

Edwalton Primary School Governing Body

Minutes of the summer term local governing body meeting held at the school on Tuesday 5th July 2017 at 8.40pm

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

In Attendance		Mrs K Shead, Clerk to the governing body.
		Mr A Thomas, New Headteacher from September 2017
		Ms H Turner Treasurer of the Parent Association

GB/21/16-17 PRELIMINARIES

21.1 Apologies for Absence

Apologies for absence were received and approved from Mr Anderson, Mr Bansal, Mr Dare and Mr Grant.

ACTION

21.2 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.

21.3 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.

The Chair reminded governors that 6 months of non-attendance at meetings unless agreed by prior arrangement may result in dismissal from the governing body. The website needs updating to reflect this.

Vacancy Update

Mr Anderson, Mrs Fraser and Ms Taylor resigned from the governing body. The Chair thanked all 3 governors for their commitment and contribution to the governing body.

It was explained to Mr Thomas the strong links the school has with the local church and community where Mrs Fraser's partner is the vicar, with it being hoped this relationship would continue even though Mrs Fraser will no longer be a governing body member.

Due to the governor resignations it was discussed and **agreed** that Ms Shanahan and Mrs Le Mare would become a co-opted members.

Mrs Earley was formally elected on to the governing body after the recent parent governor elections.

This now means that there are 3 co-opted vacancies and 1 parent governor vacancy.

ACTION: Parent governor elections to be held in the early autumn term, with information about the forthcoming elections to be promoted in the school newsletter before the end of term.

**HT &
Chair**

Due to the Headteacher's retirement at the end of the school term, this was the Headteacher's last governing body meeting. The Chair on behalf of all of the governors thanked the Headteacher for his immense contribution to the school over many years. The Chair gave the Headteacher the governing bodies best wishes for a happy retirement.

End of Terms of Office

Mrs Godber as staff governor term of term of office comes to an end in September 2017. Mrs Godber has agreed to continue in this role for a further term.

21.4 Minutes of the Last Meeting and Matters Arising

Minutes of the meeting held on 22nd March 2017, copies of which had been previously circulated, were taken as read and confirmed by the Chair.

The minutes weren't signed as some amendments were required to be made.

Action Points

GB/11/16-17 – Parent governor election has taken place.

GB/11/16-17 – Staff governor election isn't now required to be held.

GB/19/16-17 – The distribution of meeting papers has been addressed.

21.5 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.

21.6 Correspondence Items

From Chair

The Chair had received the Headteacher's resignation with effect from the end of the summer term. A successful recruitment process was undertaken by the CEO for the Trust and 5 governors for a new Headteacher, with Mr Anthony Thomas having been appointed as new Headteacher from the autumn term.

The Chair fed back from the Trust Hub meeting that she recently attended.

Items discussed were support for parent associations, and IT issues.

The school has been RAG rated against the Trusts targets.

The minutes from the meeting once available will be put in to drop box.

From Headteacher

An acknowledgment has been received from the Flying High Trust that they will be providing the finance of £46,000 for the replacement boiler.

From Flying High Trust

The schools budget submission deadline to the Trust is 19th July 2017. The Trust is required to submit all of the budgets to the EFSA by 28th July 2017. Therefore, the budget is required to be signed off by the governing body by 7th July 2017.

From Clerk

There were no items of correspondence from the Clerk to consider.

GB/22/16-17 PARENTS ASSOCIATION UPDATE

Ms H Turner Treasurer for the Parents Association provided governors with a summary of activities and funds raised this school year.

Income:

- Summer Fair - £2,700 profit
- Christmas Fair - £2,400 profit
- School disco - £800
- Sales of cards - £600
- Refreshments at concerts, sports day etc - £400

Expenditure:

- PA System - £4,800
- Outside playground equipment - £3,500
- Farm and photocopying - £2,100

Ms Turner informed governors that the parent association was currently operating with only 4 key people, and raised concern that this wasn't sustainable as in the autumn term there would be no Chair or Secretary as these people are to step down.

Staff have supported all of the events this year and without this help, the events wouldn't have been able to go ahead.

The Chair commented that Parents Associations had been discussed at the recent Hub meeting and many schools in the Trust were in the same position.

It was suggested that ideally if 2 parents from each year group were willing to be part of the association it would make the Parents Association viable. It was agreed that a direct approach is needed in the autumn term to recruit new members; otherwise there is a risk that the parents association could disband.

Governors thanked Ms Turner for the update on the Parents Association and requested thanks were passed on to the 3 other members for their work with the Parent Association.

GB/23/16-17 EXTERNAL REPORTS TO GOVERNORS

23.1 30 Free Nursery Hours Offer

It was advised that the school isn't a take up school for the 30 hour offer.

GB/23/16-17 SCHOOL PROGRESS

22.1 Headteacher Report

It was **agreed** that the Headteacher would produce his report to cover the whole term before the end of term. The report will be put in drop box.

Some of the contents of the Headteacher's report had been discussed at the Curriculum and Pupils meeting which took place prior to the local governing body meeting. (See committee meeting minutes).

The Headteacher advised that a new template for the Headteacher's report has been agreed by the Trust. This template is required to be used from September.

The Partnership Review has been carried out. Report to follow.

22.2 Pupil Premium and Sports Funding

This item was covered at the Curriculum and Pupils Committee meeting held prior to the governing body meeting. See the Committee meeting minutes.

GB/24/16-17 GOVERNORS MONITORING AND EVALUATION REPORTS

24.1 Reports from Committees

Finance Committee

The budget was approved.

The Trust has agreed the funding of £46,000 for the replacement boiler works. This is made up of £42,000 for the boiler and £4,000 towards associated works.

Additional income is required for the farm.

Concerns were discussed about the IT in school, but these are now being progressed. The parent association and lack of membership was discussed.

To build up a contingency within the budget of at least 5%.

24.2 Governor Training and Development

The governing body self evaluation has been submitted to the Trust. This document will inform the governor's improvement plan, which includes governor body succession planning, recruitment of governors, and improved community relations with it being commented that these could be better.

A skills matrix of the governors is to be completed and the results are to be circulated. This is to be actioned before the end of term.

It was discussed that new governor monitoring roles may need to be allocated to governors dependent on the outcome of the skills audits. It was suggested that new governors once recruited could perhaps fill these vacant roles.

It was discussed that there are key skills lost from the governing body with the recent resignations of members. These include, safeguarding, benchmarking, eco and community issues.

Governors were invited to participate in safeguarding update training at the inset day on 6th September 2017. This training is to be delivered by an external provider.

GB/25/16-17 POLICY MANAGEMENT

25.1 Policies for Ratification

It was confirmed that the following policies had been put in to drop box for consideration by the governors.

- Attendance
- EYFS
- Business Interests Policy
- Emergency Planning
- Health and Safety
- Lettings
- Online Safety

Governors approved and ratified the policies detailed above.

25.1 Upcoming Policies for Review

A HR Handbook is being written by the Trust for all schools.

Educational Visits Policy – this will need to be considered in the autumn term.

GB/26/16-17 FINANCIAL MANAGEMENT AND HR

26.1 Quotes and Tenders for FGB Approval

The Finance and Personnel Committee had approved the quote for the replacement boiler.

This was ratified by the governing body.

26.2 Ratification of Budget for 2017-18 and 3 Year Plan

The Finance and Personnel Committee had considered and approved the budget for 2017- 18 and 3 year financial plan.

This was ratified by the governing body.

9.45pm Ms Whitworth left the meeting.

26.3 Staff Wellbeing Report, Actions and Review Staff Absence

This is a standing agenda item. A wellbeing or attendance report wasn't presented at this meeting.

It was confirmed that staff attendance has been tightened with revised policies and procedures in place.

Attendance management processes are attended by a HR representative and a HR lawyer.

GB/27/16-17 ICT, SITES AND BUILDINGS

27.1 ICT Update and Impact on Learning

This item was discussed at the Curriculum and Pupils committee meeting held prior to the FGB meeting.

27.2 Health and Safety Update

Graham Robins from the Trust visited the school on 12th June 2017.

A further visit will be undertaken in the autumn term.

GB/28 /16-17 SAFEGUARDING

28.1 Safeguarding and Child Protection

This item was covered in the Curriculum and Pupils Committee meeting held prior to the LGB meeting.

28.2 Equality Incidents Reported Since the Last Meeting

There were no equality incidents to consider.

GB/29/16-17 CONCLUDING ITEMS

29.1 Future Meetings

The meetings of the full governing body and committee meetings for 2017-18 are to be confirmed.

Meetings will be arranged to coincide with Directors and HUB Trust meetings.

Also the Finance and Personnel Committee meetings are to be more closely aligned to budget timelines and associated budget work.

29.2 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 9.55pm.

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
GB/21/16-17	Parent Governor elections to be held in the autumn term.	Headteacher & Chair.