



## Cheriton Primary School

### Minutes of the Full Governing Body Meeting held at school on Thursday 7<sup>th</sup> September 2023 7-9 pm

*Associated documents can be found in the OneDrive folder "[Meeting Items 2023-09-07](#)"*

<p><b>Present:</b>          Andrew Goldsworthy, Headteacher (HT)          Elizabeth Brett, Chair (EB/Chair)          Caro O’Brien (COB)          Susan Henderson (SH)          Nicky Pitts (NPi)          Jenny Reeves (JR)</p>	<p><b>Apologies:</b>          Christopher Durant (CD)          Rachel Holmes (RH)          Tom Legge (TL)          Nicholas Parmley (NP)</p> <p><b>Absent:</b>          Emily Moorhouse (EM)</p> <p><b>In Attendance:</b>          Rhona Hatchley (Clerk)</p>
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Key: evidence of challenge/question; evidence of support

**Quorum:** With 6 out of 11 governors present, the meeting was always quorate

Item		Action
1.	<p><b>Welcome by the Chair and Apologies</b>            The Chair welcomed everybody to the meeting. Apologies had been received and were accepted for CD, RHo, TL and NP.</p>	None
2.	<p><b>Election of Chair and Vice Chair</b>            The Clerk took the chair for this item. EB had put herself forward for re-election as Chair. When asked by the Clerk, no other Governors put them forward and EB was unanimously elected as Chair for the next year. All thanked her warmly.</p> <p>NP was absent from the meeting but the Chair confirmed that he had put himself forward for the role of Vice Chair. This was also uncontested and NP was unanimously elected to the role for the next year.</p>	None
3.	<p><b>Declarations of personal and pecuniary interest.</b>  <i>to note any conflict with any item on the agenda</i>            None declared.</p>	None
4.	<p><b>Correspondence and request for AOB</b></p>	None
5.	<p><b>Minutes of the previous meeting on 13<sup>th</sup> July 2023</b></p> <p>a. <b>Approval of the minutes</b></p>	

	<p><b>b.</b></p>	<p>These had been uploaded on OneDrive in advance. They were reviewed and agreed by all present as an accurate record of the meeting. They were signed by the Chair and handed to the Clerk for filing in the School Office.</p> <p><b>Actions arising from the previous minutes not covered later in the agenda</b></p> <p><b>Item 4b</b> No date yet set for the Forest School Open Morning but it is in hand.</p> <p><b>Item 4b</b> It was agreed that the Staff Well-Being Survey should take place in the next couple of weeks to capture the current feeling of staff.</p> <p><b>Q. Do we use the Ofsted staff questionnaire?</b></p> <p>A. We can use any relevant questionnaire.</p> <p><b>Q. Is it confidential?</b></p> <p>A. As far as it can be with such a small school.</p> <p><b>Item 4b</b> Safeguarding checks have been increased. All shortlisted candidates will have their online presence reviewed by the school as a pre-interview check. Candidates will be informed about the scope of these checks and will be asked for details of their online names, handles, accounts held</p> <p><b>Item 5</b> Unconscious bias training is not currently being offered. The Chair will look into this further.</p> <p><b>Item 8b</b> New staff member, Kim Broadbent will be the DPO (Data Protection Officer)</p> <p><b>Q. Will she also be responsible for Health and Safety?</b></p> <p>A. Yes she will.</p> <p><b>Item 9b</b> New Governor Tom Legge has received his welcome letter and the DBS is in process.</p>	<p>HT</p> <p>HT</p> <p>Chair</p> <p>Clerk</p>
<p><b>6.</b></p>	<p><b>a.</b></p> <p><b>b.</b></p> <p><b>c.</b></p> <p><b>d.</b></p> <p><b>e.</b></p>	<p><b>Confirmations</b></p> <p><b>MOPP (Manual of Personnel Practice)</b> Governors agreed to adopt the policies listed within MOPP for the coming year.</p> <p><b>Instrument of Government</b> As required, this had been circulated to all governors via OneDrive.</p> <p><b>NGA Code of Conduct</b> Governors were all asked to confirm on Governor Hub when they have read this as the Chair has to sign a document of confirmation. The Clerk explained that last year's confirmations have to be cleared before this year's is added.</p> <p><b>Governors Good Practice Guide</b> Governors to confirm on Gov Hub</p> <p><b>KCSiE 2023</b> Governors to confirm on Gov Hub that they have read all parts if possible, but certainly Part 1.</p> <p>The Chair asked that confirmation of <b>E-Safeguarding Training</b> be added to the agenda for the next meeting.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>Clerk</p>
<p><b>7.</b></p>	<p><b>a.</b></p>	<p><b>Governor Vacancies, Roles and Responsibilities and Training</b></p> <p><b>Vacancies Roles and Responsibilities</b></p> <p><b>Vacancy: Staff Governor</b> – the HT is looking into this and will add a question to the staff questionnaire if he has not found one in a week.</p> <p><b>Q. Do candidates have to be full-time staff?</b></p>	

	<p>b.</p>	<p>A. HT to check [Clerk added from HGS website: “A staff governor can be anyone employed by the governing body or the local authority. They must be under a contract of employment to work at the school at the time of the election.”]  <b>Q. Is there an issue with Ofsted if we do not have a Staff Governor?</b>  A. It is not ideal  <b>Vacancy: LA Governor</b> - RHo has decided to step down as LA Governor. All agreed she has done a very good job and had a serious impact. She will be thanked in person at the next meeting. A new LA Governor will need to be proposed and then approved by Hampshire County Council.</p> <p>The Chair emphasised the important role Class Link Governors play. The following governors kindly volunteered for the roles:  <b>Class 1</b> – SH  <b>Class 2</b> – EB  <b>Class 3</b> – JR  <b>Class 4</b> – COB</p> <p>In addition the following volunteers put themselves forward:  <b>Resources Link Governor</b> – NP (NP was absent and the Chair will confirm)  <b>DTG</b> – EB  <b>Q. What does this role entail?</b>  A. Having an overview of the training programme and in particular overseeing/promoting training for new governors.  <b>Governor Forum Representative</b> – NP  <b>Health and Safety</b> – JR  <b>Pupil Premium</b> – JR  <b>Safeguarding and Child Protection</b> – JR  <b>Safer Recruitment</b> – JR  <b>SEN/Inclusion/Able</b> – COB  <b>Staff Performance Management Auditor</b> – SH  <b>Q. What does this role entail?</b>  A. To chair a meeting with the HT to review the performance management and ensure all has been done correctly and then report back to the GB.  <b>Well-Being and Mental Health</b> – CD  <b>Pay Committee</b> – NP  <b>HT Pay Committee</b> – NP  <b>HTPM Review Panel</b> – SH and ? (as RHo is leaving, Governors proposed that for the purpose of the Annual Review Meeting in October, the Chair will sit on the panel with SH so that the cycle can be completed and objectives set)  Another Governor will be sought to undertake the training required for this role.</p> <p>All agreed to the formal appointment of Kyla Barber as the external advisor on the HTPM Review Panel.</p> <p><b>Training</b>  Specialist training is required for several of the roles. This is available via Gov Hub. Governors were reminded to upload certificates for any e-training the undertake as these are not automatically uploaded.</p>	<p>Chair</p> <p>Chair/DTG</p>
<p>8.</p>	<p>a.</p>	<p><b>Governor Visits and Monitoring</b>  <b>Governor School Visits Policy Review</b></p>	

	<p>This has been updated with a revised template for Governor visits and Learning walks. No questions were asked about the policy and it was <b>approved.</b></p> <p><b>b. Draft Governor Monitoring Schedule</b> This has been clearly set out under the headings Safeguarding, Early Years, Curriculum and SEND/Vulnerable Pupils/PP, Finance. All specific areas of focus are linked to the SIP. Please could all governors schedule a visit by half term?</p> <p><b>Monitoring Visit Form 2023-24</b></p> <p><b>c. Q. Should governors use the template in the Policy Review Procedure?</b> A. Yes. Any further questions, please ask the HT. If Governors happen to be in school for any reason, please note down the visit and add any observations of Behaviour, Health and Safety, Safeguarding etc It is important to contact class teachers first to book a visit. They have access to the monitoring schedule so they should know what to expect from a visit. The Chair offered to attend a staff meeting on Tuesday 12<sup>th</sup> and give a brief explanation of the schedule. It is important to get the culture of this right for everyone. Elaine will supply Governors with staff email addresses.</p>	ALL
9.	<p><b>Policies</b></p> <p><b>a. Procedure for Policy Review</b> Without committees, all policies will now come to the FGB. Governors to consider review by email ahead of meetings.</p> <p><b>b. Child Protection Policy</b> Safeguarding and Child Protection are both model documents from the Hampshire Safeguarding Board (HSB) which is personalised for the school. The HT added that the review of the policy also led to a review of the <b>Staff Code of Conduct</b> and the necessary creation of separate policies for <b>Whistleblowing</b> and <b>Low Level Concern</b> which are both now in hand. <b>Q. How do you know if the HSB makes major changes to the policy?</b> A. There is a summary of changes at the end. In-year updates are also flagged. <b>Q. How do you check that everyone has read the policy?</b> A. This is part of the Safeguarding Audit. <b>Q. What about gifts to children and/or staff</b> A. The HT has altered the policy to say that if staff give gifts to children, all should be fair and equal and that staff receiving gifts should use common sense and always flag if they have concerns.</p> <p>Safeguarding, Child Protection Policies and the Staff Code of Contact were all <b>approved.</b></p> <p><b>c. Complaints Policy</b> – deferred. Governors agreed that on TORs where a panel may be required e.g. Complaints Panel, that the governor names would be listed alphabetically Governors will be listed alphabetically.</p> <p><b>d. TORs</b> (Exclusion &amp; Complaints Committee and Pay Panel) will be done by October FGB</p> <p><b>e. Policies for review at the October FGB</b> - EYFS – will come from Rebecca Haskins</p>	Clerk to add c & d to the next agenda

		<ul style="list-style-type: none"> <li>- Anti-Bullying – almost complete</li> <li>- Behaviour – now updated</li> <li>- E-Safety – may have already been reviewed, check with NP</li> </ul>	Chair//NP
10.	<p><b>a. Website General Review</b> The website audit will be postponed until the new website has bedded in. The HT will add the new curriculum.</p> <p><b>b. Governor Details and Register of Interests for website/GIAS</b> Clerk is reviewing these with the Chair and will send GIAS information to the HT.</p> <p><b>c. Diversity data</b> Elaine has looked on the MOPP to see what data is collected for staff who apply to the school (age group, disability, physical or mental impairment, ethnic group, background, religious belief, sex, gender, sexual orientation) and the Chair proposes to collect the same criteria for Governors, any of whom may decline to answer any category question. Anonymous Data will be collected and collated in the spirit of transparency , but not published until required Forms will be circulated at the next FGB and filled in anonymously.</p>		Clerk
11.	<p><b>a. Safeguarding Audit Action Plan</b> The Safeguarding Governor reported that the audit had been done ready for the deadline of September 30<sup>th</sup> and has been uploaded, available for all to read. The HT has created an action plan from it. Some actions are ambitious. It incorporates recommendations from Amanda Johnson (INSPIRE safeguarding training lead)</p> <p><b>b. Monitoring</b> The Safeguarding Governor will monitor and track and governors are asked to read it and monitor things at link visits. Q. Q: Could the Safeguarding action plan be incorporated into the SIP document? A. Yes it could.</p>		HT/Chair
12.	<p><b>Safeguarding Training</b> Staff had had a good Inset Day with practical and positive advice from Amanda Johnson. This is done annually and Governors should also be aware. The HT therefore shared some of the slides from the Safeguarding Training attended by all staff at the recent Inset Day. This was a very useful exercise for all. The HT hopes to set up safeguarding training for school assembly/classes/evenings online for parents. “Everyone is a safeguarding officer”.</p> <p>Q. Do children have phones in school? A. Not unless parents ask for them to be allowed whilst walking to school, then they are left in the school office on arrival. The Chair asked the HT to add updates to the safeguarding section of the school website. The HT agreed and will also highlight the National Online Safety site.</p>		HT

		Communication with parents and stakeholders should be in our school safeguarding culture. Governors are encouraged to follow up by taking the e-learning safeguarding course.																							
<b>13.</b>		<p><b>Impact</b> <b>How have we:</b></p> <table border="1"> <tr> <td>Helped to set long-terms plans for the school, decide where improvements need to be made and how to make them?</td> <td>Item 7 &amp; 8 link governors and monitoring.</td> </tr> <tr> <td>Looked at the quality of education being offered and ensured the head is doing everything possible to improve results?</td> <td>Not a priority this time</td> </tr> <tr> <td>Examined budgets and spending proposals to monitor whether the school is getting value for money and ensured the money is spent in the right areas?</td> <td>Not a priority this time</td> </tr> <tr> <td>Monitored safeguarding and attendance?</td> <td>Item 11 safeguarding training</td> </tr> <tr> <td>Ensured that the voices of stakeholders are heard?</td> <td>Item 9 and 10 publishing policies and safety training on the website.</td> </tr> </table>	Helped to set long-terms plans for the school, decide where improvements need to be made and how to make them?	Item 7 & 8 link governors and monitoring.	Looked at the quality of education being offered and ensured the head is doing everything possible to improve results?	Not a priority this time	Examined budgets and spending proposals to monitor whether the school is getting value for money and ensured the money is spent in the right areas?	Not a priority this time	Monitored safeguarding and attendance?	Item 11 safeguarding training	Ensured that the voices of stakeholders are heard?	Item 9 and 10 publishing policies and safety training on the website.													
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<b>14.</b>		<p><b>Any Other Business</b></p> <p>The Chair asked governors to send her photos of themselves for inclusion on the governors noticeboard in school.</p> <p>The HT thanked governors very much for the staff present at the end of term.</p> <p>With no other business to discuss the meeting was closed at 8.55pm</p>																							
<b>15.</b>		<p><b>Proposed dates of FGB meetings:</b></p> <table border="1"> <tr> <td><b>Autumn</b></td> <td>Thursday 12<sup>th</sup> October 2023 7pm</td> </tr> <tr> <td></td> <td>Thursday 9<sup>th</sup> November 2023 7pm</td> </tr> <tr> <td></td> <td>Thursday 7<sup>th</sup> December 2023 7pm</td> </tr> <tr> <td><b>Spring</b></td> <td>Thursday 11<sup>th</sup> January 2024 7pm</td> </tr> <tr> <td></td> <td>Thursday 7<sup>th</sup> February 2024 7pm</td> </tr> <tr> <td></td> <td>Thursday 7<sup>th</sup> March 2024 7pm</td> </tr> <tr> <td></td> <td>Thursday 21<sup>st</sup> March 2024 7pm</td> </tr> <tr> <td><b>Summer</b></td> <td>Thursday 25<sup>th</sup> April 2024 7pm</td> </tr> <tr> <td></td> <td>Thursday 9<sup>th</sup> May 2024 7pm</td> </tr> <tr> <td></td> <td>Thursday 27<sup>th</sup> June 2024 7pm</td> </tr> <tr> <td></td> <td>Thursday 11<sup>th</sup> July 2024 7pm</td> </tr> </table>	<b>Autumn</b>	Thursday 12 <sup>th</sup> October 2023 7pm		Thursday 9 <sup>th</sup> November 2023 7pm		Thursday 7 <sup>th</sup> December 2023 7pm	<b>Spring</b>	Thursday 11 <sup>th</sup> January 2024 7pm		Thursday 7 <sup>th</sup> February 2024 7pm		Thursday 7 <sup>th</sup> March 2024 7pm		Thursday 21 <sup>st</sup> March 2024 7pm	<b>Summer</b>	Thursday 25 <sup>th</sup> April 2024 7pm		Thursday 9 <sup>th</sup> May 2024 7pm		Thursday 27 <sup>th</sup> June 2024 7pm		Thursday 11 <sup>th</sup> July 2024 7pm	
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### Summary of Actions Arising from FGB 7<sup>th</sup> September 2023

Item	Action	Assigned
<b>5</b>	Set date for Forest School Open Morning this term Organise Staff Well-Being Survey in next couple of weeks (by end of Sept?) Look into Unconscious Bias training Check Tom Legge DBS in progress	HT HT Chair Clerk
<b>6</b>	Confirm NGA Code of Conduct, Governors Good Practice Guide, KCSiE and Safeguarding e-learning on Gov Hub Clerk to add Safeguarding e-learning to Oct agenda <a href="https://www.hants.gov.uk/education/governortraining/safeguarding/presentation.html5.html">https://www.hants.gov.uk/education/governortraining/safeguarding/presentation.html5.html</a>	ALL Clerk
<b>7a</b>	Confirm new Resources Link Gov role for NP Seek new HTPM governor for training	Chair Chair/DTG
<b>8b</b>	Schedule one school visit by half term	ALL
<b>9c&amp;d</b>	Add Complaints Policy and TORs (Exclusion & Complaints Committee and Pay Panel) to October agenda	Clerk
<b>9e</b>	Check whether E-Safety Policy has been reviewed by NP	Chair/NP
<b>10b</b>	Send GIAS information to the HT	Clerk
<b>11b</b>	Incorporate SIP into Safeguarding Action Plan	Chair/HT/JR
<b>12</b>	Set up safeguarding training for school assembly/classes/and evenings online for parents	