



BUTTSBURY JUNIOR SCHOOL

Company No: 07601846

Minutes of the Governing Body Meeting, 26 September 2019, 7.05pm, Buttsbury Junior School

Present:	Adam Breathwick	Community Governor
	Sue Cheesman	Community Governor
	Jenni Hamilton-Morris	Community Governor (<i>left, 8.55pm</i>)
	Simon Harbrow	Community Governor
	Steve Lague	Parent Governor
	Michael McGowan	Community Governor (Chair)
	Aaron Mears	Parent Governor
	Ann Robinson	Staff Governor (ex officio) / Headteacher
	Svetlana Warhurst	Parent Governor
Also in attendance:	Sue Julian-Ottie	Secretary to the Governing Body
	Adam Graves	Deputy Headteacher / Observer

PART A

A Welcome

1. Welcome & Apologies for absence

The Governing Body accepted apologies from Les Sheppard (holiday). The meeting was quorate (quorum being 5; 9 Governors were present).

2. Notification of any other urgent business

Governors agreed to discuss the following item:

2.1. To receive the Billericay Community Trust (BCT) Vision statement.

3. To declare any conflict of interest with any items on the agenda

There were no conflicts of interest declared.

4. To declare receipt or provision of any gifts and / or hospitality

There were no declarations of gifts or hospitality having been received or given.

5. To agree minutes of previous meeting (17 July 2019)

The Governing Body agreed that the minutes of the previous meeting of 17 July 2019 was an accurate record of that meeting.

6. Action Points from previous meeting (17 July 2019)

6.1. It was noted that the School Development Plan (SDP) would be RAG-rated at each

subsequent meeting but not at the current 'Business' meeting.

- 6.2. The Headteacher thanked all Governors for attending and Simon Harbrow for delivering the Ofsted training. Governors agreed that it had been very valuable.
- 6.3. The Chair reported that he had not had an informal discussion with the Governor who had raised concerns about the meeting structure; however, it was felt that this was no longer necessary.
- 6.4. The Headteacher explained that the School had decided that it would be more practical to conduct 6 weekly rather than monthly Safeguarding Culture surveys for staff members. This was being addressed by the Deputy Headteacher.
- 6.5. See Part B for feedback on confidential action point.

It was noted that all other action points had either been discharged or were on the agenda.

B Strategic: SCHOOL

7. To review and approve the School's updated Self Evaluation Form (SEF) and Governor columns in the SEF

The Headteacher explained that the School's latest SEF was in-line with the new Ofsted Framework. The Headteacher and Chair of Governors had reviewed the Governing Body SEF and had revised it so that it was linked more closely to the SDP and monitoring. The Chair of Governors explained that the 3 I's of the new Ofsted Framework (Intent, Implementation and Impact of curriculum) were clearly evident in the School's latest SEF. The Chair reminded Governors that they all needed to be very familiar with the SEF (**ACTION: All**). A Governor challenged how Governors had contributed to the SEF. The Headteacher reminded Governors that they had contributed by attending the SDP Planning Evening which had identified the School's priorities for the year and that they had had other opportunities to comment upon it. Governors had also helped to shape the SEF through their discussions of school data at Governing Body meetings. This was noted.

8. To receive the annual report on the impact of Pupil Premium and the Primary PE & Sport Premium funding for 2018-2019

Pupil Premium Grant (PPG)

- 8.1. The Headteacher explained that Governors had been provided with the public report on the use and impact of PPG that was published on the School's website as well as the more detailed, internal reports.
- 8.2. The Headteacher drew Governors' attention to the fact that the PPG pupils had made good progress during the previous year. Year 5 PPG was the only cohort of concern and this could be attributed to the fact that some of those pupils also had Special Educational Needs (SEN). The School's PPG Champion was helping to address this. Governors challenged that the report on PPG impact stated that the number of Year 5 PPG pupils

achieving Age Related Expectations had risen in all areas. The Headteacher referred Governors to the spreadsheet with the internal analysis that provided greater detail.

- 8.3.** Governors reviewed the PPG Budget allocation report and challenged why the number of pupils who were eligible for PPG had fallen from 19 in January 2019 to 10 in January 2020. The Headteacher explained that the introduction of Universal Infant Free School Meals (UIFSM) had removed the incentive for parents to apply for PPG. Governors challenged whether the 3 new PPG pupils were included in the PPG 2019/2020 budget allocation. The Headteacher explained that the School would only receive funding for half the year for those 3 pupils because they had joined the School after the January 2019 census.
- 8.4.** The Headteacher explained that because the School's PPG funding had fallen, the School had sought to reduce its PPG expenditure by reducing the amount allocated to uniform and equipment as this had not been used a great deal in the past. The Headteacher explained that Ofsted placed great value on schools providing enrichment activities or clubs for their PPG pupils; hence, BJS offered funding for its PPG pupils to attend 1 club each (or half funding for the 1 or 2 clubs that were expensive). In response to Governors' queries, the Headteacher reported that only 20% of PPG pupils availed themselves of this opportunity because it was not always convenient for parents to pick up their children at a different time. In response to Governor' queries the Headteacher confirmed that the School funded school daytrips and half funded residential trips for PPG pupils.

Primary PE & Sport Premium funding

- 8.5.** The Headteacher reminded Governors that this was an area of particular strength for the School. BJS was the first school within the William de Ferrers Schools Sport Partnership to receive a Platinum Award for the School Games Mark. The Headteacher explained that to achieve this, the School had had to engage pupils who were not usually involved in sport. Governors congratulated the School on achieving the Platinum Award.
- 9. To note the letter from the Chief Executive of the Education & Skills Funding Agency (ESFA) to the Chief Executive / Accounting Officer of BJS (19 July 2019) and to note that completing/submitting the School Resource Management Self-Assessment Tool (SRMSAT) has become mandatory (first submission deadline 14 November 2019)**
This was noted. The Headteacher reported that the completion of the SRMSAT was in hand. It was noted that this item would be discussed in more detail at the Finance, Facilities Management and Audit Committee meeting.
- 10. To note the letter from the Chief Executive of the Education & Skills Funding Agency (ESFA) to the Chief Executive / Accounting Officer of BJS (17 September 2019) and to note the requirement to complete/submit a survey regarding the School's preparation for Brexit**
The Headteacher reported that she had completed and returned the survey. Governors queried how the School had been affected by Brexit. The Headteacher reported that the only effect, to date, was that the butchers now required weekly payment because of the uncertainty created by the Brexit situation.

11. To note the latest publication of the Department for Education's (DfE) Keeping Children Safe in Education (KCSIE) document and to agree its implementation within school

The Governing Body adopted the latest KCSIE document and required all members of staff to sign a record to indicate that they had read, understood and agreed to abide by it. Governors signed to indicate the same.

12. To review the Child Protection Policy

A Governor challenged whether the School had a Staff Code of Conduct. The Headteacher confirmed that it did and that this was based on the erstwhile Essex Education Services (EES) model. The Governing Body approved the Child Protection Policy.

13. To review the Radicalisation and Extremism and Promoting British Values Policy

The Governing Body approved the Radicalisation and Extremism and Promoting British Values Policy.

14. To review the International Policy

Governors challenged whether the School had a named co-ordinator. The Headteacher confirmed that this was the Deputy Headteacher. The Governing Body approved the Policy.

15. To review the Community Cohesion Policy

The Governing Body approved the Policy.

16. To review the Multicultural Education Policy

The Governing Body approved the Policy.

17. To review Children with English as an Additional Language Policy

The Governing Body approved the Policy. In response to Governors' queries, the Headteacher explained that the Policy would next be reviewed in Autumn term 2020 and would not be amended prior to that if the School admitted a child whose first language was something other than that cited in the Policy. This was accepted.

18. To review the Monitoring Policy

The Governing Body approved the Policy.

19. To review Teaching & Learning Policy

The Headteacher explained that there had been quite a lot of revisions to the Policy; in particular, clauses had been added about live marking. A Governor had suggested including a definition of live marking and this had been added. The Governing Body approved the Policy.

20. To review Academically More Able Policy

The Governing Body approved the Policy.

21. To review Marking & Feedback Policy

The Headteacher reported that the School had trialled the Marking and Feedback Policy and had found that the changes had had a good impact on pupil outcomes. Governors noted that the style of writing was not consistent throughout the Policy. The Governing Body approved the Policy subject to this being amended (**ACTION: Ann Robinson**).

22. To review Target Setting Policy

The Governing Body approved the Policy.

23. General Data Protection Regulations (GDPR): To receive/declare report of any data breach

The Headteacher reported that there had not been any data breaches. Governors did not declare any data breaches.

24. To receive the Friends' Association's annual report for 2018-2019

The Governing Body was pleased to note that the Friends Association had raised over £26,000 for the School in 2018-2019 and expressed its gratitude to those involved, especially the Executive Committee. It was agreed that a Governor would write a letter of thanks to the Friends' Association on behalf of the Governing Body (**ACTION: Steve Lague**). In response to Governors' queries, the Headteacher confirmed that this was the last year for all 3 members of the Executive Committee. A Governor reported that the Executive Committee was actively trying to recruit new Committee members for the following year.

C Strategic: GOVERNANCE

25. To elect a Chair of Governors and to discuss succession planning

Nominations were sought and 1 was received. The Governing Body unanimously appointed Michael McGowan as Chair of the Governing Body until the first Governing Body meeting in 2020/2021. The Chair notified the Governing Body that he anticipated that this would be his last year as Chair of Governors because he had already served 4 years as Chair and 12 years as a Governor. The Chair explained that, in spite of this, he was committed to remaining in post until the School had received its pending Ofsted inspection. This was noted.

26. To elect a Vice Chair of Governors

Nominations were sought and 1 was received. The Governing Body unanimously appointed Adam Breathwick as Vice Chair of the Governing Body until the first Governing Body meeting in 2020/2021.

27. To appoint a Secretary to the Governing Body for 2019-2020

The Governing Body appointed Sue Julian-Ottie as the Secretary to the Governing Body until the first Governing Body meeting in 2020/2021.

28. To note & act on reminder to submit new Governors' Business Interest Form for Governors' Business Interest Register 2019-2020 and new Fit & Proper Person Form to Secretary

This was noted. Governors submitted their new Business Interest Forms and new Fit & Proper Person Forms.

29. To review Governing Body Membership

29.1. To note resignation of Parent Governor

29.1.1. It was noted that Cat Ramsden had resigned as Parent Governor due to ill health. The Headteacher reported that she had sent flowers to Cat on behalf of the Governing Body and Cat had asked her to convey her thanks to Governors.

29.1.2. It was noted that the Governing Body still had more than the minimum number of Parent Governors stipulated in its Articles of Association (minimum being 2, maximum being 5; there were 3 remaining Parent Governors). The Headteacher reported that she had received expressions of interest in becoming Governors for the School from some parents who had skill sets and experience that would be useful for the Governing Body. This was discussed. Governors discussed and agreed that it would not be necessary to wait until after the pending Ofsted inspection before accepting new Governors onto the Governing Body. It was noted that the existing number of Community Governors meant that only 1 additional Community Governor could be appointed. The Governing Body agreed to seek 2 new Parent Governors and, if nominations were received from 3 strong candidates, a third might be appointed as a Community Governor (**ACTION: Ann Robinson**).

29.1.3. To declare any other pending changes

There were no other pending changes declared.

30. To review the Governing Body structure

30.1. To agree Committee structure

30.1.1. To discuss proposal to combine Finance & Facilities Management Committee and Audit Committee

The Chair of the Audit Committee reported that it was the recommendation of that Committee and the Finance & Facilities Management Committee that the 2 committees should be combined to reduce clerking costs. The Chair of the Audit Committee explained that there was no benefit in having the committees separate. Governors challenged whether this would constitute a conflict of interest if the purpose of a separate Audit Committee was to serve as a counter check to the Finance & Facilities Management Committee. It was explained that the new arrangement would not make any material difference in this regard because, as it stood, the membership of both committees was the same (except that the Headteacher did not serve on the Audit Committee). A Governor challenged whether it was permissible for the Chair of Governors to serve on a committee that encompassed the audit function. The Secretary to the Governing Body confirmed that, under the Academies Financial Handbook, it was permissible for the Chair of

Governors to serve on such a committee but that he could not be the committee chair. The Governing Body approved the proposal and established the Finance, Facilities Management & Audit (FFMA) Committee.

30.1.2. The Governing Body discussed whether it still wanted to continue without a separate Curriculum Committee. Governors noted that reporting on curriculum issues within the full Governing Body meetings had increased the workload of those meetings. The Headteacher explained that she intended to modify how she reported on school data to Governors. Recent training had highlighted that, as Ofsted no longer expected to receive all the school data in detail, there was no need to provide Governors with this as they would not be questioned on it by Ofsted. In future the Headteacher would provide Governors with a school data summary which should enable them to focus on strategic issues (including the 3 I's) and only provide greater detail if or when requested by Governors. A Governor challenged why BJS had chosen not to have a separate Curriculum Committee that was able to focus on pupil progress as Governing Bodies of some other schools did. The Headteacher explained that the Governing Body had dispensed with a separate Curriculum Committee because it had felt that it was essential that all Governors should understand and be kept up to date about school data and other curriculum issues. The Governor challenged whether there was sufficient opportunity within a full Governing Body meeting to raise questions and discuss curriculum issues in as much detail as in a committee meeting and challenged the purpose of not having an in-depth discussion about curriculum. This was discussed. Governors explained that the purpose of a Governing Body was to be strategic; that reviewing school data in great detail was not strategic but more operational. The Headteacher explained that all Governors needed to know the key points, ie the areas of concern and the School's action plans for addressing that. Governors agreed that they spent as much time reviewing the data prior to a full Governing Body meeting as they had for a separate committee meeting. It was agreed that it would be acceptable for the full Governing Body meetings to be longer if Governors wished to spend more time discussing the curriculum issues. The Governor noted that it had been valuable for Governors to receive reports from the Subject Leaders at the full Governing Body meeting but challenged what benefit this had had for the Subject Leaders. The Chair explained that it provided the Senior Leadership Team (SLT) and middle leaders with Continuing Professional Development (CPD) opportunities and allowed the Headteacher to assess them in a different environment. The Chair reported that Governors had noted how the SLT members had gained in confidence in presenting data to Governors since the introduction of this practice. The Governing Body agreed to continue the current arrangement of not having a separate Curriculum Committee but agreed that this decision could be rescinded at any time within the year if Governors felt that this was necessary. It was agreed that a review of the arrangement would be a standing agenda item for each full Governing Body meeting **(ACTION: Sue Julian-Ottie)**.

30.2. To review and approve Committees' Terms of Reference

The Governing Body approved the Juniper Education model Terms of Reference (ToR) with the suggested personalization for BJS for the following committees: Personnel; Pay; Appeals and Staff Discipline & Dismissal. The Governing Body approved its existing terms of reference for the Pupil Discipline/Exclusions Committee and approved the Admissions ToR

as recommended by that Committee. The Governing Body discussed and approved the ToR for the FFMA Committee based on the Juniper Education model ToR with modifications for BJS. The Governing Body agreed that the format of all ToR needed to be standardized to include BJS's logo and the dates for approval and review (**ACTION: Sue Julian-Ottie**). It was agreed that it was not necessary for the individual standing committees to review the ToR for that year but should resume the normal practice of reviewing the ToR in the summer term for the next academic year.

30.2.1. To approve revised Financial Regulations

It was noted that the Financial Regulations would need to be updated to take into account the changes in the new Academies Financial Handbook and the new ToR for the FFMA Committee. It was noted that this would be addressed at the next FFMA Committee meeting (**ACTION: Steve Lague**).

30.3. To agree Committee Membership for 2019-2020 & appoint Chairs / Vice Chairs of Committees

30.3.1. The Committee membership for 2019-2020 was agreed (see Committee Membership 2019-2020).

30.3.2. The Governing Body appointed the following committee Chairs and Vice Chairs:

30.3.2.1. Les Sheppard	FFMA Committee Chair
30.3.2.2. Steve Lague	FFMA Committee Vice Chair
30.3.2.3. Michael McGowan	Personnel Committee Chair
30.3.2.4. Jenni Hamilton-Morris	Personnel Committee Vice Chair
30.3.2.5. Les Sheppard	Admissions Committee Chair
30.3.2.6. Jenni Hamilton-Morris	Admissions Committee Vice Chair
30.3.2.7. Adam Breathwick	Pay Committee Chair
30.3.2.8. Les Sheppard	Staff Discipline & Dismissal Committee Chair
30.3.2.9. Simon Harbrow	Appeals Committee Chair
30.3.2.10. Jenni Hamilton-Morris	Pupil Discipline/Exclusions Committee Chair
30.3.2.11. Adam Breathwick	Complaints Panel Chair
30.3.2.12. Aaron Mears	Complaints Panel Vice Chair

30.3.3. The Vice Chair reported that he had recently undertaken training for delivering Headteacher's Performance Management where it had been recommended that the Chair of Governors should not serve on the Headteachers' Performance Management Panel in case s/he had to deal with any subsequent grievance. This

was discussed. The Governing Body agreed that the Chair of Governors should remain on the Panel as it was important that he should be involved in the discussions with the School Improvement Advisor (SIA) about the Headteacher's targets and performance. It was also noted that, should the Headteacher have a grievance, it would be dealt with by the Appeals Committee under the standard procedure.

- 30.3.4.** For the purposes of succession planning, the Governing Body agreed that Steve Lague should undertake training for delivering Headteacher's Performance Management and serve on the Panel (**ACTION: Steve Lague**). The Vice Chair agreed to provide him with his training notes (**ACTION: Adam Breathwick**).

31. To review the Governing Body's Decision Planner (ie Scheme of Delegation)

The Chair reported that the Admissions Committee had found the new Scheme of Delegation that had been produced by Juniper Education to be confusing because of omissions in the key. The Secretary to the Governing Body relayed Juniper Education's explanation of the key. The Governing Body discussed the Scheme of Delegation. It was noted that the new Scheme of Delegation was better suited to an academy than the National Governors' Association (NGA) model that had been adopted previously. The Governing Body delegated the task of personalizing the Scheme of Delegation for BSJ to Steve Lague (**ACTION: Steve Lague**). It was noted that it would need to be approved under Chair's Urgent Action prior to the audit (**ACTION: Michael McGowan**).

32. To review the Governing Body's Standing Orders

The Governing Body approved its Standing Orders.

33. To agree Governing Monitoring Roles and areas of responsibility

33.1. To review the job descriptions of roles

The Governing Body adopted Juniper Education's new job descriptions for the SEND Governor; Child Protection / Inclusion Governor and the Equality & Diversity Governor.

33.2. To assign Governors to roles and areas of responsibility

The Governing Body appointed Governors to the following roles / areas of responsibility for 2019-2020:

- | | |
|--------------------------------|---|
| 33.2.1. Adam Breathwick | Health & Safety Governor |
| 33.2.2. Michael McGowan | Child Protection / Safeguarding /
Looked After Children Governor |
| 33.2.3. Aaron Mears | Link Governor |
| 33.2.4. Sue Cheesman | SEN Governor |
| 33.2.5. Simon Harbrow | Pupil Premium Grant Governor |

33.2.6. Jenni Hamilton-Morris	Website Governor
33.2.7. Jenni Hamilton-Morris	Mental Health Governor
33.2.8. Michael McGowan	Whistleblowing Governor
33.2.9. Jenni Hamilton-Morris	Equality & Diversity Governor
33.2.10. Aaron Mears	BJS's Director on the Trust Board of the Billericay Community Trust

33.3. To discuss and appoint Governor(s) to the responsibility of writing the Governors' Newsletter

The Governing Body delegated the responsibility for writing the Governors' Newsletters for 2019/2020 (3 per annum) to Svetlana Warhurst (**ACTION: Svetlana Warhurst**).

34. To review the Risk Register as recommended by the Chair of Governors and Chair of the Audit Committee

34.1. The Chair reported that he and the Chair of the erstwhile Audit Committee (now Vice Chair of FFMA Committee) had reviewed and amended the Risk Register but that there were some areas that needed to be discussed with the Governing Body as follows:

34.1.1. Risk # 56. *No member with responsibility for financial oversight is appointed.* The Governing Body agreed that this risk should be removed as it was not appropriate; the School had a lot of Governors with financial knowledge and experience.

34.1.2. Risk # 68 & 72. *Training risk.* The Governing Body agreed that this should remain as it was.

It was agreed that the remaining queries should be discussed at the next FFMA Committee meeting and that the Vice Chair of the FFMA Committee would make the necessary amendments to the document (**ACTION: Steve Lague**).

34.2. The Governing Body approved the Risk Register in its current form subject to the amendments specified under 34.1.1 and 34.1.2. It was noted that this was acceptable even though there were pending queries because the Risk Register was a working document. The Secretary to the Governing Body explained that the Academies Financial Handbook and the new FFMA ToR required the FFMA Committee to regularly review the Risk Register. It was agreed that the Secretary to the Governing Body would verify how often this should occur (**ACTION: Sue Julian-Ottie**).

35. To review, approve & each Governor to sign Governing Body Code of Conduct

It was noted that the new Code of Conduct (based on a new model from Juniper Education) had made an administrative error under the Legal Framework list; that it should read the Children's Act 1989 not 1998. The Governing Body approved the Code of Conduct subject to that

amendment and Governors signed to indicate that they had read, understood and agreed to abide by it **(ACTION: Sue Julian-Ottie)**.

35.1. To discuss whether to adopt the new Complaints against Governors Procedures advocated by Juniper Education

The Governing Body adopted the new Procedures.

36. To review the Annual Report and agree the Governance Statement

The Headteacher reported that the Chair of the FFMA Committee had drafted the Governance Statement and was currently waiting to receive the auditor's report before submitting the Annual Report to Governors for approval. This item was deferred to the next meeting **(ACTION: All)**.

37. Committee reporting

37.1. To receive exception report from Admissions Committee meeting

37.1.1. The Headteacher explained that, in response to anticipated financial pressures, the former Finance & Facilities Management Committee had recommended that the Admission Committee should consider increasing the School's Published Admission Number (PAN) from 31 to 32 pupils per class. The anticipated financial pressures had been ameliorated by the Government's commitment to provide some additional funding; nevertheless, it was still felt that it would be beneficial to increase the PAN. The Admissions Committee had agreed but had advocated that this should take immediate effect as the publication of the intention to increase the PAN in 2020/2021 would have a detrimental impact on the School's ability to win admission appeals on the basis of class size. The Headteacher reported that she had consulted the Head of the School Admissions Team, Essex County Council (ECC) who had advised that the School could increase its PAN whenever it wanted provided that it notified ECC. The Vice Chair of the Admissions Committee reassured Governors that there was sufficient furniture in all the classrooms and the School had adequate facilities to accommodate the additional pupils.

37.1.2. The Governing Body discussed the proposal. Governors challenged if the School would receive funding for any pupil who was immediately admitted over PAN. The Headteacher explained that it would not in the current year because funding had been based on the January School census but that additional funding would be received for 2020/2021. Governors challenged the number of pupils per class in other schools in the area. The Headteacher reported that Quilters Junior School had 32 pupils per class. Governors challenged whether the class number could be 'capped' at 32. The Headteacher explained that the number per class could not be 'capped' because the School might be obliged to admit pupils above PAN through the admission appeal system. Governors expressed concern at the prospect of classes becoming too big if that occurred. In response to Governors' queries, the Headteacher reported that all classes currently had 31 pupils except for 2 which had 32 pupils because the School had lost 2 admission appeals. The Governing Body unanimously approved the proposal to increase the School's PAN to 32 pupils per class with immediate effect. In response to Governors' queries, the

Headteacher explained that the decision would be published in the Admissions Policy which was made available on the School's website; there was no requirement for academies to consult stakeholders when increasing the PAN. This was accepted.

37.2. To receive a report on outcomes of last Pay Committee meeting

See discussion under 38.1.

38. To report on Chair's Urgent Action

38.1. To ratify revision of Pay Committee's decision for pay award undertaken under Chair's Urgent Action

The Chair reported that he had approved the School's recommendation that the pay award for teachers should be increased by 0.7% to 2.7% in line with Government policy that had been announced after the Pay Committee meeting. The Governing Body ratified this decision.

39. To report on any communication received by the Chair & / or Headteacher that needs to be brought to the Governing Body's attention

The Headteacher reported that she had received an anonymous letter of complaint from a parent alleging that the School deployed favouritism when selecting pupils for sports teams, the choir or drama productions. The letter had named a particular pupil that the parent alleged was a beneficiary of favouritism. The Headteacher explained that as it was anonymous she could not respond; however, if the letter had been signed, she would have invited the person into School so that she could explain in person that this was not the case; that the School conducted auditions for participation in the choir, drama productions and sports teams. The Headteacher felt that it had been from a Year 6 parent and explained that there were some very talented pupils in Year 6 which may have given the parent a false impression. It was noted that this type of communication was unusual at BJS. The Governing Body was satisfied that the allegation was without foundation and that, had the letter not been anonymous, the Headteacher would have attempted to allay the concern appropriately.

(Jenni Hamilton-Morris left, 8.55pm).

D Strategic: GOVERNING BODY DEVELOPMENT & MONITORING

40. To receive exception reporting on recent training and to note any forthcoming training events & opportunities

40.1. Apart from the Vice Chair's training (reported under 30.3.3), it was noted that Jenni Hamilton-Morris had enrolled on Safer Recruitment training that would take place the following week and that Sue Cheesman would be accompanying the Special Educational Needs Coordinator (SENCo) to the SEND Autism Conference. Simon Harbrow confirmed that he had already undertaken Headteacher's Performance Management training.

- 40.2.** At the Headteacher's recommendation, the Governing Body agreed to consider using the BCT's Governor training package when it next reviewed the Governing Body's annual training package subscription **(ACTION: All)**.

E **CLOSURE**

41. Any other business

41.1. To receive the Billericay Community Trust (BCT) Vision statement

The Headteacher reported that, at the recent Brainstorming Day, the BCT Management Board had reviewed the Vision and Aims of the BCT. It had been agreed that these should be shared with Governors and published on the schools' websites. Governors challenged whether there was still a need for the BCT. The Headteacher confirmed emphatically that there was; that the schools were working very well together and that the current Chair of the Trust Board was very proactive. This was accepted.

41.2. To confirm Governing Body & all other committee meeting dates for 2019-2020 as stipulated in BJS Governing Body Meeting Date Schedule 2019-2020

The Governing Body agreed to change the Spring term date of the FFMA Committee from 7 May 2020 to 5 May 2020 due to the May Bank Holiday being changed **(ACTION: Sue Julian-Ottie)**. The Governing Body confirmed all other dates. It was noted that the Governing Body would next meet on 12 December 2019 **(ACTION: All)**.

(Meeting closed at 9pm).

Summary of decisions for Part A

- Latest KCSIE adopted & implemented across the School (see 11).
- Child Protection Policy approved (see 12).
- Radicalisation and Extremism and Promoting British Values Policy approved (see 13).
- International Policy approved (see 14).
- Community Cohesion Policy approved (see 15).
- Multicultural Education Policy approved (see 16).
- Children with English as an Additional Language Policy approved (see 17).
- Monitoring Policy approved (see 18)
- Teaching & Learning Policy approved (see 19).
- Academically More Able Policy approved (see 20).
- Marking & Feedback Policy approved subject to agreed amendment (see 21).
- Target Setting Policy approved (see 22).
- Michael McGowan appointed Chair of Governors for 2019/2020 (see 25).
- Adam Breathwick appointed Vice Chair of Governors for 2019/2020 (see 26).
- Sue Julian-Ottie appointed Secretary to the Governing Body for 2019/2020 (see 27).
- 2 new Parent Governors to be sought (see 29.1.2).
- Finance, Facilities Management & Audit Committee established (see 30.1.1).
- Agreement to continue without a separate Curriculum Committee (see 30.1.2).
- Committee ToR approved for Admissions; Personnel; FFMA; Staff Discipline & Dismissal; Pay; Appeals & Pupil Discipline & Exclusions (see 30.2).
- Standing Orders approved (see 32).
- Governor role / responsibility job descriptions approved (see 33.1).
- Governor roles / responsibilities appointed (see 33.2).
- Risk Register approved subject to agreed amendments (see 34.2).

Provisional until confirmed at the next meeting

- Governors' Code of Conduct approved subject to agreed amendment (see 35).
- Complaints against Governors Procedures adopted (see 35.1).
- School's PAN increased to 32 pupils per class with immediate effect (see 37.1.2).
- 2.7% pay award to teachers ratified (see 38.1).

Summary of Governors' Action Points for Part A

All

- To ensure very familiar with the SEF (see 7).
- To review the Annual Report and agree the Governance Statement at the next meeting (see 36).
- To consider using BCT's Governor training package when next reviewing Governing Body's annual training package subscription (see 42).
- To attend next meeting on 12 December 2019, 7pm, BJS (see 49.3).

Adam Graves

- To email training notes on Headteacher's Performance Management to Steve Lague (see 30.3.4).

Sue Julian-Ottie

- To make review of decision not to have a Curriculum Committee a standing agenda item for each full Governing Body meeting (see 30.1.2).
- To amend ToR as agreed (see 30.2).
- To ascertain required frequency of Risk Register review (see 34.2).
- To amend Governors' Code of Conduct as agreed (see 35).
- To amend Meeting Date Calendar (see 41.2).

Steve Lague

- To write letter of thanks to Friends' Association (see 24).
- To raise need for Financial Regulations to be updated at next FFMA Committee meeting (see 30.2.1).
- To undertake Headteacher's Performance Management training (see 30.3.4).
- To personalise Scheme of Delegation for BJS and send to Chair of Governors for approval (see 31).
- To present queries re Risk Register to FFMA Committee & amend Risk Register accordingly (see 34.1).

Michael McGowan

- To approve Scheme of Delegation under CUA before ICE visit (see 31).

Ann Robinson

- To make writing style consistent within the Marking and Feedback Policy (see 21).
- To initiate procedure for seeking 2 new Parent Governors (see 29.1.2).

Svetlana Warhurst

- To write the Governors' Newsletters for 2019/2020 (see 33.3).

Summary of Governors' main challenges for Part A

- A Governor challenged how Governors contributed towards the SEF (see 7).
- Governors challenged the reported impact for Year 5 PPG pupils (see 8.2).
- Governors challenged the reduction in the number of PPG pupils (see 8.3).
- Governors challenged whether 3 new PPG pupils were included in the 2019/2020 PPG budget allocation (see 8.3).
- A Governor challenged whether the School had a Staff Code of Conduct (see 12).
- Governors challenged whether the School complied with the International Policy & had a named co-ordinator (see 14).
- Governors challenged whether combining Audit with Finance & Facilities Management Committee would constitute a conflict of interest (see 30.1.1).
- Governors challenged whether the Chair of Governors could serve on a committee with audit function (see 30.1.1).
- A Governor challenged the decision not to have a separate Curriculum Committee (see 30.1.2).
- A Governor challenged the value for Subject Leaders of reporting directly to Governors (see 30.1.2).
- Governors challenged whether there was still a need for the BCT (see 41.1).