



**MINUTES OF A MEETING OF THE LEADERSHIP AND MANAGEMENT
COMMITTEE OF HAVANNAH PRIMARY SCHOOL
HELD ON THE 28th NOVEMBER 2019**

Governors Present:	Stef Williams (SW) Suzanne Hayes (SH) Alex Thompson (AT) George Hayes (GH)	Head Teacher Committee Chair
Also in attendance:	Maria Wilson (MW) Deb Ball (DB)	Clerk to Governors School Business Manager

PART ONE: NON- CONFIDENTIAL BUSINESS

	The Part Two agenda was discussed after Item 4 of the Part 1 agenda on account of decisions needing to be made by the Committee.	Actions
1	<p>APOLOGIES</p> <p>Governors were welcomed to the meeting.</p> <p>Apologies were received and accepted from John Sherwood.</p>	
2	<p>CONFLICT OF INTERESTS</p> <p>Governors were asked to declare any pecuniary interests. The following were declared:</p> <p>Alex Thompson: employed by the Congleton Education Community Partnership; Governor at Goostrey Primary School</p> <p>George Hayes: employed by Cambridgeshire County Council and Cheshire East County Council; Director of East Cheshire Chamber of Commerce and Enterprise; Sister: Martha Hays employed in the Local Government department of Congleton Town Council; Governor at Buglawton Primary School; Member at Crewe Engineering and Design UTC</p> <p>There was no conflict of interest anticipated with the business of the</p>	

	meeting.	
3	<p>ELECTION OF CHAIR</p> <p>The Clerk advised the meeting that she had received no nominations for the role of Chair in advance of the meeting. SH was proposed from the floor.</p> <p>SH accepted the nomination and was duly elected as Committee Chair for a further term of one year.</p>	
4	<p>TO CONFIRM THE MINUTES OF THE 24TH JUNE 2019 MEETING</p> <p>The minutes from the meeting held on the 24th June 2019 had been circulated to Governors in advance.</p> <p>The minutes were accepted as a correct record of the discussion held, were signed by the Chair and retained at the school.</p>	
5	<p>TO REVIEW THE MATTERS ARISING FROM THE 24.6.19 MEETING AND TO REVIEW THE ACTION LOG</p> <p>There were no matters arising from the minutes for discussion.</p> <p>The action log from the meeting was reviewed. The following points were made:</p> <ul style="list-style-type: none"> • The register closing date for attendance was believed to be May half-term. • The standard Retention Schedule is used by the school. It was noted that this document needs to be reviewed with a view to personalising it for Havannah Primary School. It then needs to be lodged on the school website for Freedom of Information purposes. • There have been no further developments regarding the defibrillator. There is no requirement for anyone to be trained to use it as instructions accompany the device. • The school uniform supplier does not provide ties on a clip for primary age pupils for Health and Safety reasons. The school will use either ties on an elastic band or normal ties. • A Pre-School Action Plan has not been required: numbers attending the Pre-School are good. Marketing for the Pre-School is being discussed though. • There was a question asked about adding the Forest School logo to Havannah's documentation. There were two schools of thought: one stated that it is an unnecessary addition and the other that it promotes one of the school's activities. The promotion view was taken by the majority of Governors. Governors were advised that the Forest School is used by Early Years and Reception pupils as a matter of course; Havannah Hangout pupils use it after school on a Monday and for all other pupils it is to nurture their curriculum. The facility is solely for the use of Havannah pupils because of current 	DB

	<p>capacity levels.</p> <ul style="list-style-type: none"> • A payment for trips sheet was sent out to parents at the start of the current school year. • The Sports Grant annual statement is on Governor Hub and the school website. • The school's non-negotiable statements have been completed. • The Uniform Policy has been amended and is on the school website. <p>Challenge: Why does the Policy allow the wearing of boots when a previous meeting has stated that this would not be the case?</p> <p>Response: The relevant meeting minutes were consulted and clarification reached.</p> <p>Action: To amend the Uniform Policy wording regarding boots</p> <ul style="list-style-type: none"> • The first quote to secure air conditioning in the conference room has been received. The two remaining quotes should be available for the August FGB meeting. • There was a discussion of using an independent agency to comply with GDPR (General Data Protection Regulations) and to provide a DPO (Data Protection Officer) service for the school. This was rejected by Governors. 	SW
6	<p>TO REVIEW THE TERMS OF REFERENCE</p> <p>The Terms of Reference document had been circulated to Governors in advance.</p> <p>No changes were made to the document.</p>	
7	<p>TO RECEIVE A FINANCE UDATE</p> <p><u>Review of the 2019-2020 Budget</u></p> <p>DB advised Governors of the following points: The school is in receipt of an additional £3k as a result of the Pension Grant being continued for a further year.</p> <p>Challenge: Does the Grant cover the increase in pension contributions?</p> <p>Response: It will do if there are no pension claims.</p> <p>The following question was asked: Challenge: Why does the school not charge members of staff for taking a school lunch?</p> <p>Response: It does. The only members of staff who receive a free lunch are the duty members of staff.</p> <p>The remaining discussion of the budget documents was referred to the Part</p>	

	<p>Two minutes.</p> <p>Discussion of Novovirus and the submission of Governor questions was discussed at this point but will be noted in Item 18: AOB.</p> <p>6.52pm: George Hayes left the meeting.</p> <p>Discussion of the Social Media Policy was held at this point. This will be noted in Item 11: To receive the following policies.</p> <p>6.55pm SW and AT left the meeting The meeting was not quorate from this point onwards.</p>	
	<p>There was no discussion of: Item 8 To receive the school's PE Funding Statement and Plan. These had been discussed at Teaching and Learning Committee and are on the school website.</p> <p>Item 9 To receive the school's Pupil Premium Statement</p> <p>Item 10 To review Priorities 8-10 of the School Development Plan</p>	
11	<p>To receive the following policies: Staff Code of Conduct/discipline/grievance Allegations of abuse against staff Complaints Admissions Fire/Evacuation Health & Safety Uniform Policy</p> <p>Uniform Policy had been discussed in Item 5: Matters Arising and Action Log Review.</p> <p>SH advised the meeting that the Social Media Policy which had been circulated to Governors did not appear to be the same version as that reviewed by SH in advance of the meeting.</p> <p>Action: SH to re-read the Policy circulated</p>	SH
12	<p>To receive the Retention Schedule</p> <p>This item had been noted in Item 5: Matters Arising and Action Log Review.</p>	
13	<p>To receive a Land Ownership/Access Update</p> <p>DB advised the meeting that this item referred to the access path at the back of the field where erosion has caused the path to move closer to the</p>	

	<p>river's edge.</p> <p>DB added that a complaint had been received from a resident regarding the lack of visibility of the stumps defining the boundary: the fluorescent paint having worn off. There had been a discussion of whose responsibility it was to re-paint the stumps on account of capability in the event of someone falling in to the river.</p> <p>DB advised that the developers of the nearby houses had completed a walk through and had contacted the Public Right of Way Team. No feedback had been received. The questions asked were: is it the school's land or private land? Can access be denied?</p> <p>The school had been advised that if it is their responsibility and they block off the access to protect all individuals on school premises there would be an appeal. The only area which the school could close off would be the corner from Havannah Lane to the chain link fence via the field. It was noted that this is used as a short cut by pupils going from the village to the playground. There is an alternative route which can be taken though.</p> <p>Action: DB to forward the email conversation to SH</p>	DB
	<p>There was no discussion of: Item 14 To receive an ICT Developments update</p>	
15	<p>SFVS COMPLETION: PROCESS AND PROCEDURES TO BE DISCUSSED</p> <p>It was noted that there was a new form to complete with more questions.</p> <p>SH agreed to complete the document again.</p> <p>DB showed SH the new SFVS dashboard.</p>	
16	<p>TO REVIEW GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>Action: Clerk to look up if Havannah has purchased the CE Training package</p>	Clerk
	<p>There was no discussion of: Item 17 Director's Report Letter: CE GLD information Restructure of the Attendance and Children Missing Education Team Safeguarding SLA Section1, Item 2: LA Model Complaints Policy Section 1, Item 5: New advice on structures for school academies and MATs Section 2: Schools' Funding Formula Section 3: Free DfE Support for Maintained Schools: Financial</p>	

	<p>Management</p> <p>Section 4: Framework for Ethical Decision making in Education</p> <p>Section 5: Recruitment</p> <p>Section 6: Professional Standards for School Business Leaders</p> <p>Section 7: Changes to Schools' Financial Value Standard 2019/2020</p> <p>Section 8: Update on implications of Brexit for Schools – National advice</p> <p>Section 10: Admissions</p> <p>Section 11: Assessment for Newly Qualified Teachers</p> <p>Section 12: School Teachers' Pay Award 2019</p> <p>Section 13: Salary overpayments</p>	
18	<p>AOB</p> <p>The following two points have been recorded in AOB:</p> <p>There was discussion of a letter being sent to parents regarding Novovirus: reminding them that their child cannot return to school until 48 hours after the last symptom has been displayed.</p> <p>John Sherwood's questions were discussed. It was noted that the submission of questions is perfectly acceptable but some conversation regarding the matters would be helpful as an accompaniment. SW advised that the Health & Safety Report had been uploaded to Governor Hub.</p>	
19	<p>IMPACT STATEMENT</p> <p>Governors were advised of a potential health and safety risk regarding the access path at the rear of the school field. Options moving forward were discussed to minimise the liability of the school. It was agreed that Governors would monitor the situation moving forward.</p> <p>Governors were advised of a number of staffing issues. These were discussed with regards to their impact on both the member of staff and the school. Further discussion was referred to the Autumn Term Full Governing Board meeting.</p> <p>Governors discussed a range of financial issues: staff absence insurance renewal; Pre-School fees and staff salary proposals. Cost analysis discussions took place to ensure the best value choices were made for the school in its current budget position.</p>	
20	<p>DATE OF NEXT MEETING</p> <p>This was agreed:</p> <p>Monday 16th March 2020</p>	

The meeting ended at 7.30pm.

..... Chair

..... Date