

	<p>within FPPS Committee:</p> <ul style="list-style-type: none"> • HR, Governors' Training – GS. • Finance – ID. • Data Protection – DS • Health, Safety and Premises – new LA Governor to be appointed in September 2018-19. <p>b. Governor vacancies:</p> <ol style="list-style-type: none"> i. 2 x new Parent Governors had been appointed. ii. A potential LA Governor had come forward; this would bring the Governing Body to full strength by September 2018. <p>Action: Clerk to contact LA to confirm process for recruiting LA Governor.</p>	Clerk
6	<p>Finance:</p> <p>a. Budget update 2018-19:</p> <ol style="list-style-type: none"> i. GD informed Governors that with the absence of the School Business Manager, he was unable to give an update on the financial position. ii. <i>The Chair asked what assistance could be provided in the absence of the School Business Manager.</i> The Head informed Governors that the LA Financial Advisers had already been working with her had offered further assistance to the School during her absence. iii. GD was concerned that the finalised budget for 2018-19 could not be confirmed in the absence of the School Business Manager. He was also unable to complete the handover to ID until the current situation was confirmed. The Head undertook to discuss this with the LA. <p>Action: Head to ask LA for assistance with finalising budget for 2018-19 and confirming current financial situation.</p> <p>b. Online Banking:</p> <ol style="list-style-type: none"> i. Governors discussed the proposal for online banking, including: ii. 3-day bank payments. iii. Petty cash to be held in School for incidentals. This was a reversal of a decision taken some time ago. iv. <i>A Governor queried the need for petty cash, to which the Head responded that it would be specifically to cover claims under £10 each.</i> v. <i>In response to a question from another Governor, the Head gave details of the amounts proposed and proposed security arrangements.</i> vi. <i>In response to a question from a third Governor, the Head confirmed that all claims had to be supported by receipts for the expenditure.</i> vii. Governors agreed with the proposal that the School should move to online banking. <p>c. Catering contract:</p> <ol style="list-style-type: none"> i. <i>A Governor asked about the impact of the new catering contract.</i> ii. The Head responded that it was currently going well and that most of the feedback was positive although some parents had initially expressed concern. She gave details. iii. <i>A different Governor asked what effect the new arrangements had had on the number of children bringing packed lunches.</i> iv. The Head responded that initially, there had been a small rise in the number of children bringing packed lunches but that the uptake of school meals was now rising again. She added that the catering company was listening to comments from the children and making 	Head

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	<p>changes where appropriate.</p> <p>v. She added that much healthier meals were now being provided and gave details.</p> <p>vi. <i>In response to a query from another Governor, the Head commented that the cooks had found the transition difficult but were being well supported and had been given additional help.</i></p>	
7	<p>Personnel:</p> <p>a. Staff update:</p> <p>i. The Head informed Governors that a new cleaner had been appointed.</p> <p>ii. <i>In response to a Governor's question, the Head confirmed that the School Business Manager and the Caretaker were managing the cleaning team.</i></p> <p>iii. A teacher currently on maternity leave would return in September 2018 to a part-time role. As another teacher had requested to go down to part-time working, these two teachers would work together with one class.</p> <p>iv. A new teacher had been appointed full time.</p> <p>v. No other changes were anticipated.</p> <p>b. Professional Development:</p> <p>i. In response to a question from a Governor, the Head confirmed that staff training was underway for PE, athletics and summer sports.</p> <p>ii. She informed Governors that the proposal for the cluster to provide in-house support for sports had not been successful. As a result, Houghton would continue using some of the services provided by the Hunts Schools Sports Partnership (HSSP). In response to a query from Governors, she commented that this reduced support would be at a lower cost than in previous years.</p> <p>iii. A teacher was arranging with the Wildlife Trust for activities to take place in the School grounds and a guided walk round the meadow was planned.</p> <p>c. Performance Management:</p> <p>i. Phoenix appraisal arrangements were in place.</p> <p>ii. The School Business Manager would deal with performance management for the cleaners.</p> <p>iii. An arrangement was in place for managing mid-day supervisors.</p> <p>iv. The Head's mid-year review was due to be completed before the end of term.</p> <p>Action: Chair to confirm date for Head's mid-year appraisal review.</p>	Chair
8	<p>Phoenix Club Business Review:</p> <p>a. The Head reminded Governors that the School Business Manager was conducting a 3-year business review of the Phoenix Club.</p> <p>b. As a result of the review, a slight increase to the fees had been introduced before half-term. The Head gave details and explained the need for the increase.</p> <p>c. <i>Governors discussed the current arrangements for bookings for Phoenix Club and asked a number of questions about the current system for making bookings.</i></p> <p>d. The Head pointed out that the fees were still less than for other after-school clubs in the area and that she was not aware of any complaints about the increase.</p> <p>e. Governors agreed:</p>	

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	<p>f. That the Phoenix Club, as a business, needed to cover its costs; there had been a slight overall loss in revenue in 2017-18.</p> <p>g. With the proposed changes to the conditions for bookings, including the increase in charges for additional sessions.</p>	
9	<p>Data Protection:</p> <p>a. GDPR:</p> <ul style="list-style-type: none"> i. The Head reminded Governors that arrangements had been made by the School Cluster to deal with the ICT Service for GDPR documentation, training and appointment of the Data Protection Officer. ii. She informed Governors that the ICT Service had been swamped with requests for assistance and as a result, did not appear to be able to provide the assistance requested. iii. She added that whilst Houghton was not happy with the service paid for by the Cluster, the School was unable to do anything about it on their own. iv. <i>In response to a query from a Governor, the Head confirmed that the ICT Service had been approached by the Cluster but had not yet responded to their concerns.</i> v. The Head was particularly concerned that: vi. There was necessarily a lot of personal data held in School, for which retention advice differed. vii. Staff had not received trained yet. <i>In response to a question from a Governor, the Head clarified that the relevant training not been made available.</i> <p>b. Data Protection policy and Privacy Notices:</p> <ul style="list-style-type: none"> i. See also Agenda Item 12a. ii. A draft Data Protection policy had been circulated to Governors; this was based on a model policy, which the Head had edited. It contained Privacy Notices. iii. The Head commented that whilst sensitive data categories for children were clear, those for adults were not and the policy needed further work. iv. <i>A further question was raised over the data held in School, to which the Head responded that because they were unhappy with the support given by the ICT Service, the content of the policy needed careful checking before implementation.</i> v. The Chair and DS undertook to further examine the Data Protection policy and Privacy Notices on behalf of Governors. <p>Action: Chair and DS to examine Data Protection policy and Privacy Notices and bring them to FGB on 3 July 2018.</p> <p>c. Data Breach policy. The Head informed Governors that a model policy had been received and that a customised version would be presented for approval at FGB.</p> <p>a. Special Categories of Data policy. Special Categories were contained within the Data Protection policy.</p> <p>b. Privacy Notices:</p> <ul style="list-style-type: none"> i. These were included within the Data Protection policy. ii. The Head needed to send out the confirmed Privacy Notices to parents. <p>c. Information Asset Register:</p> <ul style="list-style-type: none"> i. The Head responded that the GDPR audit had been completed. 	Chair, DS

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	<p>ii. <i>A Governor asked about further work required.</i></p> <p>iii. Retention periods needed to be checked and a retention review schedule needed to be established.</p> <p>Action: Head to establish GDPR retention review schedule.</p>	Head
10	<p>Health, Safety and Premises:</p> <p>a. Maintenance Plan update: In the absence of MJ and the School Business Manager, the Head provided Governors with a verbal update on the maintenance schedule:</p> <p>i. Guttering: quote awaited. Ongoing.</p> <p>ii. Decoration: completed.</p> <p>iii. Accident book: completed.</p> <p>iv. Risk Assessments: completed.</p> <p>v. Ramp: completed.</p> <p>vi. Trees: completed.</p> <p>vii. Car park gates: automating not currently feasible</p> <p>viii. Tree house area clearance: The original contractor was contacted on a number of occasions but had taken no action. Governors discussed how to resolve this. MH offered to contact a local ground worker to request assistance. Ongoing</p> <p>ix. Cupboard in atrium: quote awaited. Ongoing</p> <p>x. Sprinkler system: detailed quote required. Ongoing</p> <p>Action: MH to contact local ground worker to request assistance with tree house area clearance.</p> <p>b. No other Health, Safety or Premises issues were raised.</p>	MH
11	<p>Pre-School Update:</p> <p>a. Pre-School lease:</p> <p>i. MH informed Governors that she had spoken to the Chair of the Pre-School Committee and that the LA contact was still awaited.</p> <p>ii. There was nothing either party could do until the LA contact was appointed.</p> <p>b. Joint School/Pre-School meetings:</p> <p>i. Following the last meeting, MH and the Chair of the Pre-School Committee had met to re-address the need for formal joint meetings. MH reported that they had agreed that:</p> <p>ii. There was no further need for joint meetings.</p> <p>iii. With effect from September 2018 MH and the Head would instead attend Pre-School Committee meetings.</p> <p>iv. The Head reminded Governors that she and the Pre-School Manager were also meeting on an ad hoc basis.</p>	
12	<p>Policies and Procedures: The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies for review by FPPS Committee in summer term before being agreed by FGB:</p> <p>i. Data Protection Policy and Privacy Notice:</p> <p>a) See Agenda Item 9b. The new Data Protection policy had been circulated to Governors for review prior to the meeting. The policy included requirements following the introduction of GDPR legislation.</p> <p>b) Governors agreed that the new Data Protection policy should go to FGB for ratification.</p>	

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	<p>ii. Data Breach policy:</p> <p>a) See Agenda Item 9c.</p> <p>b) Governors agreed that the new Data Breach policy should go to FGB for ratification.</p> <p>Action: Clerk to include Data Protection and Data Breach policies on Agenda for FGB on 3 July 2018.</p> <p>b. Non-Statutory policies for review and agreement by FPPS Committee in the summer term:</p> <p>i. Lone Working Policy:</p> <p>a) The Lone Working policy had been circulated to Governors for review prior to the meeting.</p> <p>b) The Head felt that there was still a need for the policy despite the model policy having been withdrawn by EPM and gave details.</p> <p>c) There were no changes required to the wording of the document.</p> <p>d) <i>In response to a question from a Governor, the Head confirmed that the Phoenix Club was covered by the policy.</i></p> <p>e) The Head added that the Pre-School was not covered by the policy although Pre-School staff could be on site. She undertook to discuss this with the Pre-School Manager.</p> <p>f) The reviewed Lone Working policy was agreed by Governors and adopted.</p> <p>Action: Head to discuss Lone Working with Pre-School Manager.</p> <p>ii. Personal Information policy:</p> <p>a) Personal information was covered in the new Data Protection policy.</p> <p>b) Governors agreed that the Personal Information policy was no longer required.</p> <p>Action: Clerk to remove Personal Information policy from Policy Schedule.</p> <p>c. Accessibility Plan Update:</p> <p>i. The Accessibility Plan action schedule was circulated to Governors prior to the meeting.</p> <p>ii. <i>In response to a query from a Governor, the Head confirmed that the Accessibility Plan was due to be reviewed in autumn 2021.</i></p> <p>iii. As the remaining actions shown were for TABS Committee, Governors agreed that the Accessibility Plan update no longer needed to be shown as a standing item on the FPPS Committee Agenda.</p> <p>Action: Clerk to remove Accessibility Plan update from FPPS Committee Agenda.</p>	<p>Clerk</p> <p>Head</p> <p>Clerk</p> <p>Clerk</p>
13	<p>Any other business:</p> <p>a. LA support package for 2018-19: This Item was not discussed at the meeting.</p> <p>b. Dates of meetings in 2018-19: MH and the Head would discuss and circulate proposed dates for meetings in 2018-19.</p> <p>Action: MH to forward proposed dates of meetings in 2018-19 for Clerk to circulate.</p>	<p>MH, Clerk</p>

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	<p>c. Thanks: The Head thanked Governors for providing refreshments following the joint Staff/Governors session on 5 June 2018.</p> <p>d. Valedictory:</p> <ul style="list-style-type: none"> i. The Chair led Governors in thanking GD for his help and support during his 8 years as Governor. ii. Governors particularly wished to recognise his active commitment to Chairmanship of the FPPS Committee and were grateful for GD's agreement to providing additional support as Associate Member of the Governing Body while a replacement was sought. <p>There was no other business.</p>	
14	<p>Date and time of next meeting: Autumn term 2018 – date to be confirmed. <i>Later confirmed as Tuesday 16 October 2018 at 6.30pm</i></p>	

The meeting closed at 8.45pm.

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