

Edwalton Primary School Governing Body

Minutes of the spring term meeting of the local governing body held at the school on 22nd March 2017 at 6pm.

Membership		Mrs S Dawson, Chair
(A denoted absence)	A	Mr S Dare, Vice Chair
		Mr G Anderson
		Mr B Bansal
		Mrs C Fraser
		Mrs E Godber
		Mr J Grant
		Mrs J Le Mare
		Ms L Shanahan
	A	Ms A Taylor
	A	Ms L Whitworth
		Mr B Owens

In Attendance Mrs K Shead, Clerk to the Governing Body

GB/11/16-17 PRELIMINARIES

11.1 Apologies for Absence

ACTION

Apologies for absence were received and approved from Mr Dare, Ms Taylor and Ms Whitworth.

11.2 Declaration of Interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

11.3 Membership

A document listing current membership of the governing body, copies of which had been circulated previously, was received and noted.

Attendance Requirements

There were no attendance requirements to consider.

Vacancy Update

Mr Bansal and Ms Whitworth have recently joined the governing body as co opted members. Mr Anderson will be resigning from the governing body in the summer term due to new work commitments, so there will be 2 co opted vacancies.

The Chair suggested that at this time that Mrs Le Mare and Ms Shanahan who are currently parent governors, transfer to being co-opted governors. It was further proposed that a recruitment process is undertaken for one parent governor after the Easter holidays.

ACTION: Parent governor elections to be held.

**HT &
Chair**

Governors discussed that it would be preferable for any new governor recruited to have skills or knowledge in eco school, safeguarding, education or learning.

A Chair of the Finance and Personnel Committee is also required.

Mrs Fraser has tendered her resignation from the governing body at the end of the summer term. The Chair advised that it would be preferable for this vacancy to be filled by an external person.

Governors discussed and raised concern about the number of vacancies and the need for them to be recruited to in a timely manner to ensure there were enough people on the governing body to fulfil roles and responsibilities.

The Chair requested that if anyone knows of any suitable people to let her know. It was also agreed to make contact with Nick Layfield in the Trust to inform of the current vacancies on the governing body and to use the Trust to support in filling the vacancies.

End of Terms of Office

Mrs Godber's term of office as staff governor ends on 31st August 2017.

ACTION: Process for the election of a new staff governor to take place in the late summer term.

HT

11.4 Reports from the School Council and Eco Club

School Council Presentation

2 pupils from the School Council, supported by Mr Jones presented to governors a summary of the activities and events they had recently been involved with. These included creative homework clinics, Christmas jumper day, world book and red nose day, makaton language for the whole school.

The School Council is linked with Hadden Primary.

The 2 pupils are also learning leaders with them having been involved in book scrutiny and learning walks.

The pupils also spoke about their future projects which included changing room facilities and a healthy eating day.

The governors praised the School Council members for their excellent presentation skills and thanked them for their informative presentation.

Eco Club Presentation

5 members of the Eco Club supported by Mrs Davies gave a presentation to governors about climate change and global warming. The presentation included a song which was written and performed by one of the Eco Club members.

The school has recently been awarded its 6th green flag.

The presentation concluded with governors participating in a quiz relating to eco issues which governors enjoyed taking part in.

Governors praised the Eco Club members for their excellent presentation skills and thanked them for their most informative presentation.

It was also confirmed that 2 pupils represent the school at the Trusts School Parliament.

11.5 Minutes of the Last Meeting

Minutes of the meeting held on 23rd November 2016, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action Points

GB/1.2/16-17 – Governors have signed the academy business interests form.

GB/5.2/16-17 – Governors produce an article in the school newsletter twice a year.

GB/5.3/16-17 – Information from Trust Safeguarding training has been circulated to governors.

GB/9.1/16-17 – Mr Anderson has received the safeguarding compliance checklist.

11.6 Chair's or Vice Chair's Emergency Action Since Last Meeting

The Chair reported that they had approved the expenditure for the replacement boiler which is waiting to be installed.

The Chair and Vice Chair have reviewed the lease on the photo copier contract.

11.7 Correspondence Items

From Chair and Clerk

There were no correspondence items from the Chair or Clerk to consider.

GB/12/16-17 External Reports to Governors

12.1 DfE Reports

There were no DfE reports to consider.

12.2 Nottinghamshire LA Directors Correspondence to Heads

The Headteacher advised that 2 Headteacher's from the Trust Academies attend the Nottinghamshire Briefing for Headteacher's and information from the briefing has been received. Noel Davis was a speaker at the briefing who spoke about SATS moderation, including compliance checks, audit and SATS in year 6.

The Headteacher requested support from governors for SATS week by being an invigilator or an observer. SATs are to take place 9th -13th May. The Headteacher explained the SATS process to governors and advised that the school was short of observers.

The school has been praised by the local authority and the moderator for the Trust for the good organisation of the SATs.

12.3 Information Reports from Education Governance Service

Apprentices in Schools

There is an expectation that schools and academies consider employing an apprentice. This report provides the following information/recommendations:-

- A breakdown of the recommended pay scales;
- Access to support in the recruitment process;
- Details of the levy which will be introduced from April 2017;
- Apprenticeship roles;
- Available funding.

The Apprenticeship Levy

From April 2017 the way apprenticeships are funded is changing as part of a series of wider reforms to the apprenticeship system in England. Employers with a pay bill of more than £3m will be required to pay an apprenticeship levy. In England employers who pay the levy will be able to

access funding for apprenticeship training and assessment via a new Digital Apprenticeship Service.

Available funding can be used to meet the cost of apprenticeship training and assessment against an approved apprenticeship framework or standard. This can be for both existing employees as well as new starters.

The governing body noted the report, in particular the arrangements for employers paying into an apprenticeship levy and the funding available to support employment of an apprentice in school.

Any opportunities for having an apprentice in school would be administered through the Trust.

12.4 Trust Items

The Chair confirmed that the Trust's Local Hub Board is now in operation with Edwalton being in a hub with the following schools; Bilsthorpe, Candleby Lane, Ernhal, Horsendale Greythorn, Hadden, Hillside, Killisick, and Porchester. It is expected that schools within the hub will support any schools that are graded requires improvement.

The hub has held an initial meeting on 15th March 2017 which was chaired by Paul Bennett.

Graham Robins SIP was also in attendance and spoke about the schools he supports, their performance and improvements.

Each school is to be RAG rated linked to the data dashboard and against Ofsted criteria.

The Trust's Individual School Action Plan (ISAP) should be linked to the schools SIP and ISAP. The Trust will review all of these documents.

The reason for the Trust having its own ISAP is to provide evidence of school improvement and to be held to account for its key performance indicators, as the Trust will also be inspected by Ofsted.

Clerking of Governors meetings - it is proposed through the Trust for the clerking arrangements to be put out for tender with one provider to be selected for all schools in the Trust. For this year individual schools can choose their clerking service provider.

Governor self evaluation and elective development is to be available through the Trust in the summer term. There is also to be a 360 review of Chairs.

Through the Trust Boards there is to be a common format for the Headteacher's report to governors.

There is Financial Management training available for governors on 22nd May 2017 7pm- 9pm.

GB/13/16-17 SCHOOL PROGRESS

13.1 Headteacher's Report

The Headteacher reported on the work and progress of the school since the autumn term meeting of the local governing body.

The Trust has created a format for the Headteacher's reports to local governing bodies which

was distributed to governors. However a template for the Headteacher's report hasn't been provided as yet. Information about the report formats will be available in Drop Box.

The Headteacher presented information to governors using the same headings of the new report format.

Attendance and Pupil Data

Some new children have been admitted to school some of whom are challenging and have complex needs. The Higher level Teaching Assistant role is positive in working with this group of children.

School Improvement Plan

Mr Robins from the Trust is to visit school on 24h March and meet with SLT. The purpose of this visit is to provide an update on the current data pre SAT's, with there being 3 data drops a year – Christmas, Easter and post SAT's.

All of the school's improvements plans i.e. SIP and SEF are on the school website.

Attainment and Progress

Reports relating to attainment and progress for KS1 and KS2, and the Ofsted readiness report are all available and were considered in February 2017.

All reports are shared with SLT and then disseminated to the staff team.

Quality of Teaching

Teaching and learning is described as good or better across the board, with teaching in Maths being particularly strong.

Leadership and Management

The midyear appraisal for the Headteacher has taken place.

The NQT's have all successfully passed this terms period of assessment.

The Trust has implemented a new policy for attendance management for all of the Trust schools which includes all absences and leave requests.

The Trust has set up a task group to consider the DfE guidance associated to teacher workloads. Marking in years 1, 3 and 5 has been reviewed. A staff survey has been undertaken which has highlighted the workload linked to English and Science.

An agenda item and discussion item at the recent Strategic Heads Meeting was about emerging threats. The options discussed were for this to be overseen by the Trust or Nottinghamshire County Council. It was agreed to go with NCC as they already have a robust system in place.

A staff member who has been on a secondment with an external organisation is to return to their post at the school at the end of the summer term, and will be working 4 days a week.

There is another staffing item recorded in the confidential appendix of the meeting minutes.

Behaviour and Safety

There have been no permanent exclusions There have been 2 fixed term exclusions.

Behaviour overall is described as good including when on trips, residential and when there are visitors in school. However there is a child in school who is presenting with some difficulties.

Staff provide support to the midday supervisors during the meal time. The lunchtime period can be a challenge particularly on wet days, so the SLT including the Headteacher provide support over this period.

The school is waiting for a safeguarding audit to be undertaken by the Trust.

The E Safety Policy needs some development.

Chris Chadburn has visited the school on behalf of the Trust and audited SIMS and 365. The school is waiting to receive a report from this audit which will identify the schools future needs.

Parents and Community

The last event held by school was well attended.

Any other issues

Atom is the schools IT support provider, whose services are described as good.

The sound system in the halls has been installed.

An Anomaly screen has been installed at the rabbit island. An information sheet relating to the anomaly screen was distributed to governors for their information.

The Headteacher's report was received with thanks.

GB/14/16-17 GOVERNOR MONITORING AND EVALUATION REPORTS

14.1 Reports from Committee

The Finance and Personal Committee met on 8th February 2017.

The Committee approved the boiler works.

A budget management working party has been suggested to consider the impact of large capital spending on the school budget. The working party will look in to how to secure other capital funding for through the Trust towards future capital projects or works.

14.2 Governor Monitoring Reports

Ms Shanahan has recently met with the Headteacher.

A review of governor responsibilities for PE and safeguarding is required.

14.3 Governor Training and Development

The Chair reminded governors that they are members of the NGA through the Trust with the NGA having useful resources which governors may find of use.

The Chair also asked governors to consider any training opportunities they would like to access through the Trust, with any suggestions to be taken to the Trust Hub meeting.

Governors suggested training in SMSC and Governors responsibilities with Ofsted.

8.45pm – Mr Bansal left the meeting.

GB/15/16-17 POLICY MANAGEMENT

15.1 Policies Requiring FGB Ratification

The following policies have been amended and were approved;

- Data Protection – the Trust are the owners of all data.
- Marking and Feedback
- Separated Parents Guidance
- Teaching and Learning

15.2 Upcoming Policies for Review

The Remissions Policy will be considered at the summer term meeting.
A governor Attendance Policy is to be written.

GB/16/16-17 FINANCIAL MANAGEMENT, BENCHMARKING AND HR

16.1 Quotes and Tenders requiring FGB ratification

The following services, quotes or tenders were approved by the FGB;

- Cleaning contact
- Replacement boiler
- Photocopier lease
- Governors Services
- Repairs to the playground – the repairs required were raised at a recent health and safety inspection.

16.2 Review Three Year Staffing Plan

The three year staffing plan is linked to the 3 year budget plan overseen by the Finance Committee and the Trust.

16.3 Review Well-Being and Staff Absence

It was agreed that this item would be delegated to the Headteacher's report.

GB/17/16-17 ICT, SITES AND BUILDINGS

17.1 Premise Update and Impact on Learning

The Chair requested that it was acknowledged by the governors of the impact that the old boiler has had on the staff and pupils. The Chair thanked the Headteacher for managing a difficult situation, with the school not needing to close.

New low level playground equipment has been ordered.

Quotes are being sourced for other new playground equipment.

17.2 ICT Update and Impact on Learning

Mr Thompson is the ICT lead for the school.

The E Safety Policy is to be reviewed.

17.3 Health and Safety Update

The report from the recent health and safety inspection is in drop box.

GB/18/16-17 SAFEGUARDING

18.1 Safeguarding and Child Protection

Mrs Holmes as Designated Safeguarding Lead (DSL) provided governors with an update and

overview of safeguarding related matters in the school for the autumn and spring terms to date. A safeguarding report was distributed to governors.

The school has implemented a secure electronic system for the recording of safeguarding concerns which have replaced paper records.

Mrs Holmes provided governors with an explanation of the role of the Multi Agency Safeguarding Hub (MASH) where safeguarding concerns are referred to if required and what constituted a concern.

As a governing body they need to be assured that all relevant information is recorded.

It was agreed that a safeguarding report would be provided by Mrs Holmes at each meeting, but Mrs Holmes isn't required to attend the full governing body meeting.

Mrs Holmes also shared information relating to the SEN strategy and the number of children with additional needs. The strategy document is work in progress which includes information about the common barriers to learning for SEN pupils and the desired outcomes for these pupils. A Tracker has been created which shows progress within the level.

Mrs Le Mare as SEN governor will review the document on her next monitoring visit.

18.2 Equality Incidents Reported Since the Last Meeting

This item was considered within the Headteacher's report.

GB/19/16-17 CONCLUDING ITEMS

19.1 Evidence of Governing Body Impact on School Improvement

The Char requested governors continue to e mail the Headteacher with queries and questions in relation to school matters.

ACTION: To aid questioning and challenge within the meetings it was requested that meeting papers were sent to governors 2 weeks ahead of the meetings by governors so that there is ample time for governors to prepare for the meeting.

Clerk

9.10pm - Mrs Fraser left the meeting

19.2 Confirm Dates of Future Meetings for the Summer Term 2017

Curriculum and Pupils Committee – Wednesday 17th May 2017 6pm

Finance and Personnel Committee – Wednesday 7th June 2017 6pm

Full Governing Body – Wednesday 3rd July 2017 6pm

GB/20/16-17 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes, with the exception of an item from the Headteacher's report.

See confidential appendix.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 9.20pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
GB/11/16-17	Parent governor elections to be held	Chair and Headteacher
GB/11/16-17	Election of new staff governor to take place in the late summer term	Headteacher
GB/19/16-17	For meeting papers to be sent to governors 2 weeks ahead of the meeting date	Clerk/Governors Services



Edwalton
Primary School