

Governor Services, Learning Services and Skills Team

SIR TOM FINNEY COMMUNITY HIGH SCHOOL (06135)

Minutes of the governing body meeting held at the school on Tuesday 26 March 2019 at 9.30am.

Present: Mrs KD Jones (Chair)
Mrs G Beaton
Mr S Chester
Mrs S Collins
Mr I Fazackerley
Ms L Joliffe
Mr P Main
Mrs M Rothwell
Mr S Jukes (Headteacher)

Also Present: Miss R Alesbury (Clerk)

Action

19.01 Apologies for Absence

Apologies for absence were received and accepted from Mr DR Bennion and Mr T Hussain.

19.02 Governing Body Matters

a) Declaration of Interest

There were no declarations of interest in relation to agenda items.

b) Membership

Ms L Joliffe was welcomed to her first full governing body meeting as a parent governor. In line with the Regulations, she was asked to ensure she –

1. started the DBS process within 21 days of appointment otherwise there was a risk of disqualification;
2. completed a register of business/pecuniary interests form and submitted it to the school;
3. had a Schools' Portal account arranged for them; and
4. arranged to attend one of the New Governor training sessions if she was totally new to governance.

It was noted that Mr Hussain's term of office had ended on 15 March 2019; the headteacher agreed to arrange an election to re-appoint to

this governor position. Mr Hussain was thanked for his time on the governing body and encouraged to re-apply for the position;

It was noted that Mrs Jones' term of office had ended on 1 February 2019. Governors unanimously voted Mrs Jones to remain on the governing body as a co-opted governor for a further four year term of office.

Mr Main's term of office as a co-opted governor had also ended on 1 February 2019. The governing body unanimously voted Mr Main to continue for a further four year term of office.

c) Disclosure and Barring Service (DBS) checks for governors

The governing body confirmed that all necessary arrangements were in place and that all governors had the required clearances.

Governors confirmed that the Single Central Record (SCR) was up to date, and that all details in relation to governors had been duly recorded.

19.03 Minutes of the Previous Meeting

It was agreed that the minutes of the meeting held on Tuesday 30 October 2018, having been circulated, be approved and signed by the chair as a correct record.

19.04 Matters Arising

There were no matters arising from the minutes.

19.05 Online Safety/ GDPR

The governing body watched a presentation about online safety.

There was an active online safety group in school. Staff and three children did activities throughout the school including the stall for online safety week. They planned to run a workshop for parents and children to help support parental controls at home.

One of the presentations explained how social media landscape had changed significantly over the years and there were more opportunities for children to access inappropriate content if no parental controls were put in place.

A governor asked the parent governors if their children had mentioned online safety and understanding it. The response from parent governors was that they had mentioned the dangers and the need for safety, however as parents they still filtered what was accessed.

The headteacher noted the online safety group meet once every half term and made pupils aware they could talk to them if they didn't want to talk to adults.

A governor asked if issues like group chats were reported as safeguarding. Mr Jukes explained that the school worked with the police, and if adults were involved they would be prosecuted. Tony received an alert if something was flagged up on the system once a student had downloaded it, and knew exactly which student. Safeguarding issues were logged on CPOMS.

The headteacher was happy with where the school was in terms of online safety and noted the majority of issues happened at home and were reported at school.

The governing body watched a presentation on GDPR (General Data Protection Regulations).

Training had been completed for GDPR and was being updated regularly. Everyone in school handled data therefore it affected everyone including governors.

As a result, all governors had been set up with a new email account which would be used in future for all correspondence with the school.

Jen Jukes, the school business manager, was the named data protection officer, and had had the relevant training. The school bought into a specialist legal team which cost £250 a year.

It was noted that data breaches must be reported to the ICO (Information Commissioner's Office) within 72 hours.

It was noted data protection was just as important as safeguarding.

A governor asked if Jen Jukes needed any additional support. The headteacher noted that this may be something governors would like to look into, as if there was a breach it would take over as priority.

The headteacher was asked to produce a report for the Finance Committee regarding the workload for Mrs Jukes. They could then discuss the potential of training new people to support the roles.

Headteacher

A governor questioned if staff had been fearful when being asked to share data with the multi-agencies that are in school. Mr Jukes noted if they were unsure they always asked.

There had been a breach of data which resulted in that person being issued with a management instruction; if they did it again it would lead to dismissal.

A full audit was being completed, which was a large task and could take another 12 months to complete.

A governor suggested this be a standing item in the headteacher's report going forward which was agreed by Mr Jukes.

Headteacher

A governor queried how the school stored and disposed of sensitive information. Mr Jukes noted the ICO had guidelines on how long to keep information and this was embedded throughout the school.

Mrs Beaton, head of Acorns Primary School, explained she paid a company to store documents electronically for 75 years as there was no space for physical storage.

In response to a question, the information at Sir Tom Finney High School was kept in a secure storage room as space was available.

19.06 Reports

a) Committee Reports

Governors noted the reports of the following committee meetings –

- Finance, Premises and Resources Committee held on Tuesday 12 February 2019 at 9.30am.

The school finances continued to be in a healthy position. A three year budget was in hand. It was noted that Lancashire County Council was still under the consultation phase of stopping the break time funding which would be an issue for parents after the summer term.

- Pupil, Curriculum and Standards Committee held on Tuesday 12 February 2019 at 11.30am.

There was potentially 172 pupils in September. It was noted there had been a poor response from parents to the questionnaire. The school planned to send out an in-house questionnaire which would be school specific.

The chair reported that she had been to listen to the HMI inspector regarding the Ofsted consultation which was open until 5 April. The main change was a renewed focus on the curriculum. The inspection would be over two days.

It was planned for the school to come up with ideas for the website to show visitors what the school is all about.

Headteacher

The chair noted governors needed to know three main things for the Ofsted inspection, Intent, Implementation and Impact.

It was suggested that the Pupil, Curriculum and Standards Committee could look at individual case studies.

**Pupil,
Curriculum
and
Standards
Committee**

A governor questioned if parents would need to consent to the sharing of case studies. Mr Jukes noted they would be de-personalised, however if there was a need to ask they would.

A governor suggested a parent's impact may be useful to show how what the child had learnt had made a difference at home.

b) Nominated Governors

There were no reports from nominated governors.

It was noted all governors had been into school and their records had been updated. They had all asked questions and followed them up. Any key aspects would be reported to the Pupil, Curriculum and Standards Committee.

c) Chair's Action

The chair reported that it had not been necessary to take any urgent decisions on behalf of the governing body since the last meeting. She had been made aware of a short term exclusion which was reported at the committee.

19.07 Headteacher's Report and School Improvement

a) Termly report (with reference to the School Improvement Plan)

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted. Key points included:

Since the report was generated, a member of the office staff had resigned due to family circumstances.

Based on the curriculum review, the school planned to advertise a teaching post for September.

The School Improvement Plan would be delivered at the next meeting ahead of the new term in September.

The school evaluation summary was planned to be presented at the summer term meeting.

A governor questioned if there were any trends with the amount of formal attendance procedures. The headteacher explained there were no trends, the amount of absences triggered the formal attendance procedure, some of which were due to medical issues.

The headteacher was thanked for his comprehensive report.

b) Approval and Evaluation of Educational Visits

The governing body received a report on recent visits in relation to the impact and benefits for pupils. The following points were highlighted:

The residential trip to Bendrigg was great. The children had the chance to recognise they could do something they otherwise wouldn't have been able to do. It had been booked for next year.

There were no visits to approve at the time of the meeting.

b) Unavoidable School Closures

The headteacher confirmed there had been no unavoidable school closures since the last meeting.

19.08 Finance

a) Schools Financial Value Standard (SFVS)

The governing body approved the completion of the SFVS and

- accepted the SFVS report together with the completed self-assessment prepared by the Finance, Premises and Resources Committee.
- delegated the submission of the approved standard to the headteacher/school business manager, to be submitted to the county council by 31 March 2019.

Headteacher

b) School Budget 2019/20

The governing body delegated the review and approval of the school's budget plan to the Finance, Premises and Resources Committee.

It was noted that this had to be submitted to the county council by Friday, 17 May 2019.

**Finance,
Premises
and
Resources
Committee**

c) Lancashire Schools' Forum

The governing body noted the information provided about the Schools' Forum election process and delegated to the chair the responsibility for voting on behalf of the governing body should an election take place in the summer term 2019.

Chair

19.09 Governor Training and Development

Governors noted that the following training had taken place:

Mrs Jones had attended health and safety for governors, encompass and LASGB.

Mrs Jones explained Encompass was a link between the school and the police, where incidents that happened outside of school would be reported directly to the school by 8am the following day to ensure the school was ready to support the child on arrival. The chair planned to sign a letter which was to be sent out to parents.

Chair

Ms Joliffe planned to book onto the new governor training course.

Ms Joliffe

The training link governor confirmed that a record of all training undertaken by governors was being maintained.

Governors noted the Lancashire County Council Governor Services Governor Training and Development Programme 2018/19 was posted on the LPDS website. Attention was drawn to the elearning modules available through Learning Link (<https://nga.vc-enable.co.uk>)

19.10 Introducing Supervision to Address Staff Wellbeing

Governors noted the information provided in the supporting booklet.

The discussion that followed included these key points;

Mr Jukes had completed the wellbeing course two years ago. The school had put a pilot scheme in place which some staff found useful and others didn't. They used an external company for it.

The school now had a process if anyone felt they needed supervision it would take place, but it wasn't planned in regularly due to the nature of when incidents may occur.

A governor asked how many sessions had taken place. The headteacher told governors there had been five sessions since September on an ad-hoc basis, with a set format and a facilitator.

If in future it needed to be formalised they would add it to the future budget, but it was working for the school this way.

19.11 Information, updates and items for further discussion as appropriate

The governing body noted the guidance and additional information in relation to:

- a) Children and Family Wellbeing Service – Delivering Early Help
- b) Supply Agency Recruitment and Selection Checklist
- c) New site to help schools save thousands on recruitment costs
- d) Ofsted Annual Report
- e) Consultation on proposals for changes to the Education Inspection Framework
- f) Compare School Performance
- g) Learning life-saving skills in school is crucial

- h) Schools challenged to go single use plastic by 2022
- i) Lancashire Association of School Governing Bodies (LASGB).

19.12 Forums for Chairs and Vice-Chairs

Mrs Jones and Mrs Rothwell had attended the chairs forum and hoped to attend the next meeting.

19.13 Confidentiality

Governors were reminded that all matters discussed at governing body meetings were confidential and not for general discussion outside the meeting.

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that should not be made available to the general public should a request be received to view governing body papers. For the purpose of the minutes there were no items deemed confidential.

19.14 Date and Time of Next Meeting

The next meeting of the governing body was confirmed as Wednesday, 26 June 2019 at 9.30am.

Committee meetings were arranged for Tuesday, 7 May 2019.