

## Edwalton Primary School Governing Body

### Minutes of the summer term meeting held at the school on Wednesday 6<sup>th</sup> July at 6.05pm

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

In Attendance                      Mr D Harvey, Clerk to the Governing Body

The governing body received a presentation from the Yr3 Eco Club and Food Share; governors were quizzed on fruit and vegetable plants and had the opportunity to sample a variety of fresh fruit and vegetables grown at the school. The meeting heard a poem from one of the Yr3 pupils and thanked the Eco Club and Food Share Club for their presentation.

The governing body welcomed two members of the School Council to the meeting; the two Yr6 children updated governors on all the work they had carried out as part of the School Council and School Parliament throughout the academic year.

The governing body were updated on the work carried out by the Sports Leaders, this included, assisting lunchtime sports, helping in PE lessons and working with the school to provide more sporting equipment for lunchtime play.

The governing body thanked all the pupils for their presentations.

*-Mrs Fraser arrived at 6.23pm-*

#### **GB/01/15-16 PRELIMINARIES**

##### **1.1 Apologies for absence**

Apologies for absence were received and approved from Mrs Le Mare.

**ACTION**

##### **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.

##### **1.3 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.

### Vacancy Update

The governing body had two co-opted governor vacancies.

### End of Terms of Office

There were no end of terms of office pending.

The Chair informed the meeting that Mrs Paget would be stepping down from the governing body following the meeting; the governors thanked Mrs Paget for her service to the governing body. The meeting briefly discussed the possibility of co-opting the two parent governors to be co-opted governors and holding a parental election for the two vacancies, it was **agreed** to discuss this further at the autumn term full governing body meeting. The Chair reminded governors the skills matrix was to be completed and this would better inform the governing body of the skill gaps, it was **agreed** to discuss the outcomes at the autumn term full governing body meeting.

Autumn  
FGB

Autumn  
FGB

### 1.4 Minutes of the Last Meeting

Minutes of the meeting held on Wednesday 16<sup>th</sup> March 2016, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

### Action Points

GB/03/16 – The skills matrix had been uploaded to Dropbox and governors were in the process of completing the document.

GB/04/16 – The **meeting agreed** to move the Parent Association as an autumn term agenda item.

Autumn  
FGB

GB/06/16 – The Chair informed the meeting she had updated the Flying High Trust (FHT) decision planner and **agreed** to circulate for approval at the autumn term full governing body meeting. The Chair said she had not received the scheme of financial delegation from the FHT.

Chair/  
Autumn  
FGB

GB/07/16 – The governing body confirmed all their DBS checks have been completed.

GB/08/16 – The Headteacher said the case studies for how the school manages behavioural issues would be discussed at the autumn term Curriculum and Personnel committee meeting.

GB/09/16 – The meeting noted the FHT Code of Conduct had been discussed and approved at the Curriculum and Personnel committee meeting.

GB/10/16 – The committee noted the Attendance Policy was discussed at the Curriculum and Personnel committee meeting (C&P/4/15-16), the Nottinghamshire County Council version had been approved as the school was awaiting a finalised version from the FHT.

GB/13/16 – Mr Grant informed the meeting he was still to attend the Trust governor induction training. Miss Shanahan was still to complete the safer recruitment online training.

J.G  
L.S

GB/15/16 – The school budget was an agenda item on the meeting.

### **1.5 Chair's or Vice Chair's Emergency Action Since Last Meeting**

The governing body ratified the emergency decision of the Chair to approve the Admission Policy.

### **1.6 Correspondence**

#### **From Chair**

The Chair had no correspondence to share at this time.

#### **From Headteacher:**

The Headteacher had shared his correspondence with governors at the Curriculum and Personnel Committee meeting held on Wednesday 29<sup>th</sup> June. (C&P/8/15-16)

#### **From Clerk: DBS Checks – Now Mandatory for all Governors**

In February 2016, the DfE has introduced a piece of legislation which means that in future, and with effect from April or September 2016, ALL governors will be required to have a DBS check.

- Where a governor has been elected or appointed **before 1<sup>st</sup> April 2016** and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1<sup>st</sup> September 2016;
- Where a governor is elected or appointed **on or after 1<sup>st</sup> April 2016** and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days after his or her appointment or election.

## **GB/02/15-16 REPORTS**

### **2.1 Reports From**

This item was covered earlier in the meeting.

### **2.2 DfE Reports**

The clerk informed the meeting an email had been sent to the Headteacher and Chair of governors from the service informing them of the DfE introduction for a governor database which will be hosted on the Edubase website. For every governor this will include, name, date of appointment, date of terms of office, appointing authority and whether they are a Chair or not. The DfE will also gather additional information for its own due diligence, this includes address and nationality, however this information will not be made public. The information must be made available September 2016, the EfA will provide this information for academies.

### **2.3 Nottinghamshire LA Directors Correspondence to Headteacher**

#### **Keeping Children Safe in Education**

The governing body noted the report.

#### **Religious Education in Schools**

The governing body noted the report.

### **2.4 Information Reports from Education Governance Services**

#### **Public Sector Repayment of Exit Payments Regulations**

The report outlines the introduction of new regulations making it compulsory for those who have earned more than £80,000 in the past year and who have received an exit payment from a public sector employer to repay that payment to their former employer if they return to public sector employment within one year.

#### Action for Governors

- Note the regulations regarding repayment of public sector exit payments for those earning more than £80,000 per year who return to public sector employment within one

year.

- Note further likely developments in relation to public sector exit payments.

### **Complaints Policy, including the Process for Unreasonable Complainants**

In accordance with Section 29 of the Education Act 2002, all local authority (LA) maintained schools must have and make available a procedure to deal with all complaints relating to their school and to any community facilities or services that the school provides.

The DfE has produced a document, Best Practice Advice for Schools Complaints Procedure 2016, this non-statutory guidance shares best practice and helps schools avoid common pitfalls. It is for school leaders, school staff and governing bodies in all LA maintained schools and maintained nursery schools, Local Authority and Dioceses. Please note that the policy has been updated to include the procedure for dealing with unreasonable complainants and while it is not designed for academies, free schools or independent schools, a complaints policy is required and must be publicised for academies, free schools or independent schools.

#### Action for Governors

Following the publication in January 2016 of the Best Practice Advice for Schools Complaints Procedure 2016, governors are required to consider and adopt the draft Complaints Policy.

The **Chair agreed** to forward through the draft policy to the FHT for discussion.

**Chair**

### **2.5 Governor Monitoring and Evaluation Committee and Working Party Reports**

Governors confirmed they had received the committee minutes prior to the meeting, the committee minutes would be approved at the appropriate meeting.

#### **Visit Reports**

The governors monitoring reports have been tabled at the Curriculum and Personnel committee meeting.

Mrs Fraser and Mr Anderson confirmed they have completed their remote school improvement checks.

#### **Training and Development Reports**

Mrs Taylor informed the meeting she had completed the FHT governor induction training.

### **GB/03/15-16 SCHOOL PROGRESS**

#### **3.1 Headteacher's Report to Governors**

The Headteacher does not produce a report to governors at the summer term meeting, the Curriculum and Personnel committee is presented with a core report produced by the FHT that looks at twelve key areas of the school.

#### **3.2 Pupil Premium and Sports Funding: How Funding is Spent and its Impact on the Achievement of Targeted Children**

The pupil premium impact report had been tabled at the Finance and Personnel committee meeting on 8<sup>th</sup> June. (F&P/05/15-16).

The Headteacher informed governors, the sports funding report will be completed and tabled at the autumn term Finance and Personnel committee meeting.

**F&P  
Autumn**

#### **3.3 Report from the Designated LAC Teacher**

This item had been reported on at the Curriculum and Personnel committee meeting on 29<sup>th</sup> June.

### 3.4 Receive and Comment on the Draft School Development Plan

Mrs Fraser and Mr Anderson had completed a review in December 2015, a second review was scheduled for autumn term 2016 and feedback would be presented to staff at this time.

## GB/04/15-16 POLICY MANAGEMENT

### 4.1 Review

The meeting heard the Emergency Plan had been reviewed.

### 4.2 Ratification

The following policies were approved;

- School Employee Code of Conduct;
- Health and Safety;
- PSHE;
- Drugs;
- Emergency Plan;
- Induction;
- Admission 2016-2017;
- Domestic Violence and Abuse.

## GB/05/15-16 STRATEGIC DIRECTION

### 5.1 Structural Solutions

The Chair informed the meeting the Trust had revisited the decision planner and the school had adopted the FHT Code of Conduct.

**Governors queried the lack of feedback they were receiving from FHT**, the Chair informed the committee the Trust board members meeting was scheduled for week commencing 11<sup>th</sup> July, she was unable to attend the previous meeting and had no received minutes. **The Headteacher commented that currently the communication from FHT was weak and governors asked if the Chair is unable to make the meeting could someone go in her place**, the Chair said they could not, she will work with FHT to ensure the minutes are produced and made available in a good time.

The Headteacher informed the meeting, FHT had appointed a new school improvement partner and a second business manager to support the Trust.

Governors discussed the importance for the schools full governing body meeting to follow the Trust board meetings, as important information can be dissimilated down. The governing body noted the Chair was a Director on the board and a member of the finance trust meeting and she attends a finance meeting, Chair meeting and Trust board meeting. **The Headteacher and governors expressed their concerns a lot of additional work has been placed on the shoulders of the Chair due to being a Director of the board.**

The governing body discussed planning future meetings around the Trust board and the methodology for working will improve as the two work side by side.

The Headteacher said the school are in partnership with, FHT, Rushcliffe Teaching School, Nottinghamshire Wildlife Trust and Healthy Gardens.

## GB/06/15-16 FINANCIAL MANAGEMENT AND BENCHMARKING

The Headteacher tabled the budget 2016-2017, **the Chair was concerned over the staffing costs and in particular understanding in detail this cost against previous years, she requested the budget report be more rigorous on this point.**

The Headteacher said from the FHT health check there were discussions around staffing capacity moving forward. The Headteacher reported the budget was not clear as it had gone through a number of iterations, ranging from a carry forward of £190,000 and all the way down to £2,000. The final budget approval was not required until 30<sup>th</sup> July; however the FHT decision planner had the governing body approving the budget by 30<sup>th</sup> June.

The Headteacher informed the meeting the document that he tabled was the most up to date version of the budget and this had an in year carry forward of £45,000. The governing body noted the three year budget plan was very concerning as by the final year the school would be £330,000 in deficit. It was noted this was the absolute worst case scenario and the outcomes are likely to change drastically.

The governors discussed possibilities of generating additional funds moving forward, they discussed letting opportunities and making profit off the sports and farm area.

**The governors raised concerns over the impact of the budget on school targets, as the staffing numbers would like be reduced.** The Headteacher commented the school should target a 5% carry forward and at this time this target was not feasible. **Governors asked what the Trust have said regarding the projected three year plan,** the Headteacher said a meeting was being held next week to discuss financial implications.

## GB/07/15-16 SAFEGUARDING

### 7.1 Safeguarding and Child Protection

There were no incidents to report.

### 7.2 Equality Incidents Reported Since the Last Meeting

There were no incidents to report.

## GB/08/15-16 CONCLUDING ITEMS

### 8.1 Evidence of Governing Body Impact on School Improvement

Mrs Shanahan and Mrs Le Mare attended the FHT health check and met with Nick Layfield, the group discussed what courses were needed for governors and how the governing bodies could share best practices.

The governing body asked for an update on the FHT health check, the Headteacher informed the meeting the final report had not be submitted to school, once it was he would email through to all governors. He discussed the outcomes from the visit; these were broken down into the school strength and weaknesses.

The focus of the visit on day one was Foundation and KS1 and on the second day KS2 and in particular the high attainers that were not stretched, governors noted they were aware and the process in place to support those pupils.

The Headteacher informed the meeting the targets are becoming more difficult to obtain, with next years ARE being at 85% and beyond that 90%.

-Mrs Fraser left the meeting at 7.50pm-

Governors asked for an update on KS2 SAT results, the Headteacher said the results for the school was very positive, nine pupils achieved 99% and 100% is ARE, so the results tabled could change further in the favour of the school.

	<u>School</u>	<u>National</u>
Reading	70%	66%
Writing	67%-69%	74%
Maths	80%	70%
SPAG	75%	72%
Combined	57%	53%

The Headteacher reminded governors the school was addressing the issues in Yr4 by strengthening the Yr4 staffing team, an outstanding teacher had been appointed into that year group.

### 8.2 Website Updates

The Chair was to take photos of the governors for the governor section on the school website; it was **agreed Mr Grant** monitor the governor section.

JG

### 8.3 Arrangements for Chair to Inspect School Records

The Chair agreed to inspect the school records.

### 8.4 Confirm Dates and Times of Future Meetings

The **Chair agreed** to contact all with the full governing body and committee dates for the autumn term 2016.

Chair

### 8.5 Confidentiality and Communication

It was **agreed** that no items 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 8.05pm**

**Signed by the Chair:**

**Date:**



**ACTION POINTS FROM THE MEETING:-**

Reference	Action	Responsible
GB/1.3/15-16	Discuss governing body membership and outcomes of the skills audit at the autumn term full governing body meeting.	FGB
GB/1.4/15-16	Agenda item-Parent Association for the autumn term full governing body meeting.	Clerk/FGB
	Circulate FHT meeting planner for review and final approval at the next full governing body meeting.	Chair/FGB
	Mr Grant to attend FHT governor induction training.	Mr Grant
	Complete safer recruitment online training.	Miss Shanahan
GB/2.4/15-16	Forward draft complaints policy to FHT for discussion.	Chair
GB/3.2/15-16	Sports funding to be review at the autumn term Finance and Personnel committee meeting.	F&P Committee
GB/8.2/15-16	Mr Grant to monitor and review the governor section on the school website. (ongoing)	Mr Grant
GB/8.4/15-16	Email dates for the autumn term governors meeting to governors and clerk.	Chair