

**Powerstock CE VA Primary School**

*Learning together to be the best that we can*

**Minutes of the Full Governing Body Meeting held in school at 4:30pm on**

**22 February 2023**

**Present**: David Jones DJ (Chair), Louise Greenham LG (Headteacher), Joanna Moss JM, Elizabeth Rutherford ER, David Bligh DB, Amanda Montague AM, Gill Butler GB, Sara Turner ST.

**In Attendance**: Becky Forrester BF (Clerk), Louis Van Zyl LVZ (item 8)

**Q/C = Question/ Challenge.**

1. **Welcome**
DJ welcomed all to the meeting.
2. **Apologies**.

Baffy Turner, Rev. Chris Grasske, Tim Connor, Wendy Morris.

1. **Minutes of 22-12-22 FGB**
The minutes were agreed as a true record.
2. **Matters Arising and Action Plan**
3. *Clerk to contact remaining Governors re. EDI training, Prevent training and any outstanding RBI forms:* COMPLETED
4. *Governors to ensure schedule of monitoring visits is maintained.* ONGOING. **ACTION: ALL**
5. **Declaration of Any Other Urgent Business**
None.
6. **Declaration of Interests**
None.
7. **Correspondence**None.
8. **Cyber Security Update**

LVZ gave a presentation on his findings of the school’s cyber security arrangements, and made the following points:

* The school’s Risk Protection Arrangement (RPA) insurance was valid if four conditions were met: daily back-ups; National Cyber Security Centre (NCSC) cyber security training; registration with Police CyberAlarm; and a Cyber Response Plan. The school did not meet these conditions and would not be covered in the event of a cyber attack.
* The NCSC training was straightforward and there was a range of tools designed for both Governors and teachers.
* A Cyber Response Plan should form part of a Business Continuity Plan. The DfE had produced a template.
* The school would benefit from an ICT service catalogue which listed all current providers of ICT services, hardware, software and costs.
* Cyber security should be added to the risk register, and Governors should consider having it as a standing item at FGB meetings.

**Q/C: Governors asked if Office 365 automatically backed up SharePoint.** LVZ explained that it depended on the package the school had. He commented that Cloud-based back up was not enough, and the school should consider an off-site data centre. Back-ups also must be tested to ensure they are adequate.

 **Q/C: Governors asked what the consequences of a cyber attack would be.** LVZ explained that it depended on the kind of attack. A MAT had been hacked earlier this year and students’ personal data had been stolen and sold on the Dark Web. Hackney Council had been attacked in 2020 and the hackers had deployed ransomware that had crippled their systems. The Post Office had been attacked just before Christmas and was still struggling with the consequences. Phishing emails, personal scammers and attacks by bots were constant.

**Q/C: Governors asked how long it would take for the conditions of the RPA to be met.** LVZ said the training and registration with Police CyberAlarm could happen quite quickly. Developing a Cyber Response Plan would take a bit longer, as would arranging daily back-up, because it would involve procurement. He estimated it could all be done in three to four months. LG noted that it would be useful if a Governor would be willing to work with her on the procurement. LS offered. DJ added that Wendy Morris’ experience would be valuable. **Action: LG, LS** **and WM.**

**Q/C: Governors asked how much this would cost.** LG explained that LVZ was working on a proposal. Initial due diligence had been done through Open Source Intelligence and if they decided to commission more work, two further quotes would need to be obtained against a specification. Dorset Council had been approached for their advice and the ICT officer had had to escalate it to their manager. The school had also approached the DfE for advice, which was awaited.

**Q/C: Governors noted MATS must have to buy cyber security arrangements and suggested they might be interested in tendering for the work.**

1. **Supporting Children with Protected Characteristics**

LG explained that there was a new page on the website about the nine protected characteristics. The legal duty was to provide learning about some but not necessarily all of them. The school covered all except gender reassignment.

**Q/C: Governors asked why.** LG explained that it was about suitability. The school used the Coram SCARF to deliver its Personal, Social, Health and Education (PHSE) programme which was extensive and age-appropriate.  **Q/C: Governors asked whether if a child asked about gender reassignment it would be explained to them.** LG confirmed that it would.

JM noted that there were some good EDI training courses on the NGA website. DJ reminded Governors that they must all do the First Steps in EDI course. **Action: ALL Governors.**

1. **Safeguarding**

GB fed back on a recent meeting with Richard Howes, the Education Challenge Lead at Dorset Council. He had made some helpful suggestions. He had liked the lanyards and laminated cards and had suggested adding photos so that people could put names to faces. He had also suggested putting certificates more prominently on display.

JM noted that the school needed to find an alternative to the sign-in visitor’s book and would look into options. **Action: JM**

1. **Headteacher’s Written Report**

LG reported that the SIAMS work was in full-swing, staff were working hard on the action plan and what the Christian distinctiveness of the school really meant. She encouraged Governors to attend an assembly in future.

Chronic conditions had had an impact on attendance and on SATs predictions (such as maths). Three children were having a huge impact on the data – two in Y6 and one in Y4. One had a chronic condition, one was subject to a Child Protection Order and one had ongoing health problems. It was also frustrating that some families had taken children out of school for holidays during term-time, which had a negative impact on the statistics.

JM urged all Governors to read the HT report in advance and put questions in the document, so that she could come prepared with answers.

**Q/C: Governors asked if staff did a comparison between Key Stage 1 and Key Stage 2.** LG confirmed that they did. **Q/C: Governors asked if the school used the Reception assessment in its data profiling.** LG confirmed that they didn’t because the curriculum was so different.

Governors discussed what more they could do to increase the number of children on roll. DJ asked if Governors would be willing to form a working group looking at marketing and PR. ST, JM and ER agreed. **ACTION: JM, ST and ER to develop some suggestions. Clerk to add it to the agenda for the next meeting**.

1. **School Development Plan (SDP)**

LG introduced the item and explained that it was a living document, and Governors were welcome to add comments and suggestions to it.

JM noted that there was more than one version of the SDP on the SharePoint site and she wasn’t sure which version was ‘live’. LG asked the clerk to use links to key documents in future to avoid multiple versions of key documents. **Action: Clerk.**

1. **Finance**

JM explained that the schools was part of a framework contract which Dorset Council made available, and the provider was npower. Frustratingly, although meter readings were provided to Dorset Council every month, npower hadn’t sent a bill based on actual usage since June 2021. The risk was that they would send a revised bill based on actuals that was backdated to June 2021.

The reserve fund had been apportioned to electricity costs and staffing, leaving a current in-year surplus of £23,000. Allowing for last year’s deficit, and depending on energy costs and other variables, the carry-over would be c. £17,000. There would be some change in the figures because the FEPC had met earlier in the day and agreed LG should reduce her teaching days from two to one to work on curriculum development and special projects. Another member of staff would cover her for the summer term. JM would produce an outturn which would reflect that change.

1. **Governor Monitoring Reports**

There were none this meeting. DJ urged Governors to get up to date with all scheduled visits by Easter. **ACTION: ALL Governors.**

1. **Vision for the medium to Long Term**

DJ asked Governors to reflect on the school’s distinctiveness and ambitions. This would help the school to develop the budget for next year, and support the marketing and PR work the school wanted to do to increase numbers on roll. Governors identified:

* The Forest School
* The experience of the teaching staff
* The number of Teaching Assistants
* Retaining three classes (ideally growing to four)
* Identifying where money could be saved (e.g. through procurement)

**Q/C: Governors asked if they had the authority to ring-fence money towards particular things, like the Forest School.** JM confirmed that they did.

DJ asked Governors to continue to reflect on this and feed further comments to him before the budget was set on 28 March. **ACTION: ALL GOVERNORS.**

1. **Stakeholder Engagement**

*Stakeholder relations:* DJ explained that the school would benefit from a stakeholder mapping exercise. There were very strong links between the school, the community, parents and the church and it would be useful to put them down on paper so it could be seen, and key activities (like the annual staff survey) could be plotted against this. Equally there were areas where the school could develop, such as Governor networking within the Collaboration.

*Ethos Group:* **Q/C: Governors questioned whether an Ethos Group was necessary given**:

* The PHSE programme and the wider wellbeing and Proud to be Active work.
* The Flourishing 360 programme.
* The strong links with the church and the Parish Council.
* Feedback from families and staff.

**Q/C: Governors asked how they could assure themselves that they were engaging with the community and doing it in a way that advanced the Christian faith.** DJ noted that, as with the stakeholder mapping, this would benefit from being put down on paper. Governors agreed that the key contributors to the school’s ethos needed capturing before any decision on the forming of an Ethos Group was taken. **ACTION: CLERK TO ADD TO AGENDA FOR NEXT MEETING.**

1. **Flourishing 360 – What Next?**

JM referred Governors to the two slides in the meeting pack. Governors particularly welcomed the suggestions for local inspirational speakers and a community project. LG added that Seatown pupils had been invited to lead on their own assembly, which had been well received.

**Q/C: Governors asked what adaptations had been made for children who felt intimidated.** LG explained that she had offered to do it with them, or they could just do a short session.

1. **Policy Review**

The Grievance Resolution Procedure was agreed. The other policies were noted.

1. **Committee Reports**

Agreed.

1. **FGB Forward Plan**This was in the pack and was noted.
2. **Date and time of Next Meeting: 28 March 2023 at 4.30pm**

The meeting closed at 6:30pm.

| Item no. | Actions | Owner | By when |
| --- | --- | --- | --- |
| 8 | To work together on procurement, including telephony, broadband and cyber security | LG/LS/WM |  |
| 9 | To undertake First Steps in EDI NGA course | ALL |  |
| 10 | To look into alternatives to the sign-in visitor’s book  | JM |  |
| 12 | To use links to key documents on SharePoint in agenda packs (to avoid version control issues) | Clerk  |  |
| 11 | To develop some suggestions for marketing and PR  | JM, ST and ER |  |
| 12 | To add marketing and PR to the agenda for the next meeting | Clerk |  |
| 14 | To complete all scheduled monitoring visits by Easter | ALL |  |
| 15 | To feed any further thoughts/priorities for budget-building to DJ before 28 March | ALL |  |
| 16 | To add stakeholder management to the next agenda | Clerk |  |

| Item no. | Summary of Governor Questions & Challenge  |
| --- | --- |
| 8 | Q/C: Governors asked if Office 365 automatically backed up SharePoint |
| 8 | Q/C: Governors asked what the consequences of a cyber attack would be |
| 8 | Q/C: Governors asked how long it would take for the conditions of the RPA to be met |
| 8 | Governors asked how much this would cost |
| 9 | Q/C: Governors asked why gender reassignment wasn’t covered  |
| 9 | Q/C: Governors asked whether if a child asked about gender reassignment it would be explained to them |
| 11 | Q/C: Governors asked if staff did a comparison between Key Stage 1 and Key Stage 2 |
| 11 | Q/C: Governors asked if the school used the Reception assessment in its data profiling |
| 15 | Q/C: Governors asked if they had the authority to ring-fence money towards particular things, like the Forest School |
| 16 | Q/C: Governors questioned whether an Ethos Group was necessary  |
| 16 | Q/C: Governors asked how they could assure themselves that they were engaging with the community and doing it in a way that advanced the Christian faith |
| 17 | Q/C: Governors asked what adaptations had been made for children who felt intimidated by leading on assemblies  |