

Thursday 13<sup>th</sup> September 2018 at 6.30pm

**Present:** Chris Caswell (CC) *Arrived during Item 3*  
 Simon Forder (SF)  
 Owen Gardner (OG) **Chair**  
 Terry Genis (TG)  
 Gemma James-Moore (GJ-M) *Arrived during Item 3*  
 Laura Ovenden (LO)  
 Roger Panter (RP)  
 Linda Tansley (HT) **Headteacher**  
 Mark Whitehead (MW)

**Apologies:** Camilla Collins (CJC)  
 Nick O' Shea (NO'S)

**In attendance:** Kieran Collins (KC) Associate Member  
 Alex Williams Clerk

1.	<b>Welcome and Apologies for Absence.</b> The Clerk, acting as the Chair, opened the meeting at 6.34pm. Apologies were received, and accepted by the FGB, from Camilla Collins and Nick O' Shea (both work commitments). The meeting was confirmed as quorate	<b>Action</b>
2.	<b>Declaration of Pecuniary Interests</b> The Annual Declaration of Pecuniary Interest forms were circulated to governors present at the meeting. The forms were updated, signed by governors and returned to the HT.  <b>Action: CJC and NOS to sign Annual Declaration of Pecuniary Interests form at the next meeting they attend.</b>  No pecuniary interests were declared for the meeting.	CJC/NOS
3.	<b>Governing Body Membership</b> <u>Resignation of Jefferson Nwokeoma as co-opted governor</u> The clerk confirmed to governors that JN had resigned from the FGB as co-opted governor. HT informed governors that she and RP had met with Cllr Rod Cooper before the summer holidays to discuss with him about being more involved with TH and the possibility of him becoming a co-opted governor.  <i>GJ-M and CC arrived at 6.38pm.</i>  Following that initial meeting, Cllr Cooper had informed HT that he may be able to attend the 20 September FGB as an observer.  SF stated that he knows three people who could possibly be candidates for the co-opted governor vacancy. HT stated that it is her view that there is a need on the FGB for someone with premises (security, health & safety, environment issues) experience as this is the aspect of school life in which the three departing governors had been involved.  <b>Action: RP to contact Cllr Cooper and ask him to bring a short letter of application, to be included in an application form should he decide to progress his interest, to the 20/9 meeting for governors to consider.</b>  <u>Consideration of Kieran Collins as co-opted governor</u> KC circulated a letter of application for the role of co-opted governor at the meeting.  <i>KC left the meeting at 6.47pm.</i>  Governors considered KC's letter of application and voted unanimously to appoint KC as a co-opted governor.	RP

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	<p>KC rejoined the meeting at 6.50pm.</p> <p><b>Action:</b> KC to now formalise his letter of application within the Hampshire Governor Services application form and submit to the clerk for the records.</p>	KC
4.	<p><b>Election of officers</b></p> <p>It was confirmed that the Term of Office for Chair and Vice-Chair will continue to be one year.</p> <p>The Election of Officers was as follows:</p> <ul style="list-style-type: none"> <li>• <b>Chair:</b> OG – self-nominated, agreed by all</li> </ul> <p>OG took over as Chair at 6.51pm.</p> <ul style="list-style-type: none"> <li>• <b>Vice-Chair:</b> GJ-M– nominated by OG agreed by all</li> <li>• <b>F&amp;P Committee:</b> members are CJC, KC, SF, GJ-M, LO, RP, LT and MW. <b>Chair:</b> MW – nominated by OG, agreed by all.</li> <li>• <b>Premises Committee:</b> members are CC, KC OG, TG, NO'S, LO, LT and the person who fills the co-opted governor vacancy. <b>Chair:</b> TG – self-nominated, agreed by all.</li> <li>• Vice-chairs for both F&amp;P Committee and Premises Committee to be agreed at the first meeting of each committee this academic year.</li> <li>• <b>HT Performance Management:</b> GJ-M is Chair and the other confirmed member is TG</li> </ul> <p><b>Action:</b> Clerk to email CJC regarding her joining the HT Performance Management Committee.</p> <ul style="list-style-type: none"> <li>• <b>Pay Committee:</b> MW is Chair and other members are CC, SF and OG</li> <li>• <b>Pay Appeal Committee:</b> RP is Chair and other members are NO'S and the person who fills the co-opted governor vacancy.</li> <li>• It was agreed that the Policy Group would be replaced with Task &amp; Finish Groups whose membership with be drawn from the governing body.</li> <li>• It was agreed that the allocated leads would be as follows: <ul style="list-style-type: none"> <li>○ Allegations against the HT - OG</li> <li>○ Safeguarding – CC</li> <li>○ SEND – GJ-M</li> <li>○ Attaining Highly – GJ-M</li> <li>○ Designated Training Governor – CJC</li> <li>○ Forum Rep – TG</li> <li>○ Pupil Premium – MW</li> <li>○ Sports Premium – see action below</li> </ul> </li> </ul> <p><b>Action:</b> Clerk to email NO'S regarding him becoming Sports Premium lead.</p>	<p>Clerk</p> <p>Clerk</p>
5.	<p><b>Minutes of the Meeting Held on 12<sup>th</sup> July 2018</b></p> <p>The minutes of the meetings held on 12<sup>th</sup> July 2018 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p>HT drew the governors' attention to three points in the minutes:</p> <ul style="list-style-type: none"> <li>• Item 5: Post-meeting clarification regarding the website check – HT raised a concern that the website check report had been sent to OG and the Clerk but not to her. Any necessary amendments to the website had not yet therefore been able to be actioned.</li> </ul> <p><b>Action:</b> SF to send the website report to the HT.</p> <p>SF asked that all future website checks be sent to the HT, Chair and the Clerk.</p> <p><b>Post-meeting clarification:</b> As management of the Tower Hill's website is not within the remit of the Clerk, the Chair has amended this action that website checks should be sent only to the Chair and HT for in-school action.</p> <ul style="list-style-type: none"> <li>• Item 6 (p4): Question about parental involvement in running clubs – LO informed governors that a letter had been sent to parents this week asking parents if they had any skills or expertise that they would be able to share with the pupils in addition to the request made by each teacher in their class 'introductory letter'.</li> <li>• Draft Schedule of Tower Hill Primary School Governing Body Meetings 2018/19 (p 11) – HT</li> </ul>	SF

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	<p>drew governors' attention to the amended schedule of meetings in the meeting agenda. See also p.10 of these minutes.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
6.	<p><b>Actions Arising</b> All updated - reported in the record of outstanding actions attached to the minutes or in the relevant agenda item below. Completed actions to be removed from the list.</p> <p><u>Working party on future recruitment problems (13/7 – Item 9)</u> CLOSED. Replaced with the following action:</p> <p><b>Action: Governors to meet with several members of staff to discuss their experiences with recruitment to, progression and working life at, TH.</b></p> <p><u>Website check for statutory information (23/11 – Item 4)</u> COMPLETED – see agenda item 5 for discussion on this action.</p> <p><u>Declaration of Pecuniary Interests form (5/7 – Item 2)</u> COMPLETED</p> <p><u>Whole Governing Body training session (5/7 – Item 6)</u> CLOSED</p> <p><u>School Based Induction Programme for Governors (5/7 – Item 9)</u> Ongoing</p> <p><u>Governing Body Membership (12/7 – Item 3)</u></p> <ul style="list-style-type: none"> <li>• Application form from KC for position of co-opted governor – COMPLETED</li> <li>• Clerk to include consideration of KC for position of co-opted governor on 13/9 agenda – COMPLETED</li> <li>• Governors to inform Clerk whether they want to stand for any officer role in 2018/19 – COMPLETED</li> </ul> <p><u>Governing Body Visits (12/7 – Item 8)</u> COMPLETED – HT and KC updated the monitoring grid and uploaded it to the portal</p> <p><u>Meeting dates for 2018/19 (12/7 – Item 14)</u> COMPLETED – see agenda item 5 for discussion on this action.</p>	OG
7.	<p><b>Governing Body Procedures</b> See agenda item 5 for discussion on this agenda item.</p> <p>With regard to the Pay Committee, HT highlighted to governors that the dates for the Pay Committee are on the meeting schedule (see p 10) and the fact that the December Pay Committee has now been moved to a separate date from the FGB to allow for enough time during the Pay Committee to clarify processes and procedures when approving recommendations made by the HT and also for clarification regarding the process of the HT's Performance Management.</p>	
8.	<p><b>HT Performance Review</b> HT informed governors that TH's LLP, Nicola Tettmar, will continue to be the external adviser for the HT's Performance Review. The date for the review is 29<sup>th</sup> November (9.30am for governors to meet with the external adviser).</p>	
9.	<p><b>H&amp;S Return</b> HT informed governors that the themes of the Termly H&amp;S Monitoring Return are yet to be announced by PBRs.</p>	
10.	<p><b>Safeguarding</b> The following documents were circulated to governors prior to the meeting and uploaded to the portal:</p> <ul style="list-style-type: none"> <li>• Safeguarding Annual Report to Governing Body for 2017/18</li> <li>• Annual Report from Family School Link Worker for 2017/18</li> <li>• Safeguarding Policy</li> <li>• Keeping Children Safe in Education revised for implementation from 3<sup>rd</sup> September 2018:</li> </ul>	

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<p>whole guidance and Part I.</p> <ul style="list-style-type: none"> <li>• Password Policy 2018-20</li> </ul> <p>HT informed governors that she had updated the Safeguarding Annual Report to Governing Body for 2017/18 and this update addressed OG's pre-meeting question (<i>The next refresher column on the Training Table shows the Designated officer(s)/SENCo is due Summer 18. Has this refresher taken place?</i>) regarding the SENCo's training. Updated report shows that SENCo's last Child Protection training was July 2017 which will be therefore require update in Summer 2019.</p> <p>HT also informed governors that all support staff will receive safeguarding training on the INSET Day on 24<sup>th</sup> May 2019 and those teachers who are not involved in the INSET as an assessment/report writing day, LO and KC, have their training booked in for the Autumn Term 2018.</p> <p>HT enquired which governors on the FGB had attended safeguarding training.</p> <p><b>Action: Clerk to check status of governors' safeguarding training on Clerks Write Access and report back to FGB on 20 September.</b></p> <p>HT informed governors that she was preparing the Annual Safeguarding Audit Return to HCC Children's Safeguarding Board (HSCB) for governors to approve at the 20/9 FGB.</p> <p><b>Action: CC to meet with HT prior to 20/9 FGB to go through the HSCB return, on Wednesday 19<sup>th</sup> September at 2pm.</b></p> <p>HT fed back to governors that HCC had recently done an audit of the returns made by school and there were two areas they were particularly looking at: online safety and governance.</p> <p><u>KCSIE 2018</u> HT informed governors that the revised Keeping Children Safe in Education (KCSIE) had come into effect from 3<sup>rd</sup> September 2018. All the revisions can be found in Table 8 of the full version which was circulated to governors and uploaded to the portal prior to the meeting of 5<sup>th</sup> July 2018. All staff were required at INSET 1 to read and sign Part 1 of the KCSIE. TG, who attended INSET 1, confirmed that this was a major part of INSET 1. He also reinforced to governors that they need to read Part 2 of the KCSIE as it centres around the management of safeguarding with a key focus on governor responsibilities.</p> <p><b>Q: Should we refresh DBS checks on a regular basis for staff &amp; governors?</b> <b>A: There is no requirement for us to update DBS checks. There is also no requirement to repeat PREVENT training. There is, however, a requirement to raise awareness with staff. This was done at INSET 1 on 13.09.18 and will also be done with new appointments during their induction.</b></p> <p><u>Family School Link Worker Annual Report for 2017-18</u> <b>Q: Amazing work by Gail Meaney in this role. She is providing an invaluable service, and executing it exceptionally well. Is the role sustainable, and workload manageable for her?</b> <b>A: There are other roles in the school we would cut before we cut the role of the Family School Link Worker. This role is invaluable and we will do everything we can to sustain the role.</b></p> <p>Governors thanked Gail Meaney for her highly effective work in the role as Family School Link Worker.</p> <p><b>Q: It looks like Mark's safer recruitment training is due for refreshing.</b> <b>A: We do need governors to undertake safer recruitment training although MW is not obliged to renew. It is recommended for other governors to undertake the training in order that there are several qualified governors should they be required for a recruitment panel which would be the case in leadership recruitment.</b></p> <p><u>Safeguarding Policy</u> HT also pointed out to governors that one of the points made in Pam Simpson's Report, following the HCC audit (based on a sample of ten Hampshire schools) of the Annual Safeguarding Audit Return to HCC Children's Safeguarding Board (HSCB) made by all</p>	<p>Clerk</p> <p>CC/HT</p>
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	<p>Hampshire schools, was that model Safeguarding Policies are often not contextualised enough for specific schools. HT assured governors that TH does contextualise the model policies as governors will see in their reviews of the policies. HT informed governors that it is very important that both staff and governors understand the role of the LA Designated Officer (LADO) and what the LADO does. It is therefore important that governors undertake safeguarding training.</p> <p>HT also informed governors that Pam Simpson's report included the following top tip: <i>'schools should ensure governors have a clear and accurate view of all aspects of safeguarding and the impact of policies/procedures through a formal monitoring programme'</i>.</p> <p><b>Q:</b> Do we need just one person on safeguarding or more than one?  <b>A:</b> We need to have one named governor as designated safeguarding lead and that is CC. We can, and should, have more than one person who is safeguarding trained.</p> <p>HT passed on to CC a number of safeguarding updates shared this week on School Communications.</p> <p>In conclusion, HT informed governors that the only significant change to the Safeguarding Policy for 2018-19 was that it is now the Chair that has to be the named person for Allegations against the Headteacher. Governors AGREED to adopt the policy for 2018-19.</p> <p><u>Password Policy</u>  <b>Q:</b> Can we ask that passwords should be unique for each system - such that staff don't use the same one for everything. A useful technique for this is to have the same word/number password (e.g. Merlot11), and add a letter into the word a specific location (e.g. 4th letter) that changes for each system - using the first letter of the name of that system.  e.g. for www.outlook.com: MerOlot11, for www.autotrader.com: MerAlot11, for www.eschools.co.uk: MerElot11.  <b>A:</b> We are happy to implement this approach to passwords in the school and will include this guidance within the Password Policy.</p> <p><b>Action: LO to further revise the Password Policy with this guidance.</b></p>	LO
11.	<p><b>Policy &amp; Procedure Review</b></p> <p>The following documents were circulated to governors prior to the meeting and uploaded to the portal:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Behaviour Policy and Anti-Bullying</li> <li>• Child Protection</li> <li>• Code of Conduct</li> <li>• Complaints Policy</li> <li>• Drug Education</li> <li>• English Additional Language</li> <li>• Health &amp; Safety (including Internet Access-Acceptable Use, e-Safety + Social Media Policy)</li> <li>• Intimate Care Policy</li> <li>• Recruitment</li> <li>• Restrictive Physical Intervention</li> <li>• Safeguarding</li> <li>• SEND Information Report</li> <li>• Sex &amp; Relationships Education Policy</li> <li>• Special Education Needs and Disabilities (SEND)</li> <li>• Staff Sickness &amp; Absence</li> <li>• Teaching for Learning</li> <li>• Whistleblowing</li> </ul> <p>HT informed governors that TH is awaiting updates from EPS [as advised in the summer term] to the following policies:</p> <ul style="list-style-type: none"> <li>• Allegations of Harassment or Bullying of Staff</li> <li>• Allegations of Abuse Against Staff Grievance (included within Child Protection Policy)</li> <li>• Allegations Against Other Pupils Policy</li> <li>• Staff Discipline, Conduct and Grievance (procedures for addressing)</li> </ul>	

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	<p>TH is also awaiting the Pay Policy for 2018/19 and Performance Management Policy for 2018/19. As a result of this, HT had decided to delay the governor review of the Best Value Statement and Financial Standards Statement &amp; Policy until all these policies are available for the Finance Policy Working Group to review.</p> <p><b>Action:</b> GJ-M, RP, SF and MW to meet with HT on 26 September to discuss the outstanding financial policies. Meeting to be cancelled if policies are not available by this date.</p> <p>HT drew governors' attention to the changes to the Complaints Policy, model issued by Hampshire Governor Services. These changes have been made to make the complaints process a much more formal procedure.</p> <p><b>Action:</b> CC to update complaints flowchart in line with new Complaint Policy procedures.</p> <p>HT also drew governors' attention to the Relationships &amp; Sex Education (RSE) Policy. The DfE has issued guidance for governing bodies, headteachers, senior leadership teams and teachers for consultation in July 2018 in preparation for the implementation of the statutory revisions to RSE as set out in the Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019. The HT is presenting a revised Relationships &amp; Sex Education Policy to the governors for approval which includes this draft guidance but with the proviso that the policy will be reviewed again next summer in readiness for the implementation of the 2019 Regulations.</p> <p>Governors AGREED to adopt the following policies and procedures for 2018/19:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Behaviour Policy and Anti-Bullying</li> <li>• Child Protection</li> <li>• Code of Conduct</li> <li>• Complaints Policy</li> <li>• Drug Education</li> <li>• English Additional Language</li> <li>• Health &amp; Safety (including Internet Access-Acceptable Use, e-Safety + Social Media Policy)</li> <li>• Intimate Care Policy</li> <li>• Recruitment</li> <li>• Restrictive Physical Intervention</li> <li>• Safeguarding (see item 10)</li> <li>• SEND Information Report</li> <li>• Relationships &amp; Sex Education (RSE) Policy</li> <li>• Special Education Needs and Disabilities (SEND)</li> <li>• Staff Sickness &amp; Absence</li> <li>• Teaching for Learning</li> <li>• Whistleblowing</li> </ul> <p>Governors also AGREED to approve any in-year revisions to the Manual of Personnel Practice (HCC MOPP), the Manual of Financial Practice and Procedure and HCC Governors' Good Practice Guide.</p> <p>Governors thanked the TH staff for all the hard work that had been done to update the policies during the summer holidays.</p>	<p>GJ-M, RP, SF, MW, HT</p> <p>CC</p>
12.	<p><b>Off-site visits</b></p> <p>The Tower Hill: First Hand Experiences 2018/19 document was circulated to governors and uploaded to the portal prior to the meeting. HT informed governors that the document was based on some definite prices and some informed estimated costs. The contribution which TH asks from parents included in the documents, and in the letters that have gone out to parents, is a "worst case scenario" and is aimed at helping parents plan financially for these trips and experiences.</p> <p><b>Q:</b> <i>Could you also perhaps say something about the visit to Cadbury World. I haven't been there but the website does rather suggest an elaborate advertisement for Cadbury - not</i></p>	

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	<p><i>surprising or unreasonable but it would be interesting to know what the school's rationale is for the visit.</i></p> <p><b>A:</b> <i>Y5 will be studying the Mayans and Cadbury World runs an educational workshop on the Mayan civilisation including Mayan artefacts. The visit will then be used as a 'text driver' for the Y5 Literacy unit on Charlie and the Chocolate Factory.</i></p> <p><b>Q:</b> <i>I think there may be a small error in the line for the FAST Museum visit as we appear to be asking for a larger contribution than the actual cost - I'm guessing that would probably be illegal as well as a contravention of our policy!</i></p> <p><b>A:</b> <i>In the document, we state that the contribution that we ask for the FAST Museum is £5. In the document we have rounded up our estimated contributions to the nearest £5 with the hope that when we make the actual request to parents we can decrease the costs. These estimated costs have been sent to parents as a "worst case scenario" so that parents can plan these costs in. We absolutely will not be making 'a profit' in the implementation of the planned visits.</i></p> <p><b>Q:</b> <i>The overall subsidy from the school for 2018-19 for first hand experiences is estimated at £3K. How does that compare with last year?</i></p> <p><b>A:</b> <i>Last year the subsidy from the school was £8.5K. We did, however, say in our 3 Year Plan that we would cut the subsidy in order to make cost savings. We are ensuring that the school years with the highest number of Pupil Premium pupils are still receiving 'the lion's share' of the subsidies.</i></p> <p>TG informed governors that at the INSET Day there was a great deal of emphasis on ensuring that EVOLVE applications and H&amp;S risk assessments are carried out prior to trips. The HT informed governors that this is most often undertaken by teachers in their own time, at weekends and during holidays, which offsets release costs, and felt that this should be recognised by the governing body.</p> <p>Governors AGREED the Tower Hill: First Hand Experiences 2018/19 Plan.</p> <p><b>Q:</b> <i>Is there anything governors can do to enable off-site visits, for example approve the purchase of a mini bus?</i></p> <p><b>A:</b> <i>There is no budget for that at the moment.</i></p> <p>HT informed governors that there are currently 4-5 MIDAS trained staff and that TH are able to loan mini buses from various organisations when they are required.</p>	
13.	<p><b>Professional Day Closures</b></p> <p>The professional day closures were circulated to governors in the agenda for the 13<sup>th</sup> September FGB and also included on p. 9 of these minutes. HT also circulated to governors the School Annual Credit Card Calendar which has been given to all staff and parents on the first day of term.</p>	
14.	<p><b>Good News</b></p> <p>Governors congratulated the Clerk on achieving her IQ Level 3 Organisation Certificate in Clerking for Governance Boards in Schools and Academies.</p> <p>HT also informed governors that TH had been awarded the 1<sup>st</sup> place trophy in Rushmoor in Bloom "Gardening for the Future" category as well as certificates in a number of other categories. She and Nicola Ward, AHT, had taken a group of four pupils, two now Y7 pupils who had returned especially for the event, to the presentation this afternoon at Squires Garden Centre.</p>	
15.	<p><b>Correspondence</b></p> <p>None</p>	
16.	<p><b>Any Other Business</b></p> <p>HT asked governors to contribute to a leaving present for JN.</p> <p><b>Action:</b> <b>OG to order leaving present for JN.</b></p>	OG
	Meeting closed at 8.36pm.	
	<b>Date of next meeting: Thursday, 20<sup>th</sup> September 2018 at 6:30pm.</b>	