



Carlisle & Hampton Hill Federation



Carlisle Infant School

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Headteacher: Mrs Z Brittain BA (Hons)

Deputy Headteacher: Miss V Trinder BA (Hons)

Hampton Hill Junior School

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Website: www.hamptonhill.richmond.sch.uk

Headteacher: Mr A Went B.Ed (Hons)

Deputy Headteacher: Mrs A Appleyard BAQTS

FULL GOVERNING BODY MINUTES

Time, date & location:

6.30 pm – 7.55 pm on Thursday 13 September 2018 at Hampton Hill Junior School

Governor attendance:

Name	Category of governor	Attendance
Billy Day	Local authority	Yes
Alison de Lord	Co-opted (community)	Yes
Jerry Appleyard	Co-opted (community)	Yes (from 6.35pm)
Maggie Bassett	Co-opted (community)	Yes
Ian Seeds	Co-opted (community)	No
Sharon White	Co-opted (community)	Yes
Derek Winterburn	Co-opted (community)	Yes (until 7.40pm)
Paul Morgan	Elected parent	Yes
Nina Raban	Elected parent	Yes
Zoe Brittain	Headteacher	Yes
Alan Went	Headteacher	Yes
Karen Hood	Co-opted (staff)	Yes
Polly Jones	Elected staff	Yes

Note: Only governors may vote at Full Governing Body (FGB) meetings.

Other attendees:

Jane Anderson	Clerk to Governors
Mandy Appleyard	Deputy Headteacher, Hampton Hill Junior School
Vicki Trinder	Deputy Headteacher, Carlisle Infant School
Caroline Wrigglesworth	Safeguarding, Inclusion & Admissions Officer

Final minutes to be sent to:

All members of the Full Governing Body and on website once approved

Papers

<ul style="list-style-type: none"> Minutes of previous meeting FGB terms of reference Scheme of delegation Code of conduct Register of interests form Committee terms of reference x 3 	<ul style="list-style-type: none"> Committee membership list Calendar of meetings Deadlines for meetings Achieving for Children CPD schedule Draft School Improvement Plans Policy spreadsheet
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Preliminaries

1.	<p>Opening</p> <p>The Clerk opened the meeting and welcomed the governors, especially those joining the governing body for the first time, to the meeting. IS was absent. Apologies were received and accepted for DF. One item of any other business was added to the agenda.</p>
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2.	<p>Election of the Chair and Vice Chair of Governors Billy Day was elected, unopposed, as the Chair of Governors for the academic year 2018/19. BD took the chair.</p> <p>Alison de Lord was elected, unopposed, as the Vice Chair of Governors for the academic year 2018/19.</p>
3.	<p>Declarations of interest All members were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion at the meeting.</p>
4.	<p>Minutes of the previous meeting The minutes of the previous meeting, held on 12 July 2018, were agreed as a true and accurate record and were signed by the Chair.</p>

Matters arising from actions agreed at previous meeting

5.	<p>All actions agreed at the last meeting were complete and did not require further discussion, except for the following items which would be completed this half term.</p>
	<p>Self-evaluation forms (SEFs)</p> <ul style="list-style-type: none"> • Introduce consistent format for SEFs between the schools (ZB & AW) • Add background text in HHJS SEF similar to CIS text, relating to mixed community (AW)
	<p>School Improvement Partner reports: Add health and safety external audit to autumn agenda for Finance & Premises Committee (Clerk)</p>
	<p>General Data Protection Regulation (GDPR): Put the school email addresses of the Chair of Governors, safeguarding governor and committee chairs on the website (Clerk)</p>

Presentation on USO-FX

6.	<p>USO demonstration CW gave a demonstration of the USO FX system which governors should use for all confidential correspondence, for example when dealing with complaints.</p> <p>Q. How should confidential information be sent externally? A. Information should be sent to AfC using this system. Password protection should be applied to confidential documents being sent to other external organisations not on the USO-FX system.</p>
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Governing body matters	Action
<p>7. Membership</p> <p><u>Governor vacancies</u> Governors were informed that Ruth Wright (the safeguarding governor) had resigned from the governing body over the summer. This left two co-opted governor vacancies. It was agreed that James Jordan would be offered one of the positions. The other vacancy would be advertised in the newsletter. It was agreed that PM would be the safeguarding governor.</p> <p><u>Associate members</u> The governing body approved the appointment of the following associate members (with voting rights on the committees on which they serve) for a period of one year: Mandy Appleyard, Jonathan Cardy, Heidi Davies, Danielle Fawcett, Sharmila Hanson and Vicki Trinder.</p>	

	<p><u>Induction</u> It was noted that inductions were underway for MB and NR. They were in touch with the Clerk and their buddies about any outstanding matters. An induction checklist had been drafted by Heidi Davies and once this had been refined by the Pay & Personnel Committee it would be sent to new governors.</p> <p><u>ACTIONS:</u></p> <ul style="list-style-type: none"> • Offer James Jordan co-opted governor position • Advertise remaining co-opted governor vacancy in newsletter 	BD SW
8.	<p>Governing body terms of reference and delegations The governing body reviewed its terms of reference and scheme of delegation. The updated budget approval process agreed at the July FGB meeting had been incorporated. Both documents were approved.</p>	
9.	<p>Conduct and interests Governors reviewed and approved the code of conduct, which all governors agreed to abide by.</p> <p>Governors returned declarations of interest forms to the Clerk. They were reminded that at the start of every FGB and committee meeting they would be provided with the opportunity to declare their interests.</p> <p><u>ACTIONS:</u></p> <ul style="list-style-type: none"> • Return any outstanding declaration of interest forms to the Clerk as soon as possible • Create annual register of interests and upload to website • In February remind governors of their duty to declare interests, in case of updates 	All Clerk Clerk
10.	<p>Committees <u>Terms of reference</u> The FGB reviewed and approved the terms of reference of its three committees: Achievement & Families (A&F), Finance & Premises (F&P) and Pay & Personnel (P&P). A Strategy Group led by the Chair of Governors would also meet, but without formal delegations.</p> <p><u>Calendar of meetings</u> The calendar of meetings was discussed and agreed, subject to:</p> <ul style="list-style-type: none"> • Moving the first meeting of A&F to 10 October; and • Acknowledging that limited in year changes could be necessary due to unforeseen circumstances. <p>Governors were reminded of the legal requirement to publish meeting agendas seven clear days before meetings. The associated deadlines in relation to meetings were noted.</p> <p><u>Committee membership</u> Committee membership, including chair and vice chair positions were agreed in line with the paper circulated, with the following changes:</p> <ul style="list-style-type: none"> • PM to join A&F as safeguarding governor, in addition to being Vice Chair of P&P; • MB to be Vice Chair of A&F; and • The co-opted vacancy to be advertised would not be allocated to a specific committee at this time. <p><u>ACTION:</u> Update committee membership and calendar and upload to website</p>	Clerk

11.	<p>Governor skills</p> <p>The governing body discussed the importance of conducting an annual skills audit. Governors were encouraged to take advantage of the range of training provided by AfC.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Provide details of future school safeguarding training, for circulation to governors via the Clerk • Ask Heidi Davies to conduct governor skills audit 	AW Clerk
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School improvement and evaluation

12.	<p>School improvement plan (SIP) for 2018/19</p> <p>Governors reviewed the draft SIPs which headteachers had circulated in advance of the meeting. The documents had also been sent to the leadership team for review. Final documents would need to be in place in the next few weeks to drive school improvement. ZB, VT and AW were thanked for producing such advanced drafts in time for this meeting.</p> <p>The “Maintained areas from previous SIP” section was considered to be a positive addition and governors were pleased to see consistency of approach between the two schools’, throughout the documents.</p> <p>Q. Why is maths mastery on the front cover as a priority for CIS, but not HHJS? A. Maths mastery is a focus for HHJS, but it is already embedded and so is not one of the highest priorities.</p> <p>Q. Is quality of writing in non-English subjects a focus for HHJS? Yes, but not as a priority. It is a priority for CIS and was identified as a target in the recent Ofsted inspection.</p> <p>The documents were approved in principle with the following changes:</p> <ul style="list-style-type: none"> • HHJS - Move the “outcomes for pupils” to section 3, ahead of “personal development, behaviour and welfare”, to mirror CIS document • “Outcomes for pupils” should mention School Improvement Partner reports as evidence. • Remove “nursery feasibility” from front cover of both documents and ensure references to the long term site plan elsewhere in the documents are consistent and up to date. • Ensure clarity and consistency of terminology when referring to the 7 year curriculum, as opposed to the 6 year curriculum (from year 1 onwards). Headteachers to agree exact wording. <p><u>ACTION:</u> Incorporate agreed changes and circulate final versions</p>	AW & ZB
13.	<p>Policies</p> <p>Governors reviewed and approved the list of policies including approval arrangements, subject to the safeguarding policy being brought forward to this term, to take account of the latest update to Keeping Children Safe in Education. Governors were reminded of their obligation to read and understand this guidance.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Circulate updated version of Keeping Children Safe in Education to governors for all to read via the Clerk • Provide updated Safeguarding Policy for review and approval at October Achievement & Families Committee meeting, with FGB ratification in December 	VT VT

14.	<p>GDPR Governors had been reminded of the importance of only sharing confidential information via the USO-FX system earlier in the meeting. There was nothing further to discuss under this item.</p>	
15.	<p>Complaints There were no outstanding complaints. It was reported that the outgoing safeguarding governor had been working with AW on schemes of work regarding pastoral care, as a result of a previous complaint.</p> <p><u>ACTION:</u> Discuss schemes of work on pastoral care to ensure no further work required</p>	PM & AW
16.	<p>Communication with parents It was reported that SW had agreed to take on writing the governor newsletter issued after each FGB meeting.</p> <p>Governors discussed the idea of requesting voluntary contributions from parents. It was noted that this issue had been raised by staff who were aware that other local schools were taking this approach. It had previously been dismissed by governors, but it was agreed that some more exploratory work should be undertaken. It was agreed that no system should be rolled out until a suitable electronic payment platform was in place.</p> <p>It was agreed that this edition of the newsletter should cover:</p> <ul style="list-style-type: none"> • Changes to the governing body, including the new Chair • Reminder about the governor information on the website • New SIPs • Advertise for a new co-opted governor • Celebration of successes to celebrate – headteachers to forward information • Parental contributions – highlighting ways in which parents can contribute (e.g. through volunteering, buying items from a wish list and donating ingredients for cookery) and asking for any views on a possible financial contribution system be sent to the Clerk <p><u>ACTIONS:</u></p> <ul style="list-style-type: none"> • Investigate how well Hampton Junior School’s voluntary contribution system is working and report back • Look at HHJS payment system to see how easy it is to use • Draft newsletter for Chair to approve 	DF NR SW
17.	<p>AOB – Governor presentation at staff inset day It was reported that JA, ADL, BD and SW had spoken to staff about the work of the governing body and school finances at a recent inset day. They had updated staff on discussions with the local authority about the longer term sustainability of the Federation. This included the possibility of selling the existing HHJS site and co-locating the schools on the CIS site and the adjacent site which was temporarily occupied by Turing House School. Governors reported that the local authority had committed to commission valuations of all three sites.</p> <p><u>ACTION:</u> Circulate presentation given at staff inset day</p>	AdL

Next meeting: 6.30pm on Thursday 6 December 2018 at Carlisle Infant School

Signed:**Date:**.....