**Ditton Lodge Primary School Governing Body Meeting – Tuesday 20th March 2018 6.00 p.m.**

Present: Dr S Scarpini, Ms K Caley, Mr S Coulthard, Mrs M Moore,

Mrs A Banks, Mrs L King, and Clerk, Mrs S Datson.

Apologies accepted: Mr J Wood, Mr C Turner and Dr C Marshall

Not present: N/A

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| 1. Dr Scarpini welcomed everyone to the meeting.
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| 1. Declaration of Interests: None.
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| 1. Prior Claim Items: Governor Newsletter – agreed for publication. Next edition scheduled for June 2018.
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| 1. Dr Scarpini received and signed the minutes of the last meeting.
2. Agreed Actions Update: Leadership and management – Action: KC to forward RAF framework; GDP working party for succession planning – CS has researched 2 websites that promote potential governors (awaiting response to enquiry). Proposal to canvass for suitable candidates locally. **Action: SD to forward contact details for community organization, Love Newmarket BID**; Structured English work scrutiny – working party of CM, MM and AB defer to Standards committee; Skills audit – **Action: CS to re-send out electronic copy of report.**
3. Matters arising: None.
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| 1. Raising Standards:
2. There is no Headteacher’s Report due to Dr Marshall’s absence. Items from the Termly Operational Plan were discussed at the Standards meeting prior to FGB.
3. Changes to the teaching of sex and relationships education defer to Standards committee for update. AB to meet with Mrs Head ref RSE and PSHE prior to meeting.

 <https://consult.education.gov.uk/life-skills/pshe-rse-call-for-evidence> |
| 1. Resources to support learning:
2. Policy Reviews: Mobile phone policy to AB for investigation. H & S policy – SWAT version available awaiting update.
3. Finance: Mrs Datson explained a business plan is to be submitted to a SWAT review panel to agree budget proposal for 2018/2019. This will then be agreed by GB for submission to the Trust board.
4. GDPR – The Trust has appointed a Data Protection Office (DPO). CM and SD are to attend a SWAT GDPR meeting in April. SD is currently working on an asset plan with Cambridgeshire Business Manager colleagues.
5. Ofsted Inspection Handbook has been updated March 2018. Amendments can be seen at: <https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015>
6. SWAT Governor vacancy. The Trust has approached another SWAT head to join our GB. To be confirmed.
7. DfE Policy Paper – Improving Social Mobility Through Education: Associated guidance. Information including unlocking talent, fulfilling potential and closing the gap is available at: <https://www.gov.uk/government/publications/improving-social-mobility-through-education>
8. Governor Hub: Governors are proficient in using the hub. **Action: CS to update with historic minutes.**
9. Committee Reports since last meeting: Standards as per report including summary report of monitoring sentence structure planning and book scrutiny; SEND developments and Data analysis. Resources as per report including finance update; accident report book monitoring; health and safety inspection; staffing and policies for review.
10. Other Reports: Premises/Health and Safety as per report including newly identified areas for improvement; Security and storage.
11. Attendance, Exclusions and Holiday Requests since last meeting. Whole school attendance is 96.11% since September. Absence due mainly to seasonal illness. Twenty seven sessions reported unauthorized including 12 sessions due to being late after registration has closed. Parent consultations have taken place.
12. Recording and Reporting of prejudiced related incidents since last meeting: One racist incident that has been resolved.
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| 1. Action points and outcomes:
2. GB to continue working towards the recruitment of new members.
3. The school has faced unexpected challenges during budget building process.
4. English observations and data across school for progress in mathematics and English continue to improve.
5. Children are working at greater depth and continue to make steady progress throughout the school.
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Dr Scarpini thanked everyone for attending and closed the meeting at 7.18 p.m.