 18/07/18) in E-Schools folder for G1 it can then be moved once approval is minuted. | KB (completed) |
|  | As there is no notification of files being saved in E-Schools KB to send an email initially | KB |
|  | **89. 07/18** RR asked if the DBS for SR had been completed. HT confirmed that it had. |  |
| 1. **09/18**   **6 09/18 contd** | **Safeguarding**  RR will be taking lead role in this, with ME’s experience in her role with LA (Local Authority) being beneficial to the school. HT gave a power-point presentation of the new guidelines for keeping children safe in Education (KCSIE)2018. RR urged all Governors to read through the new guidelines. HT confirmed that the School works within these guidelines. There are 3 key documents for safeguarding; Keeping Children Safe in Education, Working Together to Safeguard Children and Safer Working Practice; HT said that there is no room for interpretation. There is a training induction pack available on the Gloucester County website. HT reiterated the importance of reading through the safeguarding guidelines. HT confirmed that with the new updates in the School’s policies, in particular those on Early Help, Behaviour and Attendance are robust and give clear guidance. Concerns were raised about awareness of absence from school, grooming rings in the area and making parents aware of the School’s policies. This will be done via flyers, all policies are available on the School’s website, and HT asked that Governors help to promote the policies whenever possible.  The management of Safeguarding Policy does need reviewing annually and what is to be included is very clear from the guidelines. The issue of children absent from school is raised as a very high concern again. NF will take responsibility if HT is not in school, if NF not available then it goes to SLT and if need be escalating to Gloucestershire County Council. The changes in management are that there are three safeguarding partners, the safeguarding board will disappear but at present it is uncertain how or who to report issue to. This comes into action in 2019. A new section on sexual violence, harassment and peer on peer sexual abuse has meant a rewrite of Policies, the wording of which is quite explicit. For SEN children, extra pastoral support will be given in school to ensure we understand their social needs  Safer recruitment has also been reviewed and Schools need to be aware of what to look for on applications, checks carried out and there will be different wording for questions on DBS checks. For any internal promotion, HT will write the reference.  Allegations Management, if there are any suspicions regarding staff, the process would be triggered and the staff would follow the school’s policy. The wording has been amended in KCSIE 2018 from “may” pose a risk to “would” pose a risk.  The new section, Part 5, as outlined above refers to Sexual Violence and Abuse.  HT referred to the GSCB website for other documents available on this subject.  HT asked if there were any questions but none were forthcoming. |  |
| 1. **09/18** | **Parents Views/Communication**  In the past a Communications Strategy had been created. Would it be a good idea to have a new one and what sort of thing would be suitable, meeting school council, survey etc? All agreed that this would be a good idea.  Will be addressed in next FGB. |  |
| 1. **09/18** | **Parents Survey**  The Parent View page on the Ofsted webpage is a good website to look at and it gives details and results along with a list of questions. HT has completed some comparisons with historic results and can see that the School has improved against previous years data. |  |
|  | Q. Do we know what other Schools results are like?  A. No we aren’t aware of other Schools results, but something which can be looked into. | HT |
|  | It was felt that parents prefer to complete surveys online as the survey feels more independent than one from the School itself, however the School can tailor the questions to reflect what is required around performance and measure that against the School’s Vision and Values. Children also completed a survey from Ofsted. The surveys are promoted through the Parents newsletter, another way of asking questions is to “interview” some parents, suggested that maybe this could be done by Parent Governors? |  |
| 1. **09/18** | **Annual Report**  The annual report is due in January 2019, a draft and frame work will be put together during in November and will be shared for input. The content looks fine but perhaps it could be made more interesting with some graphics. |  |
|  | Look at graphics for the annual report | LH |
| 1. **09/18** | **Strategic Direction**  The SDP is the latest version for the beginning of School year.  Following the Ofsted inspection in Summer 2018, priorities have been looked at and refocused to meet new targets. The gaps which were identified have now been updated and some new additions made, e.g. three new success criteria and added Priority 4, 5 and 6.  Reminder that this is a working document and will be continually updated throughout the School Year.  The attendance rewards of colours will continue as the children seem to enjoy it, there are some exceptions for children who have to attend regular medical appointments so they do not miss out on attendance, and there are different ways in which rewards are awarded so that we are not rewarding the same children continually. |  |
| 1. **09/18** | **AOB**  Flying Calf  This is a structure in the playground but it is rotting and becoming increasingly dangerous. It will therefore have to be demolished. This will be a part of the larger project to redesign the playground.  A memorial tribute in the form of a tree will be discussed with the Mother of a former pupil on Friday. She would also like to donate an award in respect of those who have overcome adversity.  GDPR  What happens if parents refuse to sign consent forms? Parents are encouraged to sign and made aware of what their child(ren) may miss out on if this is not signed. Perhaps the letter to parent could also include an explanation of the consequences of not signing?  Land Adjoining School  RR/HT had contact with the solicitors and the land seems to be connected with the sale of the estate, it all seems to be genuine but not very high on the solicitor’s agenda. A diary note will be made to make contact again, still hopeful that this will happen. |  |
| 1. **09/18** | **Dates and Times of next meeting**  **G2 Thursday 29th November 2018 @18:00** |  |

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| Meeting Closed at 18:00  **Date of next meeting: Thursday 29th November 2018 @18:00** |
| Approved by Chair as being a true record of the meeting Date: |

Text Key:

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|  | Red text = actions |
|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |

Action List September 2018

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| **Item no** | **Action details** | **Person responsible** | **Update/Completed** |
| 5. 09/18 | KB to put a copy of last meeting (dated 18/07/18) in E-Schools folder for G1 it can then be moved once approval is minuted. | KB | This has been completed |
| 5. 09/18 | As there is no notification of files being saved in E-Schools KB to send an email initially | KB |  |
| 8. 09/18 | We aren’t aware of other Schools results from Parent View, but something which can be looked into | HT |  |
| 9. 09/18 | Look at graphics for the annual report | LH |  |