



Minutes of the Full Governors Meeting held Thursday 19th April 2018 which commenced at 1730 in the Louth base.

Serial No	Item	Comments	Action
1.	Members Present	Mr John Gibson (Chair) (JG) Mr Pete Banks (Vice Chair) (PB) Mrs Jo O'Neill (JO) Mrs Sue Morrison (SM) Mr Tony McCarthy (TM) Mr Steve Barnes (Head Teacher) (SB) Mrs Lorraine Kirsopp (Deputy Head Teacher) (LK) Mrs Bev Lee (Pastoral Manager) (BL) Mrs Helen Garrett (School Business Manager) (HG) Mr Neil Blackwell (Clerk to Governors) (NB)	
2.	Apologies Accepted	Mrs Susan Waring Mrs Julie Bembridge	
3.	Declaration of Pecuniary Interests	All members were asked to sign a 'Corporate Governance and the disclosure of pecuniary interest' form at the outset of the meeting. Governors confirmed in this instance that they did not have any pecuniary interests.	All
4.	Minutes of previous meetings	The minutes of the previous Full Governors meeting held on 1 st February 2018 were accepted as a true record.	All
5.	Matters arising from last minutes	JG recommended that following a successful OFSTED the governors returned to review the feedback from the recent NGA review at the Governors away day in July. Governors agreed. JG confirmed he had received a call from the NGA consultant since the published OFSTED report who was very complimentary about the school and the results of the inspection. JG suggested to governors that the school should continue to raise the profile of a possible post-16 provision. Governors agreed that the work being committed to both the wellbeing and careers mark awards was worthwhile and thanked staff for all their hardwork.	All
6.	Head teachers Report	SB provided Governors with updates as follows: <ul style="list-style-type: none"> • OFSTED. The school had a successful OFSTED and remains a secure good. Two areas of improvement were success criteria in the SDP needs to be tighter and higher standard of attainment in mathematics. • SEF. A copy of the SEF had been forwarded to Governors for their comments and this would be revisited at the Away Day. • Curriculum Review. This is still work in progress and would be revisited at the Away Day. • MHFA. The school has run with Ash Villa a 2 day training course in MHFA. A further course is planned for May 2018 in Nottinghamshire. 	All

		<ul style="list-style-type: none"> • TSAW. Two members of staff had run 2 sessions on mental health as part of the schools teaching alliance work. The school had been approached to help other schools on Inset training days. • Easter Camp. This had been very successful with 13 pupils accessing the activities at the YMCA showroom over the Easter holidays. The feedback from all was very positive. One pupil had returned the following week as a volunteer. • YMCA. SB explained that the YMCA were also keen to undertake a mentoring role for pupils and this was something that SLT were looking at. • Bid Submission. The school had submitted 2 bids, 1 was in conjunction with Home Start to support families in the home. The second was with the YMCA and SES network for supporting pupils during summer holidays. Other initiatives were discussed included the hiring out of the bases out of school hours. • School Counsellor. SLT had decided not to use the services of CO-B as the school counsellor. The school is supporting training VS as an accredited counsellor and it was anticipated that she would provide the service in school. <p>Governors asked SB whether there should be a separate policy for marketing both staff skills and building hire.</p> <p>SB agreed that this should be the case and would investigate.</p> <p>JG informed governors of the earlier conversation from the Resources meeting about staff training linked to school priorities.</p> <p>Governors agreed that this should be the case.</p> <p>JG and SB reminded Governors about the current situation with regards to Academisation and that at present the school has been left in limbo. SB suggested that the school remains an LA school for the foreseeable future. Governors agreed.</p>	SB
7.	Head teachers Performance Management (OE12)	<p>JG explained that both himself and JB had conducted the Head teachers performance management and conduct reviews on a 6 monthly basis. An external consultant had been used, PG, who recommended that SB had achieved his performance management targets. Therefore the Head teacher would be due his incremental pay in accordance with the pay policy and three more objectives had been set for him to achieve. Governors were assured that the performance management had been conducted rigorously and the assurance had been met.</p>	

8.	Budget (OE14)	HG informed Governors that the school was in receipt of the 2018/19 budget and there was a slight increase on last year. The school had also received a dedicated schools grant of £6750. HG was due to meet with PB later this month to discuss the budget and prepare for Governors agreement at the next Resources meeting on 24 th May 2018. HG confirmed that there was also a health carry forward from last FY and this had been discussed at the Resources meeting earlier. OE14 was unable to achieve assurance until the budget had been agreed at the next resources meeting.	All HG/PB
9.	SFVS	NB reminded Governors that he had forwarded an electronic copy of the SFVS for comment a few weeks before and all Governors had responded to confirm they were content with the report. HG confirmed that SFVS had now been submitted to the Local Authority.	All
10.	MPV Policy	NB explained that he had forwarded out the policy prior to the meeting for Governors to comment. He confirmed that as at the meeting date he had only received 3 responses, two of which had suggested amendments and these had been passed on to the SBM; the other agreed the policy. JG explained that he wasn't content with some of the wording and he and HG made some amendments during the meeting. Governors agreed the policy with the subsequent amendments.	All
11.	Exams Policy	The Governors agreed that exams policy was fit for purpose.	All
12.	Terms of Reference for Committees and Specialist Governors	SB requested that Governors peruse the draft documents and consider any amendments prior to the Governors Away Day for discussion.	All
13.	Cleaning and Grounds Maintenance Arrangements (OE20)	HG informed Governors that the current cleaning contractor (Carlton Cleaning) who were currently contracted to clean Boston and Louth bases had been appointed due to the poor standards of service from the previous contractor. The school is in the process of tendering for ground maintenance with the preferred contractor being Carlton Cleaning. Governors were assured that effective arrangements were in place for cleaning and grounds maintenance of the bases.	All
14.	School Assets (OE21&22)	HG confirmed that the school used the Every system to record and track assets. Any new equipment was asset tagged and recorded on this system. LCS were responsible for final disposal of IT equipment in accordance with contractual obligation. LCS also kept track of which staff hold IT equipment. HG confirmed that all staff sign an ICT agreement and were regularly reminded of security arrangements for school equipment. Governors were assured that the school had good arrangements in place for the security and stewardship of school assets. HG informed Governors that local asset disposal arrangements were being reviewed in accordance with	All

		<p>GDPR and a disposal register will be implemented. Governors were assured that the school has asset arrangement processes in place albeit they would be reviewed to remain compliant with GDPR.</p> <p>Governors discussed identifying a Governor responsible for the oversight of school assets. PB agreed to take this role.</p>	
15.	Health and Safety and Policies and Lettings of School Premises (OE23&24)	<p>HG confirmed that there had not been any H&S incidents to report. The H&S policy was regularly reviewed by Governors and asked Governors to consider this assurance. Governors were assured that the school had a suitable H&S policy and that this had been followed.</p> <p>SB informed Governors that he had received 2 requests to let the school premises for various activities by outside agencies. Governors discussed the issues with letting buildings and JG voiced concerns about this issue. SB confirmed that as at the meeting the buildings had not been let. Governors were assured that should the school let any property for short term use there were processes to limit risk and maximise benefits.</p>	
16.	GDPR and agreement of GDPR policy.	<p>HG provided Governors with a briefing on GDPR and the impact on the school. HG confirmed that all staff had received training. HG informed Governors that the Local Authority were supplying GDPR consultants to work with schools at a cost of £1200 per year. Governors agreed that this would be beneficial to the school and authorised the payment for this service.</p> <p>SB and HG asked Governors whether it would be helpful to have an electronic notebook each that they could use to answer e-mails and view agendas and documents electronically at future meetings. Governors agreed that this would be a really useful asset; HG would approach LCS to order these accordingly. NB agreed to approach LCS to enquire how Governors could access their school e-mails with limited access to the school drives.</p> <p>NB informed Governors that he had forwarded an electronic copy of the GDPR policy a few weeks ago and 3 governors had responded to confirm they were content with the policy. Governors agreed the policy.</p> <p>Governors requested that GDPR remained on future Full Governors agendas for discussion.</p>	<p>All</p> <p>HG NB</p> <p>NB</p>
17.	Amber Hill	<p>HG provided an update on progress of Amber Hill site:</p> <ul style="list-style-type: none"> • Remedial work had now commenced on the buildings. • The Local Authority were organising the broadband connectivity to the school. • HG met with the neighbours to inform them of the plans and reassure them. 	All



		<ul style="list-style-type: none"> • HG was attending a parish council meeting on 21st May 2018 to provide them with information about the school and answer any questions they may have. • Pupils from Sleaford and Boston bases had been working together through collaborative sessions to pave the way for the forthcoming move. 	
18.	Minutes of the Resources Committee	PB provided Governors with an overview of the items discussed at the Resources Meeting which took place just before Full Governors.	All
19.	Minutes of the Wellbeing Committee	JO provided Governors with an overview of the items discussed at the Wellbeing meeting held 22 nd March 2018.	All
20.	AOB/Items for next agenda	Budget Approval. Plans for Governors Away Day with background papers.	All
21.	Date and Time of Next Meeting	The Full Governors meeting finished at 1845 and the next Full Governors meeting will take place on 24 th May 2018 at 1730 in the Lincoln base.	All

Minutes compiled by

N Blackwell

Date:

Minutes agreed as true record

J Gibson/Chair

Date: