

EDWALTON PRIMARY SCHOOL

Minutes of the autumn term local governing board meeting held at the school on Wednesday 23rd November at 6.00pm

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

In Attendance Mr D Harvey, Clerk to the Local Governing Board

The Chair welcomed Mr Bansal and Mrs Whitworth to the governing board. A round of introductions followed.

Reports from School Council and Parents' Association

The governing board welcomed members of the school council to the meeting, the two pupils spoke excitedly about how the council supported the harvest festival and shoe-aid. The council have worked with the school on setting the school values and have also had the opportunity to visit other schools within the Trust. Moving forward the council will be looking at the following;

- Voice of students;
- Supporting National charity;
- Christmas Fair;
- Anti-Bullying Week.

The governing board thanked both pupils for sharing passionately their work on the school council.

The governing board welcomed the Treasurer of the Parents Association; she informed the meeting the association generated a profit of £7,500 with £6,000 of this coming from two fairs. The association has supported the school by providing them with vouchers, a new shed and funds for art week. Governors noted up and coming events supported by the association included the following;

- Christmas card project;
- Christmas Fair;
- Summer Disco/Fair;
- Pilates, 6 week course.

The meeting noted there were four members of the core parental association committee, with additional people supporting. Governors thanked the Treasurer for the presentation.

GB/01/16-17 PRELIMINARIES

1.1 Apologies for Absence

ACTION

Apologies for absence were received and approved from Mrs Taylor.

1.2 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.

It was confirmed governors renewed their register of pecuniary interest forms.

The meeting heard Mr Anderson was still to sign the business interest form.

G.A

1.3 Membership

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

Attendance Requirements

There were no attendance requirements.

Vacancy Update

The meeting noted the local governing board had three co-opted vacancies. The Chair informed the meeting she had met with both Mr Bansal and Mrs Whitworth, who had both expressed an interest in joining the governing board. Mr Bansal and Mrs Whitworth provided governors with a brief history and skills they could provide for the governing board.

Governors agreed to co-opted Mr Bansal and Mrs Whitworth to the local governing board.

-Mr Anderson arrived at 6.15pm-

End of Terms of Office

There were no end of terms of office pending.

1.4 Election of Chair and Vice Chair

The local governing board agreed to appoint Mrs Dawson to the position of Chair and Mr Dare to the position of Vice Chair.

It was **agreed** both positions would be reviewed annually.

-Mr Grant arrived at 6.25pm-

1.5 Review of Committee Membership

It was agreed all members of the governing board would sit on both committees.

1.6 Review Committee Remits

The **governing board agree** to keep the committee remit same as previous year.

1.7 Minutes of the Last Meeting

Minutes of the meeting held on Wednesday 6th July, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action Points

GB/1.3/15-16 – The meeting noted the skills audit had been completed during the summer term; the Chair informed the meeting information was available on-line via dropbox.

GB/1.4/15-16 – Parent Association agenda item covered earlier in the meeting. The Chair confirmed the Trust meeting planner had been reviewed and governors approved the document. Mr Grant confirmed he completed the Trust governor induction training and Miss Shanahan completed safer recruitment online training.

GB/2.4/15-16 – The Chair noted the complaints policy was to be ratified at Trust level.

GB/3.2/15-16 – The meeting noted sports funding had been reviewed at the autumn term Finance and Personnel committee meeting.

GB/8.2/15-16 – Mr Grant informed the meeting the review of school website was going, he had recently held a discussion with the Trust on school website.

GB/8.4/15-16 – The meeting noted this item had been completed.

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

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

1.7 Correspondence Items

From Chair

The Chair had no correspondence to report.

From Headteacher

The Headteacher had no correspondence to report.

From Clerk

None.

GB/02/16-17 EXTERNAL REPORTS TO GOVERNORS

2.1 DfE Reports

The Headteacher tabled a newsletter from NAHT Union, the document highlighted all information that had been developed by the government. The information was valuable for Headteacher, governors and teachers, the meeting noted the high volume of changes coming from the DfE.

The **governing board agreed** to run with the trial of the newsletter as it was a very useful source of information for the school and governors.

2.2 Nottinghamshire LA Directors Correspondence to Headteacher

There were no items to report.

2.3 The Publishing of Information About Governance Structures

The new edition of the Academies Handbook 2016, has updated a number of key areas around

governance, including:-

- Identifying the necessary skills and addressing any gaps through recruitment and training;
- Publishing business and pecuniary interests of the accounting officer and governors;
- The use of Edubase to notify the DfE of the appointment and vacating positions of members, trustees, governors, accounting officers and chief financial officers;
- Publication of governance structure;
- Transparency over regular use of public funds.

Governors of Academies are required to ensure that boards and local governing bodies understand and implement the updates in the new edition of the Financial Handbook, effective from September 2016.

3.4 Trust Items

The Chair informed the meeting the structure at the top of the Trust was under review.

GB/03/16-17 SCHOOL PROGRESS

3.1 Headteacher's Report to Governors - Attainment and Progress Report 2015-2016

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

The Headteacher informed the meeting Core Reports are completed every 6 weeks. The governing board noted the Trust set challenging and aspirational targets that are above national targets.

A data session had been undertaken at the Curriculum and Pupils committee meeting.

The Headteacher informed the meeting the teacher predicted outcomes did not match the outcomes. The governing board noted the government targets for the year are likely to increase from 70% to 75%.

The school targets will be submitted to the Trust by 9th December.

The unvalidated RAISEonline had been discussed at the Curriculum and Pupils committee meeting.

The Headteachers' report was received with thanks.

3.2 Pupil Premium and Sports Funding Report

The meeting heard pupil premium review and pupil premium strategy documents were to view online as is sports funding information. The governing board noted the information on pupil premium and sports funding was Ofsted compliant.

3.3 Report from Designated LAC Teacher

The meeting noted there was movement within the Trust to appoint SENCO Champions. The school currently shared SENCO non-teacher with another school within the Trust.

The governing board commented a standing item on the Curriculum and Pupils committee was to look at SENCO, pupil premium, etc.

GB/04/16-17 SCHOOL APPRAISAL ARRANGEMENTS

4.1 Confirmation of Staff Appraisal Arrangement

The Headteacher informed the meeting staff appraisals have been completed and SLT appraisal arrangements have been confirmed.

4.2 Confirmation of Pay Committee Members

It was noted the Chair and Vice Chair were members of the pay committee.

4.3 Confirmation of Appointment of External Adviser for Headteacher Appraisal

The Headteacher appraisal had been arranged for 29th November as this was to be carried out with the support of the CEO of the Trust.

4.4 Confirmation of Appointment of Appraisal Governors

The **governing board agreed** the Vice Chair and Mrs Shanahan as appraisal governors.

GB/05/16-17 GOVERNOR MONITORING AND EVALUATION REPORTS

5.1 Visit Reports

It was noted this item had been discussed in the Curriculum and Pupils committee meeting.

5.2 Monitoring Reports

Governors asked if there had been a document produced that outlined the benefits of being in the Trust for the school and what impact has the Trust made to the school, the Headteacher informed the meeting at a Headteachers strategy meeting the Trust had discussed the development of guidance document that highlighted the impact the Trust has had on all schools within the Trust.

Governors discussed the importance of communicating with parents the benefits of being part of the Trust, a discussion was held on producing a newsletter that captured positives of being in the Trust.

The meeting discussed the positives around development in school improvement, site management, USP and values of the school that matched Trust vision.

The governing board noted the school was having issues with IT support and asked for further clarification on this point, the Headteacher said the new IT provider was very good, however the support received from Trust was not. The school had provided the Trust with a vision of where the school wishes to head with regard to IT integration and systems and the leadership and development of this from the Trust had not been provided. The meeting noted the current resource was not a detriment to the pupils or teachers, however in a couple of years; the systems will need to be updated.

The governing board agreed to produce an article for the school newsletter to highlight actions they have taken to improve the school, it was **agreed** to review at the next local governing board meeting.

LGB
Agenda

The meeting discussed the Dojo and parental mail system. Governors discussed how they could engage parents with getting their views on Ofsted parent view.

5.3 Training and Development Reports

The Chair confirmed she had emailed through Trust governor training dates on 19th September. Mr Grant informed the meeting she had attended Trust Safeguarding session on 4th October, **he agreed** to circulate information to the governors.

J.G

The meeting noted the Trust was putting on an 'Understanding Data' session on 21st February 2017.

GB/06/16-17 POLICY MANAGEMENT

6.1 Review of Policy Checklist

The meeting noted Mrs Yapp had reviewed the policy checklist, it was agreed this be reviewed on an annual basis.

6.2 Policies for Review

The local governing board approved the following policies;

- Complaints;
- Continuous Provision;
- Finance;
- PE and Sports;
- SEN;
- Whistleblowing.

GB/07/16-17 STRATEGIC DIRECTION

7.1 Structural Solutions, Academy Discussions and Partnership/Collaborations

-CONFIDENTIAL DISCUSSION-

GB/08/16-17 FINANCIAL MANAGEMENT AND BENCHMARKING

8.1 Termly Budget Items

The meeting this item was covered in the remit of the Finance and Personnel committee.

8.2 Quotes and Tenders Which Require FGB Signoff

There were no quotes or tenders to signoff.

GB/09/16-17 Safeguarding

9.1 Safeguarding and Child Protection

Mr Anderson informed the meeting he would complete a safeguarding audit, the meeting noted there is a 'live' document that RAG rates issues.

The Headteacher informed the meeting Mr Walker will complete a compliance check during the autumn term. The **Headteacher agreed** to email a copy of the compliance check document to Mr Anderson. **HT**

The meeting noted the school was answerable to the LA with regard to safeguarding incidents and checks, the school provides the LA will incident report forms and numerical data.

9.2 Equality Incidents Reported Since the Last Meeting

The meeting noted there was no equality incidents reported since the last meeting.

GB/10/16-17 CONCLUDING ITEMS

10.1 Evidence of Local Governing Board Impact on School Improvement

- Governors Questions;
- Link Visits;
- Committee Reports.

10.2 Website Update

The Headteacher informed the meeting the website was currently under review and a number of changes had already been implemented. Governors discussed accessibility for parents.

10.3 Confirm Dates and Times of Future Meetings

It was **agreed** that meetings of the local governing board be held on:

Spring Term 2017: Wednesday 15th March at 6.00pm;

Summer Term 2017: Wednesday 5th July at 6.00pm.

10.4 Confidentiality and Communication

It was **agreed** that item, GB/7.1/15-17 be deemed confidential for the purpose of the minutes.

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 8.25pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
GB/1.2/15-16	Sign academy business interest form.	Mr Anderson
GB/5.2/15-16	Governors article for school newsletter, spring term local governing board agenda item.	LGB Agenda
GB/5.3/15-16	Circulate information from Trust safeguard training session to governors.	Mr Grant
GB/9.1/15-16	Email safeguard compliance checklist document to Mr Anderson.	Headteacher

