

MINUTES OF MEETING

Academy: Edwalton Primary
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday, 16 March, 2016 at 6.30pm
Location: At the academy

Membership

'A' denotes absence

Mr S Dare (vice-chairman)
Miss L Paget
Mrs C Fraser
Mrs S Dawson (chairman)
Mr J Grant
Mr G Anderson
Ms A Taylor
Vacant (parent)
Miss L Shanahan
Mrs J Le Mare
Vacant (parent)
Mr B Owens (headteacher)
Mrs E Godber

In attendance Mrs J Brown (clerk to the governors)

GB/01/16 Apologies for absence Action

There were no apologies for absence.

The chairman welcomed the clerk to the meeting and governors introduced themselves.

GB/02/16 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/03/16 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated.

At the last full GB meeting governors discussed the 2 vacancies for parent governor and gave consideration whether to change the category to co-opted governor. This would reduce the number of parent governors on the gb to 2 from 4. The chairman has sought approval from the Trust to this change and they approved. The governors

agreed

to change the number of parent governors to 2 and the number of co-opted governors to 9.

Clerk

Action

The chairman asked all governors to complete the skills matrix document to identify any missing skills. The chairman will upload the skills matrix onto Dropbox.

**Chairman
govs**

The chairman suggested key skills for new governors would be in finance and legal. The chairman requested existing governors give consideration of anyone who they thought could be a suitable co-opted governor.

Mr Grant suggested approaching a representative of NACE (National Association for Able Children in Education) for potential governors.

The chairman asked why Mr Graham Beck was not on the membership list, as he was an associate member, as agreed at the summer meeting. Clerk to follow up with governor services.

Clerk

GB/04/16 School Council/School Parliament/PA reports

School council -The governors were joined by pupils from year 6 to give a presentation on activities by the School Council. Antonio and Eliza informed the governors that they had held a letter writing competition, a cake sale and collected food for the Friary Drop in centre. On World Book day pupils dressed up and there was a book swap.

Future activities - a carnival is being planned for the summer and all proceeds will go to an international charity, yet to be selected. A poster competition is being planned, with the prize of being headteacher for the day.

Two pupils from the school have been elected to represent the whole school at Trust meetings.

The governors thanked the school council representatives for their presentation.

The report from the PA will be at the next curriculum meeting, or summer governors meeting.

Agenda

GB/05/16 ECO team/Sports Leaders reports

ECO team – Olly, Fin, Kiera from year 5 joined the governors to present their findings on the usage of gas, electricity and water in the school. They have been using a website to monitor the usage and their aim is to reduce consumption. The pupils think the school could make improvements by reviewing the heating controls and timing in the school. The governors agree with the children and recognise they have made a valuable suggestion.

The governors discussed options to lag the pipes, change the timing clock and replace thermostat valves. Consideration was given to the length of time the school takes to heat through, and the heating must switch on early to allow adequate time to heat the whole building.

The pupils presented their findings on the use of water, and reported a spike in use in September. A request was made for more water butts and new watering cans to reduce the spillage and wasted water from children carrying water to their gardens.

The governors thanked the pupils for their presentation and complimented the content and level of detail in the report.

Sports Leaders - This year each class has elected 2 Sports Leaders per class. Eddy and Autumn from year 6 spoke to the governors about their role. They help KS1 in PE and also help using the new sports equipment at lunchtime. They are organising events on Friday, 18 March for National Skipping day. The sports leaders will also help with the inter-class sports competitions to find the team to represent the school in the Trust sports competition.

The governors thanked all the pupils for joining them and their presentations.

GB/06/16 Minutes of

Autumn term meeting

The minutes of the autumn term meeting held on Wednesday 25 November, 2015 having been previously circulated (**and subject to the following corrections being made**) were confirmed and signed by the chairman.

Correction to 73/15 change both entries of Mrs Elenor to Mrs O' Raw.

Matters arising

66/15 chairman to send copy of Decision Planner to clerk

Chairman

75/15 Scheme of financial delegation carry forward to next meeting

Agenda

Setting of academy budget – carry forward to next meeting

Agenda

Committees and working parties

Finance and Personnel 27 January 2016.

Governors confirmed receipt of the minutes of F & P meeting, there were no matters arising.

Curriculum meeting has been rescheduled for 4 May 2016.

GB/07/16 Correspondence

The clerk informed the governors that the termly newsletters are now available on the Schools Portal and encouraged governors to access the detailed information available on the portal. This has replaced the Wired service.

Access to the Schools Portal is via the website
<http://www.nottinghamshire.gov.uk/schoolsportal>

Chairman

Each school has a username and password to gain access to the portal. The chairman to ask Ms K Yapp to circulate the username and password.

The clerk drew attention to the following articles in the newsletter:

- Introduction from Sir Michael Wilshaw on the role of governance
- Further information on the Prevent duty
- Safer recruitment advice from HR

The headteacher had been notified that all governors required a DBS check. Ms Taylor required a check to be completed. The chairman will request Ms Yapp to complete.

Chairman

The chairman has received correspondence from the LA on revised wording to include in the Lettings Policy. The suggested wording is in line with the Prevent Duty. The chairman to ask Mrs Yapp to update.

The governors discussed the opportunities for letting parts of the school to external bodies. A suggestion was made to hire out the hall for children's parties. The headteacher reminded governors that the cost of heating, lighting and cost of the caretaker resulted in minimal income generated from lettings.

Holding the principal/headteacher to account for the educational performance of the school and its pupils

GB/08/16 Headteacher's report including

The governors confirmed receipt of the headteacher report. The headteacher had presented the report in his standard format, but was aware that a new headteacher report template was due out from the Trust. His aim was to provide governors with wide-ranging information about the school to enable them to contribute to the strategic direction of the school.

The headteacher spoke to the report and referred to the current emerging process as an academy school. Policies were being updated in line with Trust policies.

Admissions – the headteacher apprised the governors that admissions are a governor responsibility. There is no cap size to classes, but the school tries to limit class size to 30. There is a class in year 2 with 31 due to a LAC being accepted.

The headteacher asked Miss Paget and Mrs Godber to share their feedback from attending a recent school readiness meeting held locally with other schools and parents. It was a well-attended event, and parents were keen to learn how to ensure their children are school ready.

Deferred entry - The headteacher gave an explanation on the deferred entry process which is being introduced in the autumn term. Parents will apply for a school place for their child, and subsequent to an offer, may ask to defer the place. The school must hold that place for the child until they start. The start date may be at any time after start of term, could be after one or two terms. The system is to benefit children who are not ready to start school e.g. summer born children. The headteacher emphasised that decisions to defer places will be made on an individual basis with the school and parents, putting the needs of the child first.

The governors agreed that the school is a positive place for children to start their education and the setting is strong for children coming in from pre-school.

Staff succession – confidential item

A governor **asked** for an explanation to the difference in a care assistant and teaching assistant roles in foundation.

The care assistant is an unqualified role, and compared to a floating adult. The teaching assistant is a qualified role. The role of care assistant has been received positively by parents and this is evidenced in the outcomes in foundation.

A governor **asked** about the measures that are in place for pupils with behavioural issues –

The headteacher informed governors that additional nurture sessions have been put in place with Trish Gilbert. This has resulted in more pupils been able to attend the sessions.

A governor requested further information in the future on how the school manages behavioural issues, with the use of a case study to help governors understand the process and interventions available.

HT

The headteacher distributed and spoke to the template that the school is using for the termly report for pupils.

The headteacher shared a censored document with the governors to demonstrate how staff record and track all interventions that are given to support children.

The headteacher was thanked for his report.

Ensuring clarity of vision, ethos and strategic direction

GB/09/16 Report from the Corporate Director for consideration and action

Governing Body Code of Conduct

The clerk spoke to the report highlighting that it is good practice for governing bodies to adopt a code of conduct. This is the document which sets out the purpose of the governing body, describes the appropriate relationship between individual governors, the whole governing body and the leadership team of the school. It enables governors to understand the behaviours expected of all governors and promotes effective team working.

The report raises governors' awareness of the standard of behaviour that is acceptable and helps them to articulate expectations in a framework that can be easily understood by all governors.

The chairman confirmed that there is a code of conduct in the induction pack, but would benefit from review. The report was passed to the curriculum committee to agree a model code of conduct for the governing body to adopt at their next meeting.

**Curr Mtg
Agenda**

The governors discussed the importance of the duty of care that governors have. All agreed that governor visits build the relationships with the school. The chairman stressed that it is important to come in and talk to teachers. Governors were asked to challenge teachers on ARE. National levels are still not known, but governors can still question and demonstrate accountability. The governors agreed that they want to be accessible for their link areas and to teachers.

GB/10/16 Review behaviour and attendance policy

The chairman confirmed the Behaviour policy had been reviewed and an updated policy was available in the Dropbox account.

The attendance policy is to be discussed at the Curriculum meeting

Curr mtg

GB/11/16 Policy update – to approve any policies referred from the previous meeting of committee meetings

The following policies were all available in Dropbox and had been agreed at committees -

- PE
- Separated parents
- Health and Safety

GB/12/16 Receive a report from the designated LAC teacher

This was included in the headteacher's last report. The governors noted that there have been 5 LAC requests for places in foundation from September.

GB/13/16 Governor training

Report from training co-ordinator including priorities for governor training and development 2016/17

The chairman gave feedback from a meeting that she had attended with the chairs of all the other governing bodies in the Trust. The Trust have offered to provide all the training for governors instead of the LA. This training will be tailored to the needs of the school. There is currently not a schedule of training in place, this is being prepared. The governors had poor feedback of the LA training. Ms Taylor had attended the induction training from the Trust and gave positive feedback.

The cost of the training would be built into the offer.

The chairman asked if governors would be happy to accept the Trust training instead of the LA. The governors

agreed

to training from the Trust.

The chairman requested that all governors inform her of training completed. Governors noted that online training is also available through GEL.

Mr Grant to attend Trust induction.

JG

Governors self-review – the chairman will circulate the document around governors for completion.

Chairman

Governors gave consideration to the forthcoming recruitment and asked if any additional training was required by governors to sit on interview panels. Mrs Fraser and the headteacher have both completed the Safer recruitment module. The headteacher assured the governors that the existing trained governors would be able to support the recruitment process. Governors noted that the Trust will be interviewing for multiple posts at one time, so less panels may be required.

Safer recruitment training is online via the Department for Education, Miss Shanahan and Mrs Le Mare to complete.

**LS
JLM**

GB/14/16 Governor visits and monitoring reports

The following visits had taken place –

- Mrs Fraser – Safeguarding compliance visit
- Mrs Fraser and Mr Anderson had completed a review of the SIP. Planning for this review had been online and the feedback was positive from teaching staff.
- Miss Shanahan reported on World Book week. The feedback had been very positive and generated a lot of enthusiasm in the children. Activities included – a visit by an author and teachers swapping classes to read stories.
- The headteacher acknowledged the detailed SEN report that Mrs Le Mare had completed. The headteacher gave thanks to Mrs Le Mare for a substantial piece of work.
- Mr Beck, associate member had completed a health and safety review with the site manager and the headteacher. The report from this visit will be presented at the Finance meeting

Planned visits were to take place in RE and PE. Governors identified that there will be gap in RE when Mr Jaycock leaves at the end of the academic year.

The chairman informed governors that the Trust is producing a template of 20 key questions for governors to ask on visits.

Overseeing the financial performance of the school and making sure its money is well spent**GB/15/16 Academy budget**

School budget – the school are waiting for the budget to be issued from the Trust. **Agenda**

Governors noted that the carry forward from the conversion had been approved at the Finance committee

The school will adopt the Finance policy when it is received from the Trust.

Services for schools – confidential item

Evidence of governing body impact on school improvement**GB/16/16 What has been done to impact on outcomes for pupils?**

- Agreed the change of category of parent governors
- Agreed the school position on deferred places
- Agreed governors to access training through the Trust
- Discussed succession planning
- SIP review
- Safeguarding compliance visit completed
- SEN report

GB/17/16 How has the governing body held the school leaders to account?

- Questions to the headteacher on succession planning
- Questions to the head on managing behaviour
- Governor visits

Concluding items

GB/18/16 Confirmation of date for 2016

The governing body

agreed

Summer term – Wednesday, 6 July, 2016 at 6.30pm

GB/19/16 Determination of confidentiality of business

It was

resolved

That part of GB/8/16 and GB/15/16 are confidential.

The meeting closed at 8.45pm.

Signed(chairman)

Date

JB/w

