



School: Edwalton Primary
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday, 18 June, 2014 at 6.30pm
Location: At the school

Membership
'A' denotes absence

A	Mr S Dare (vice-chairman)
	Mrs C Fraser
A	Mr J Chimes
A	Mr S Garland
	Mr G Bryant
	Mr G Anderson
	Mrs L O'Raw
	Miss L Shanahan
	Mrs L Littler
	Mr J Baddley
	Mrs S Dawson (chairman)
	Mr B Owens (headteacher)
	Miss L Paget
	Mrs E Godber

In attendance

	Mrs S Hill (clerk to the governors)
A	Mr P Jaycock (associate member)

GB/17/14 Apologies for absence

Action

Apologies for absence were received from Mr Dare, Mr Chimes and Mr Garland.

It was noted that Mr Jaycock, associate member, did not usually attend the full governing body (GB) meetings.

Mr Chimes' continuing absence was noted and this was accepted by the GB.

It was

resolved

that the GB consent to these absences.

GB/18/14 Declaration of interest

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

GB/19/14 Review of membership

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

Mrs O'Raw completed and returned a Declaration of Eligibility form.

The clerk brought to the attention of governors the following end of term of office:

Mrs Littler: 6 October, 2014

Mrs Littler informed the governors that it was not her intention to stand again. It was noted that a parent election would need to take place in the autumn term. Mrs Littler was thanked for her contribution to the work of the GB.

HT

The reconstitution regulations were also noted.

GB/20/14 School Council/Eco team reports

School Council report

School Council representatives, Maya and Eleanor, joined the meeting to present their report, accompanied by teachers Miss Flaherty and Miss Reay. They gave an update of their activities, reporting as follows:

- the progress of the link with a school in Nepal. They were hoping to exchange video clips of groups of children learning words in the partner school's language
- introducing Playground Pals bibs for school council members to wear to ensure that no-one was left alone at break times
- fund-raising a) £200 raised for a charity project in Senegal
b) 'Giving up' day
- the group also showed a video of an assembly headed up by a team from the radio station GEM 106. Some of the money raised would support a former pupil of the school who was going to Ecuador
- council members had attended a meeting with a representative from the LA to discuss school dinners. The group had gained feedback from each class on their opinion of the meals provided.

Both Maya and Eleanor agreed that what they liked best about being School Council members was the impact they had on what happened in school. They commented on their impact on the school newsletter and their involvement with the Star Readers initiative.

Governors asked questions about school dinners. The girls said that there was a mixed reaction as to how much they were liked. A few of the 'dislikes' were listed as follows:

- the staff packed away while the children were still eating
- queuing
- there was not the choice of food left at the end of the session
- it was noisy.

The GB discussed whether there were any solutions to these issues – the use of wrist bands or wooden spoons to indicate choices, for example. The HT said that the group would be invited to talk with the Senior Leadership Team about their findings.

The girls were thanked for their presentation. The video had been much enjoyed. They left the meeting at 6.50pm.

Eco Team report

Eco Club representatives, Zara and Ankita, joined the meeting accompanied by their teacher, Mr Bogod. They highlighted the following club activities:

- 'Switch off' day at the end of the previous term. This was used as the focus for an assembly
- conducting a survey to see how friendly the school site was for bees and asking everyone to plant more flowers in their gardens to attract bees
- regular classroom checks to ensure power was switched off
- Eco Schools 'Big Tidy Up' – checking where litter came from and whether it was bio-degradable
- mini-photo competition in the woods
- preparation for the Green Flag award. The accreditation documents had been sent off.

Governors noted that the group's hopes for growing chillies for resale to Chilli Fundamentals had not been pursued as the lady making contact with the school had fallen ill.

Governors asked how many bags of litter had been collected and what was most in evidence. Three bags had been collected and Cadburys' wrappers appeared to be most in evidence. Most litter had been found round The Meadow Covert.

In answer to a question about bees, the girls said that bees were most attracted to red and purple flowers.

They were thanked for their most interesting presentation and left the meeting at 7.05pm.

GB/21/14 Parents' Association report

A written report had been submitted. The HT reports as follows:

- total income for the year stood at £5,341.99. Expenditure stood at £13,094.00
- individual spending was reported in detail on the income and expenditure statement. The HT commented that the association had funded the coach to take the school's dance group to Dance competition finals in Oxford. It had been an excellent day and the school had finished in the top half of the order. The HT added that the standard of competition had been very high and that some performances 'took your breath away'
- there had been a submission for a coach for Tag rugby
- the provision of a new shed was also to be confirmed.

The current group would be standing down at the end of the summer term. The HT thanked them for their support, adding that the wider life of the school had been significantly enhanced by their contribution.

GB/22/14 Minutes of

Spring term meeting

The minutes of the spring term meeting held on 26 March, 2014, having been previously circulated and subject to the following correction being made, were confirmed and signed by the chair.

GB/12/14 Governor training

Mr Bryant had attended a Headteacher Appraisal training session, not SEN.

Matters arising

Governors discussed the recent change in methods for receipt of papers. Mr Bryant stated that there had been no consultation with governors. The clerk pointed out that most governors had stated that they wished to receive papers by email and that it was no longer possible to offer a 'mixed economy.' It was possible to change to the system to receive paper copies but this would incur a further charge.

GB/02/14 Declaration of interest – receipt of outstanding forms

This would be checked at the Finance and Personnel Committee meeting in the following week.

F&P Cttee

GB/03/14 Review of membership

The error in the telephone numbers had been corrected.

GB/06/14 Minutes of autumn term meeting

Copies of outstanding minutes had been sent to the clerk. The issue of a minute-taker had been addressed.

GB/15/14 Concluding item

The HT confirmed that he had set up a new Drop box as requested.

GB/23/14 Reports from committees and working parties

It was confirmed that all minutes from C&P and F&P committee meetings had been circulated.

Matters arising

There were no matters arising.

GB/24/14 Correspondence

The clerk highlighted the Nottinghamshire Governor magazine, now produced in digital form only. Two editions per term would be emailed to chairs and training co-ordinators.

Governors queried whether the training booklet might be distributed in similar form.

Holding the headteacher to account for the educational performance of the school and its pupils**GB/25/14 To agree who will support the appraisal governors in conducting the headteacher's annual appraisal process**

The HT commented that he had received no feedback on his HT appraisal since last November. The chair said that she was waiting for feedback from the Appraisal governors. Two of the three Appraisal governors, including the committee chair, were absent from this meeting but it appeared that there had been no feedback following their meeting with the external adviser (EA) and that the process for the previous year had not been closed.

Governors agreed that this situation needed to be addressed and rectified as soon as possible. The chair said that she would speak to one or both of the Appraisal governors not present before the committee meeting to be held in the following week. In the meantime, the governing body offered its apologies for this situation, stating that they found it completely unacceptable.

Chair/SD/SG

The HT added that it would not be possible to reach closure in a week as there were too many elements to be resolved.

It was agreed that the HT should discuss the choice of EA with the Appraisal governor with a view to making an appointment to replace the previous holder of the position.

HT/SD/SG**GB/26/14 Appointment of appraisal governors**

Mr Bryant had completed HT Appraisal training but flagged up that the end of his term of office came up in February, 2015. It was agreed that Miss Shanahan should be appointed as Appraisal governor to take over from Mr Bryant. She would access training as soon as possible.

LS

In conclusion, the chair said she would carry out a Quality Assurance review before the next round of HT appraisal began.

Chair

At this point, the HT presented his report, which he offered as 'an update of where we are'. He asked the GB to note the following:

- the professional structure for the TAs' training and development
- the staff update – governors were asked to note the staffing structure and the staff training record, noting especially the column identifying the impact of CPD
- governors were asked to make their link visits before the end of the summer term
- performance management cycle – the HT described this as 'very positive'
- phonics screening – in progress currently.

The report was accompanied by a Self-Evaluation summary which governors were asked to keep **confidential**.

Governors noted that interviews were arranged for TA vacancies.

Mr Baddley asked about the Eco Club link as both teachers currently involved were leaving. In answer to a further question about the Eco Club, the HT said that it had around 40 members.

Ensuring clarity of vision, ethos and strategic direction

GB/27/14 Report from the Corporate Director for consideration and action

Implementation of the school SEND information regulations

The HT reported that both the updated SEN policy and the Information Report were in hand. There was already information on the website.

Mr Bryant commented that a review of the SEN policy was due in the autumn term. The HT said that he was confident that the school would fulfil its responsibilities.

Mr Baddley thought that it might be necessary to add a caveat to the general Complaints Policy in the light of the new SEN requirements.

GB/28/14 Policy update

To note the updated 2014/15 policy checklist and agree arrangements for reviewing policies

The Behaviour policy had been approved. The HT said that all policies were available on the website.

Following discussion, it was agreed that the Equality policy was out of date and that it should be removed from the website, pending update.

HT

The HT informed governors that the office manager had been systematically going through the policy checklist and documenting the updating. The GB needed to decide when it wished its policy review to happen.

GB

GB/29/14 Approval of in-service training days

The dates had been chosen. The form was left with the HT for completion and return to Governor Services. All dates were on the website.

HT

GB/30/14 Review of delegation and organisation of committees

Agree committee structure and membership of committees

Governors discussed the present structure and its effectiveness. It was noted that there were some issues which might give rise to complications – e.g. Pay Committee or Appraisal, where there could be confusion over boundaries.

It was agreed to retain the status quo and to monitor its effectiveness.

Mr Baddley asked who the members of the Health and Safety committee were. The HT replied that they were Mr Baddley, the site manager and the HT. The requirement for termly inspection meetings was also flagged up.

GB/31/14 Governor training

Report from training co-ordinator including priorities for governor training and development 2013/14

There was nothing to report which had not been previously covered in the meeting.

GB/32/14 Governor visits and monitoring reports

The details and reports of all visits had been covered in the C&P committee meeting.

Mr Baddley had made a Health and Safety visit on 6 June, 2014 and a report had been completed.

Overseeing the financial performance of the school and making sure its money is well spent

GB/33/14 Approval of

*School budget
Year-end re-forecast
Services purchased for the school*

The above items had been approved at the F&P meeting. They now received full GB approval.

Concluding items

GB/34/14 Confirmation of dates for 2014/15

The governing body

agreed

Autumn term – Wednesday, 22 October, 2014 at 6.30pm
Spring term – Wednesday, 4 March, 2015 at 6.30pm
Summer term - Wednesday, 17 June, 2015 at 6.30pm

Dates for committee meetings would be arranged.

GB/35/14 Determination of confidentiality of business

It was

resolved

that all papers and reports, apart from the separate Self Evaluation Sheet distributed with the HT's report and the paper referred to below, be made available as necessary.

Before the meeting closed, the HT distributed and talked through a copy of the agenda for the latest Teaching Schools Alliance meeting so that governors might have some insight into the depth and strength of the partnership and its impact on the participating schools. The GB was asked to keep the content of this document confidential.

The meeting closed at 8.50pm.

Signed(chairman)

Date

SAH/jag