

**PART ONE**

**MINUTES OF THE FULL GOVERNING BODY  
OF DORMANSLAND PRIMARY SCHOOL  
HELD IN SCHOOL on TUESDAY 14 SEPTEMBER 2022 AT 4PM**

<b>Present:</b>			
Liz James: LJ: Chair	Parent	Marie Langer: ML	Co-opted
Keith Coleman: KC V-Chair	Parent	Ef시오 Gigliotti: EG	Co-opted
Alex Sweetlove: AS	Co-opted	Mark Cook: MC	Co-Acting Headteacher
Faye Davies: FD	Co-Acting Headteacher	Hayley Cooke: HC	Staff
<b>In attendance:</b>			
Catriona Sanderson: CS	Clerk		

1.	<p><b>WELCOME &amp; ADMINISTRATION</b></p> <p>a) Apologies received and accepted from Jenny Ashley</p> <p>b) No declarations of interest in specific agenda items</p> <p>c) Governors reminded to return annual register of interests form to clerk.</p>	
2.	<p><b>CHAIR'S ACTION:</b></p> <p>An extraordinary meeting of the governors was held on Monday 22 August. Governors discussed proposition from the previous headteacher, Sarah Stokes that she be released from her role as headteacher at Dormansland School. Noted that SCC were her employers and had already agreed to release her. <b>Governors therefore agreed this proposition.</b> In response to this the judicial review that governors had been working on was closed.</p> <p>FD and MC had agreed to become co-acting heads whilst the governors recruited a new headteacher.</p>	
3.	<p><b>CLERK'S UPDATE: PROCEDURES, ROLES &amp; RESPONSIBILITIES</b></p> <p>a) Governors confirmed they were happy for their contact details to be circulated within the school and with other governance agencies.</p> <p>b) Clerk/SBM to inform SCC of emergency contact details. <b>Action: CS.</b></p> <p>c) New Governor Training record started and governors noted SAfE training the following evening on Ofsted Readiness.</p> <p><b>Roles confirmed as follows:</b></p> <p>d) Governor responsible for liaison with LA in the event of an allegation (Child Protection) against headteacher: <b>LJ</b></p> <p>e) Pay Committee: <b>JA, LJ and AS:</b> 21 November: committee members to agree time. <b>Action: CS to organise</b></p> <p>f) Headteacher Appraisal Review Panel: Two out of <b>LJ, JA and AS:</b> date to be agreed by Alison Day: <b>Action: CS to inform panel of date.</b></p> <p>g) Appeals Panel: set as required.</p> <p>h) Child Protection/Safeguarding Governor: <b>ML</b></p> <p>i) Looked After Children: <b>JA</b></p> <p>j) SEND: <b>JA</b></p> <p>k) Health &amp; Safety: <b>EG</b></p> <p>l) Finance: <b>KC,</b> supported by LJ if required.</p> <p>m) Training: <b>KC</b></p> <p>n) Data Analysis Group: <b>JA, EG, AS</b></p> <p>o) Catering: A working group was no longer required. Olive Dining had started providing hot lunches and so far there was very good feedback. Governors agreed to put discussions about a new kitchen on hold to see how the new catering arrangements worked over the next term. KC noted that a future consideration was the provision of improved catering for Amigos.</p> <p>p) Carpark: Governors questioned if this still needed to be addressed. KC said it was a priority, but already in progress with Tandridge planning</p>	<p><b>CS</b></p> <p><b>CS</b></p> <p><b>CS</b></p>

	<p><b>Action: KC to contact Tandridge again for an update on progress.</b></p> <p>q) Governors agreed to continue holding closed meetings</p> <p>r) Governors agreed to the alternative participation protocol.</p> <p>s) Governors agreed to the professional negligence and confidentiality statements.</p> <p>t) Governors agreed to Code of Conduct and were asked to return a signed copy to Clerk.</p> <p>u) Governors approved the Terms of Reference, noting it was within their gift to update and change these as required. LJ noted the importance of Code of Conduct and TOR as these clearly denoted the role of governance, giving guidance about the difference of working strategically as against operationally.</p>	<p><b>KC</b></p>
<p>4.</p>	<p><b>SAFEGUARDING: FD</b></p> <p>a) Governors appointed Faye Davies as the school's Designated Safeguarding Lead (DSL) and Mark Cook, Julie Lochhead and Emma Higginson as Deputy DSLs. <b>LJ asked FD to confirm how she thought those in position were the best fit for the role.</b> FD confident they were, due to other roles they held in school, for example as an ELSA which ensured good linking of information. <b>LJ asked if there were extra costs involved in being a DSL?</b> No</p> <p>b) <b>Safeguarding Update:</b> All but one staff member had now attended updated KCSIE training. School subscribed to the Safeguarding Network allowing staff to complete an online quiz by 19<sup>th</sup> September. This also provided a calendar of training material for DSLs. Governor section to be considered. All staff had been sent latest guidance on behaviour in schools. ML and FD had dates booked in for ML to visit school to complete Governor safeguarding audit and SCR. Essex CC, in light of the DfE's recent recommendation to have Internet and Adverse Media Checks as part of the recruitment process within schools, had created an Employment Vetting check specifically for this. School had access to this. No hostile incidents to report this term. No racial, homophobic, or bullying incidents. No Exclusions or Complaints. Fire drill had taken place 14/9 Taking 2m27secs, last year's was 3.13 secs. Noted that if classroom doors shut in Y2 and YR and there was a lot of noise it was hard for fire alarms to be heard. Governors <b>agreed</b> that alarms must be audible when school at full capacity. <b>Action: FD to email facilities team to ask for another alarm to be fitted.</b> A date for lockdown (Lock-in drill) was planned.</p> <p>c) <b>Keeping Children Safe in Education 2022:</b> Governors had been asked to read and sign form to confirm they had done this and understood their responsibilities. List of signatures now held in school.</p> <p>d) <b>Safeguarding Training for Governors:</b> ML, EG and LJ had attended training which the clerk noted. ML reported that following recent training on Child Protection and Online Safety, it was recommended that all governors took part in Online Safety training. Governors discussed how best to do this and other safeguarding training. <b>Action: FD to provide safeguarding training update in Spring One Term. CS to note for agenda. FD to look at what the Safeguarding Network provided for governors and come back with options.</b> ML noted that as governors prepared to hire a new head, governors on the recruitment panel would need safer recruitment training. Noted that AS and LJ already had this. ML, particularly in her role as safeguarding governor to undertake training. <b>Action: LJ to forward details of a course.</b></p> <p>e) Governors <b>approved</b> the Child Protection and Safeguarding Policy. <b>EG asked if the school ever took on work experience students.</b> Yes. <b>He asked if private companies got involved to provide resources.</b></p>	<p><b>FD</b></p> <p><b>FD, CS</b></p> <p><b>LJ</b></p>

	<p>No, this came through their sending school. <b>He asked if there was insurance cover.</b> Yes, again provided by their school.</p>	
5.	<p><b>HEADTEACHER REPORT</b></p> <p>An assembly had been held the previous Friday to mark the death of the Queen. Letter had been sent out by 8.30am to let parents know what was happening in school and the resources staff could use to support the children. Children had been very respectful and some had brought in books they were given about the Queen during her Jubilee as recent news had prompted more interest in the Queen.</p> <p>Four new members of staff, including Mollie Moe welcomed back to begin as a SCITT student. One new member of staff in After School Club. Currently advertising for mid-day supervisors and FD was confident places would be filled. Previous Y6 pupils, now in Y7 were welcomed back at the start of term to receive their yearbooks. They were asked if they preferred to meet in summer or autumn and all agreed much better to meet in September as most of them had not seen each other over the summer.</p> <p>Very positive feedback about new catering arrangements, with lots of choice, less mess on floor, and high quality even though food being brought in.</p> <p>All reception children now in school. Only 24 but a high needs class. Governors commented on the low numbers and raised their concerns about how this would affect the school's finances. FD and MC agreed but reported this was similar across other local schools due to a lower birth-rate. 28 places were originally allocated but for various reasons, including the splitting of a pair of twins, one going private and house sale falling through for a family due to move to area, numbers had fallen. <b>LJ asked if it could be related to the previous head leaving.</b> No, places allocated prior to this. FD and MC were confident of numbers for the following year and were working on a marketing campaign. School was being promoted across many local groups. Poster gone to mums and toddler groups. Flyers to preschool. Small group tours booked in.</p> <p>FD and MC had been offered support from SaFe in capacity as new head teachers. Attending a breakfast briefing on 15 September. Noted that Roxanne Gumbs had also been in touch about process for appointing new Head.</p> <p><b>Teaching and learning:</b> Pupil progress meetings taken place to review last years' results. MC and FD had set targets for the year which they would be presenting to staff the following week and would bring to next Governor meeting. <b>Action: Clerk to note for agenda.</b></p> <p>Draft SDP presented to staff the previous day and would go to TAs, following week. Still being finalised with input from staff. KC pleased to note that TAs to be included as their lack of involvement had been mentioned at inset in July. FD confirmed they were included as much as possible and got to see staff meeting minutes. <b>LJ asked if the low YR cohort featured on SDP.</b> No, it needed to sit outside this.</p> <p>Subject coordinator roles had been reallocated, all staff happy, one elated as they had never been asked before at previous schools as part time. Groups mixed experienced staff and those new to coordinating. <b>LJ asked if being a subject co-ordinator came with a TLR?</b> No, but time out of class was given. However, FD noted this was unusual and most schools would expect you to carry out the role in your own time.</p> <p>Met with local clergy team. Ian Whitley and Nigel Hinton. Keen to rekindle links. Dates in diary for Christmas, Easter, a Values assembly and Remembrance day. Ian, at last organising a key for the church. He had also offered to support</p>	CS

	<p>staff wellbeing and was keen to talk to any staff that felt they might want this, two staff members had already asked for his number. FD and MC glad to be rebuilding links.</p> <p>FD and MC had been worried about any reactions school stakeholders may have concerning the changes in leadership but said teachers and TAs had been very supportive as had parents. Pupils also seemed ok, only one had said they were missing Bourbon the dog, all in all a very positive start to term. Some changes being made and they were keen to ensure that the unique identity of Dormansland school would not be lost when a new head arrived, noting they would be able to report on the positive changes they had made. MC also noted that other staff had stepped up to support changes in roles.</p> <p>Governors were extremely grateful to MC and FD for taking on the enormous responsibility to lead the school at such short notice and noted that they were excelling in the roles. Governors thanked them very much for all they were doing.</p>	
6.	<p><b>POLICIES</b></p> <ul style="list-style-type: none"> <li>• <b>Online Safety: EG asked how the provision for cyber-security was handled in school.</b> This came through a national framework called London Grid for Learning. He also noted that the policy stated the head was responsible for any malicious <b>attacks and asked how this was dealt with.</b> This formed part of SLA with London Grid for Learning. Governors <b>approved</b> the policy.</li> <li>• <b>Staff Code of Conduct: EG asked if the content formed part of the recruitment process.</b> It was part of induction. <b>EG queried the reference to tattoos.</b> Noted that there was no significant impact on staff. Governors <b>approved</b> the policy.</li> </ul> <p>Governors agreed that in future there should be a better timeline to receive policies and ask questions in advance. <b>Action: Clerk to prepare this for next meeting.</b> Also noted that governors must not stray into operational matters when reviewing policies, but rather ensure they were confident the policies were fit for purpose and the school was carrying out what it said it did, within any given policy. For example, governors might question how they could know the school adhered to a point in a policy.</p> <p><b>Governors noted the following policies which they were not required to approve:</b></p> <ul style="list-style-type: none"> <li>• Asthma</li> <li>• Behaviour, Safety and Welfare</li> <li>• Curriculum (Website)</li> <li>• E-Safety parent agreement</li> <li>• Parent Code of Conduct</li> <li>• Whistleblowing.</li> </ul>	CS
7.	<p><b>GOVERNOR MONITORING</b></p> <p>It was agreed that the monitoring schedule should be simplified to reflect the SDP and practicality of time available to staff and governors for visits. <b>Action: FD, MC to work on a new document. CS to provide examples from other schools.</b></p> <p>FD also encouraged governors, that if they ever just wanted to visit the school informally, they were welcome.</p>	FD, MC, CS
8.	<p><b>MINUTES:</b> Governors <b>approved</b> the minutes of the meeting held on 12 July 2022 as an accurate record and they were signed by the Chair. Action List updated.</p>	
9.	<p><b>WHAT HAVE WE DONE AT THIS MEETING TO BENEFIT OR IMPROVE THE EDUCATION OF THE CHILDREN IN OUR SCHOOL?</b></p>	

	<ul style="list-style-type: none"> <li>• Support of the governors enabled stability of the school to be maintained as the new year began.</li> <li>• Governors had made decisions to ensure that there was no impact on the children or the reputation of the school.</li> </ul>	
10.	<b>DATES OF NEXT MEETINGS</b> <ul style="list-style-type: none"> <li>• Monday 23 January 2023, Wednesday 8 March 2023</li> <li>• Thursday 4 May 2023, Wednesday 12 July 2023.</li> </ul>	
	Meeting ended at 5.30pm	

**Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.**

Signed..... Date.....