

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Edwalton Primary
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday, 22 October, 2014 at 6.30pm
Location: At the school

Membership
'A' denotes absence

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

In attendance

	Mr C Richardson (clerk to the governors)
A	Mr P Jaycock (associate member)
	Miss J Hodgkinson (associate member)

GB/36/14 Apologies for absence

Action

Apologies for absence were received from Mr J Baddley (out of the country), Mr S Dare (work) and Mrs C Fraser (personal).

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

It was

resolved

that the governing body consent to these absences.

Mr Garland and Mr Chimes had informed the chairman of governors of their resignation.

GB/37/14 Declaration of interest

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

Review Register of Business Interests

The clerk reminded governors that these needed dating and signing annually by governors and staff.

GB/38/14 Review of membership

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

The clerk highlighted the following vacancies on the governing body:

One parent and one authority vacancy.

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

Mr Jaycock's term of office as an associate member expires prior to the next full governing body meeting.

Mr Baddley's term of office as a parent governor expires prior to the next full governing body meeting.

- Reconstitution of governing body

The chairman of governors had circulated a paper with a model for reconstitution based on skills and informed governors that it was a model the Flying High Trust used.

Mr Anderson questioned about voting rights of co-opted governors and how to recruit them. He was informed that they had the same voting rights and governors could approach people and recommend them to the governing body who would then decide whether to appoint or not.

Miss Shanahan challenged the chairman regarding the skills matrix and Mrs Dawson informed her that it was drawn up from the one that governors had recently completed. The chairman informed governors that the audit showed there were weaknesses in legal aspects, accounting and possibly Health and Safety.

Miss Shanahan asked about timescales. Mrs Dawson informed her that the papers for parent elections would go out straight after half term. Miss Shanahan asked if the previous standard letter could be tailored to addressing the skills the governing body needed. She was informed that this was the case.

Mrs Dawson proposed and Mr Anderson seconded that the governing body reconstitute to a skills based body with effect from 22/10/2014. This was unanimously **approved**.

As the governing body agreed to reconstitute, Mrs Dawson and Mr Baddley resigned as parent governors.

Following reconstitution there are 2 parent vacancies and 3 vacancies for co-opted governors.

It was agreed to appoint Mrs Dawson and Mr Baddley as co-opted governors.

- Appointment of associate member and determination of term of office

It was proposed by Mrs Dawson and seconded by Mrs O'Raw that Miss J Hodgkinson be appointed as an associate member for a period of 1 year whilst she was on secondment at the school. This was unanimously **agreed** by governors.

- Resignation of Local Authority governor

Mrs Dawson had previously informed governors of these resignations.

- Resignation of community governors.

Mrs Dawson had previously informed governors of these resignations.

GB/39/14 Determination of term of office for chairman and vice-chairman

Following a proposal by Mrs O'Raw which was seconded by Miss Shanahan, governors **agreed** that the term of office for both chairman and vice-chairman should end in the autumn term 2015.

Clerk

GB/40/14 Election of chairman

Miss Shanahan proposed Mrs S Dawson for the position of chairman of governors, this was seconded by Mrs O'Raw, and it was **unanimously approved**.

Clerk

GB/41/14 Election of vice-chairman

Mrs Dawson proposed Mr S Dare for the position of vice-chairman of governors, this was seconded by Mr G Anderson, and it was **unanimously approved**.

Clerk

GB/42/14 School Council/PA reports

Unfortunately the School Council, Eco group and Parents' Association were unable to attend.

GB/43/14 Minutes of

Summer term meeting

The minutes of the summer term meeting held on Wednesday, 18 June, 2014 having been previously circulated were confirmed and signed by the chairman.

Matters arising

The headteacher spoke about INSET days for academic year 2015/16 but no other local schools were looking at these until the spring term. Mr Anderson challenged why they had to be the same as Rushcliffe School and Mr Owens informed him because of siblings and childcare.

Approval of Decision Planner

This was separate item on the agenda.

GB/44/14 Reports from committees and working parties

The minutes of both the following committees had been circulated prior to the meeting.

Finance and Personnel Committee on Wednesday, 25 June, 2014 and Wednesday, 24 September, 2014.

Curriculum and Pupils Committee on Wednesday, 2 July, 2014 and Wednesday, 10 September, 2014.

Matters arising

There were no matters arising as approval of policies was an agenda item.

GB/45/14 Correspondence

The clerk highlighted the following articles from the new style Nottinghamshire governor e-newsletter:

- Safeguarding news and training.
- LA Whole School Child Protection Policy.
- DfE Keeping Children Safe in Education.
- Managing allegations against teachers and other staff.
- SEND and health.
- Supporting pupils with medical needs.
- Nottinghamshire Declaration on Tobacco Control.
- Every Child a Reader Report.
- OFSTED update report on pupil premium.
- Support for governors – new information folders (reconstitution, monitoring questions and Governing body committees) on WIRED.

Mrs Dawson informed the governors that she had received an enquiry from a parent interested in becoming a governor and had spoken to him and advised him to speak to the headteacher. The Headteacher had requested he put together a CV. This would be put in a dropbox for governors to see.

Mrs Dawson reported to governors on an email she had received from the Flying High Trust. Governors felt they wanted to visit the Trust and it was agreed that Mrs Dawson, Mr Dare and Mr Anderson would undertake work on behalf of governors but anyone could visit and become involved.

The chairman **agreed** to send emails to governors to move this item forward.

Chairman

Mr Anderson **agreed** to set up a doodle to ascertain a date for this meeting.

**Mr
Anderson**

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

GB/46/14 Headteacher's report including

The headteacher presented his report which had been previously circulated and highlighted the following:

The headteacher informed governors that another headteacher had read the report for quality assurance.

He explained about the Quality Assurance visit from the Local Authority and the increased workload that not only himself was incurring but also that of the Senior Leadership Team (SLT). Despite the new SLT being in its embryonic stage he recorded his thanks for their hard work and the rapid progress that they were making. He informed governors that the paperwork needed to be with the Local Authority two weeks before the visit which was scheduled for 26th November and would be carried out by Mrs J Sharpe an Education Improvement Adviser from the Local Authority.

The school was working in collaboration with another headteacher on all documents and this was the External Adviser for the headteacher appraisal.

He spoke about the new curriculum and how the new one was being developed.

He informed governors how the new blogging system was working and that there had been 625 hits on the day photographs of the residential visit went on. He told governors that Mrs Flaherty and Mr Graney had undertaken a lot of the initial work and thanked them.

He gave governors a paper entitled 10 questions and asked them to read it and feed back comments to him.

He asked for questions.

Mr Anderson asked if the appraisal process had started and Mr Owens replied it had. He had undertaken some SLT reviews and after half term would be running voluntary Performance Management workshops for staff to attend if they wished where he would give information as to what they were required to bring.

Mr Anderson challenged Mr Owens as to how onerous it was for staff as from his understanding it was quite onerous in providing all the evidence. A staff governor replied that this was not the case at the school and she had found it very positive.

Miss Shanahan questioned about Foundation class size limited to 30 and why it is not full when there is a waiting list. Mr Owens gave a full reply.

Mr Owens updated governors on the information to be sent to stakeholders in school regarding Ebola.

Update on School Self-Evaluation and Development Plan/ Progress that vulnerable groups are making/ Amount of pupil premium funding/sports funding/ The rationale for spending the pupil premium

Mr Owens had given governors detailed information within his report and all required information was on the website.

GB/47/14

Confirm arrangements for the headteacher's appraisal meeting and ensure appraisal governors have appropriate training

The date has been set for 17 November with Mr P Unsworth and the appraisal governors are Mr Dare and Miss Shanahan.

Ensuring clarity of vision, ethos and strategic direction

GB/48/14 Report from the Corporate Director for consideration and action

Children Missing Education (CME)

The clerk informed governors that they needed to know that the school had robust procedures in place if they had children who had gone missing or not arrived after being offered a place by the admitting authority.

He told them that Glen Scruby was the Notts LA Children Missing in Education officer.

Governors noted the actions in the report.

Admission arrangements

The clerk spoke to this report. He highlighted that admission authorities must consult where there is a proposal to decrease the published admission number. A public consultation must take place every 7 years even where there have been no changes.

Governors noted the report.

HR report – School Pay Policy and Guidance 2014 and revised Appraisal Policy and Guidance

The clerk spoke to this report. He informed governors of the key changes to the School Teacher's Pay and Conditions document. Most of the changes relate to the leadership pay.

He informed them that as a governing body they need to revise as a matter of urgency, their Pay policy and guidance and the Appraisal policy and its guidance.

The new headship standards are still at the consultation stage.

Governors should consider setting up a pay committee to consider all staff pay if they do not already have one. If a committee has been set up then terms of reference need to be in place.

Governors noted the report

Funding for vulnerable pupils including looked after children (LAC)

The clerk spoke to this report. He informed governors that they need to know the impact of the funding. He informed them that they need to appoint a designated governor for Looked after children if one is not in place.

They also need to know how the funding is impacting on higher achieving children as well as FSM, service and LAC children.

There must be on the school website information regarding the amount of pupil premium the school receives how it is spent.

Governors noted the report.

Elective Home Education in Nottinghamshire

The clerk spoke to this report, highlighting that good practice is for governors to receive regular updates as to the number of children receiving home education.

Governors need to be aware that no child can be removed from a school's roll unless the school has received in writing the parents intention of home educating the child.

Governors noted the report.

GB/49/14 Safeguarding children in education governors' compliance checklist

Agree arrangements for completion and sign off by the chairman

The headteacher agreed to return the form to Cheryl Stollery prior to the 31st December 2014.

GB/50/14 Policy update

Approval of

- Pay Policy
- School Visits Policy
- Welfare of Children Policy
- E-Safety Policy
- Appraisal Policy
- Finance Policy
- Lettings Policy
- Employee Code of Conduct Policy

Governors **ratified** all of the above policies

- Blogging Policy

A full discussion took place on this policy.

Mr Anderson challenged as to were all teachers checking the blogs and then approving them as he felt this was quite a big task.

Staff governors replied it was happening and it wasn't really an issue as to the time it took.

Miss Shanahan challenged the headteacher regarding the unique login asking what is and why are children not to tell anyone. A full discussion took place, regarding children's safety on blogging and governors were informed parents had be given the option to withdraw their children from them and not to put their child's photograph on the blog and it was **agreed** to alter the wording regarding the unique log in, and with that alteration the policy was ratified.

GB/51/14 Review of delegation and organisation of committees

Agree committee structure and membership of committees

It was **agreed** to keep them the same as academic year 2013/14.

Appointment/re-appointment of link governors

It was agreed to send this item to the Curriculum committee.

C Cttee

GB/52/14 Governing body annual planning documents 2014/15

- Decision Planner

The decision planner having been previously circulated was **approved**.

- Annual Planner/ Policy Checklist 2014/15

The chairman informed governors that this was being updated. Mrs O'Raw and the chairman would meet to put together a draft policy checklist.

Chairman/
Mrs
O'Raw**GB/53/14 Governor training**

Report from training co-ordinator including priorities for governor training and development 2014/15

The training coordinator presented her report and highlighted the following:

- Online training courses
- Specialised courses for governors responsibilities
- Trying to link and find courses for governors following the skills audit to fill the gaps
- Please can certificates be emailed to her
- Feedback on courses, so she can see if the training met governors' individual needs

Mr Anderson asked if there was going to be a lot of core courses and the training co-ordinator gave a full answer.

Mrs Dawson challenged the training coordinator as to whether she was working on an induction pack for new governors. Mrs O'Raw informed her that she was working on one.

GB/54/14 Governor visits and monitoring reports

To agree visits timetable for autumn and spring terms

Mrs Fraser had this in hand.

Report of governor monitoring and other visits

Mrs O'Raw had put a written report in dropbox but also gave a verbal report on her visit regarding music. She challenged the headteacher regarding the provision of music and getting it on the same level as sport and dance.

Mr Owens informed governors of his vision regarding music for the next two years. He had been in talks with the Local Authority regarding an extra mobile and was told there was no money. He said that the school needed to raise around £40K to provide a music room and that the Local Authority were happy for the school to go it alone to build this room.

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

GB/55/14 Approval of

Updated finance policy

This had been approved as part of the agenda item approval of policies.

Concluding items

GB/56/14 Confirmation of dates for 2015

The governing body

agreed

Spring term – Wednesday, 4 March, 2015 at 6.30pm
Summer term – Wednesday, 10 June, 2015 at 6.30pm

GB/57/14 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.53pm.

Signed(chairman) Date

CR/jag