

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

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**School:** Edwalton Primary  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Wednesday, 4 March, 2015 at 6.30pm  
**Location:** At the school

**Membership**  
'A' denotes absence

	Mr J Baddley
	Mr S Dare (vice-chair)
	Mrs C Fraser
	Mrs S Dawson (chair)
	Co-opted vacancy
	Mr J Grant
	Miss L Paget
	Mr G Anderson
A	Mrs L O'Raw
	Mrs J Le Mare
	Miss L Shanahan
	Parent vacancy
	Mr B Owens (headteacher)
	Mrs E Godber

**In attendance**

	Mr CA Richardson (clerk to the governors)
A	Miss J Hodgkinson (associate member)

## **GB/10/15 Apologies for absence**

## **Action**

Apologies for absence were received from Mrs O'Raw (personal) and Miss J Hodgkinson (work).

It was

**resolved**

that the governing body consent to these absences.

## **GB/11/15 Declaration of interest**

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

## **GB/12/15 To receive new Instrument of Government**

Governors received the new instrument of government and **agreed** that Miss Paget move from an elected staff governor to a co-opted member following a proposal by Mr Dare which was seconded by Mr Owens.

## **GB/13/15 Review of membership**

Mrs Dawson welcomed Mr Grant to his first full governing body meeting.

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

The clerk highlighted the following vacancies on the governing body:

There is a co-opted vacancy and a parent vacancy on the governing body.

Mrs Dawson informed the meeting that the paperwork for the parent election would hopefully go out next week.

**GB/14/15 School Council/PA reports**

There were no reports from the School Council, Eco Club or the Parents Association.

Agenda

Mr Baddley questioned whether the school council and eco club need to attend governors meetings so that they had evidence when applying for awards.

A full discussion took place on the attendance at meetings of these groups. It **was resolved** that an invite to attend the next Curriculum Committee would be sent to the Parent's Association, from Mrs Dawson.

Chairman

The school council and eco club would attend this meeting as well.

**GB/15/15 Minutes of**

*Autumn term meeting*

The minutes of the autumn term meeting held on Wednesday, 22 October, 2014 having been previously circulated were confirmed and signed by the chair.

*Matters arising*

Governors agreed to re appoint Mr Jaycock as an Associate governor with effect from 26/01/2015, following a proposal by Mrs Dawson which was seconded by Mr Dare.

Clerk

Mr Owens informed the governors that he had issued the INSET days for academic year 201/16 and circulated them to parents.

*Committees and working parties*

Curriculum and Pupils Committee had met on Wednesday, 26 November, 2015  
Finance Committee had met on Wednesday, 12 November, 2015 and Wednesday, 21 January, 2015.

*Matters arising*

There were no matters arising from any of the committee meetings except an item from the Finance Committee which is deemed confidential and therefore minuted separately.

**GB/16/15 Correspondence**

Mrs Dawson spoke about the special meeting to discuss whether to move forward towards academy status with the Flying High trust and give due diligence to the process.

A full discussion took place.

Mr Owens had requested a due diligence pack from the trust and this had been sent by return.

Mr Dare commented that what they wished to do with a two day visit felt as if it would be like going through a Quality Assurance again.

Mr Owens said he did not want to put the staff through that kind of process again and that the staff were having the follow up visit from the Quality Assurance visit on 9<sup>th</sup> March and that there was a writing moderation on March 5<sup>th</sup>.

He outlined his position as one of negotiating with the trust to see what they would accept from previous visits and the data they would accept.

Mr Anderson commented that the documents had been prepared and that it might not be too hard on the staff.

Mr Owens explained that it is not clear what they want to do on day one, so he required clarity.

Mr Dare commented that it should be left with Mr Owens to negotiate. Mr Anderson said it was heartening to know how professional the trust was and that we want to be a part of this trust.

Mrs Dawson **agreed** to contact other school in the trust to see how they had found the two day visits and to try and arrange some dates for governors to visit these schools.

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

- Governor Conference, this is to be held on March 7<sup>th</sup> at the Derbyshire Hotel, South Normanton
- Long Service Awards
- School holiday and term dates
- Keeping children safe in education
- Staff pay award and living wage increase
- Appraisal and pay policy
- Supporting pupils at school with medical conditions

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

#### **GB/17/15 Headteacher's report including**

The headteacher having previously circulated his report invited questions from governors.

Mr Owens said that in the light of advice he had received from a colleague he had updated the report. The data included in the report had been discussed fully at the Curriculum Committee meeting.

The chair challenged Mr Owens regarding the draft policy for 'All Blogs' as it had been approved at a previous meeting. Mr Owens **agreed** to update the website.

**BO**

Mr Dawson challenged Mr Owens regarding the percentage of authorised absences. He informed her they were as a result of requests that he had received and had granted some and not others and fully explained the rationale as to why some were approved and others were not.

Mrs Dawson felt that the authorised absences needed monitoring and governors **agreed** with this.

There were 5 reported racist incidents since the last report and one fixed term exclusion for 3 days.

Mr Anderson challenged the head teacher regarding the number of racist incidents and Mr Owens informed him that it was that the school perceived them to be racist incidents and therefore they needed reporting. The school follows up the incident when support has been given. **BO**

Mr Anderson challenged Mr Owens regarding the lack of comment in the report regarding the Quality Assurance visit. Mr Owens explained that it was not concluded yet as there was the follow up visit and that governors had seen the full report. A full and frank discussion took place and Mr Owens **agreed** to write an addendum to the head teachers report and circulate to governors.

Mr Dare commented that a fuller report after the follow up visit may be included in next terms head teachers report.

Governors requested that the report was dated with a day and month when it was finished and circulated.

## Ensuring clarity of vision, ethos and strategic direction

### GB/18/15 Reports from the Corporate Director for consideration and action

*Pupil Place Planning – meeting the increased demand for school places*

The clerk spoke to this report and highlighted pertinent points to governors.

*British Values*

The clerk spoke to this report and highlighted pertinent points to governors, especially regarding the OFSTED judgements that could be awarded. He also highlighted the links to policies, where equality impact screening needs to be undertaken with all policies.

Governors noted the report and actions.

Mr Owens informed governors of the work he had done in writing a document and placing it in draft form on the school website. It is a statement/policy that contains advice. It links British Values to citizenship and how we have enshrined it in school and then bespoke it to what we do in school. It was **agreed** that it needed to be reviewed on a regular basis.

Mrs Le Mare spoke about global movement for compassion that schools could sign up to. Mr Owens asked her for details which she handed to him.

### GB/19/15 Policy update – to approve any policies referred from the previous meeting or committee meetings

- Pupil Premium Policy

The policy having been previously circulated was formally **approved** by the governors.

**GB/20/15 Governor training**

*Report from training co-ordinator including priorities for governor training and development 2015/16*

March 12<sup>th</sup> Governor induction Mrs J Mare  
March 7<sup>th</sup> Governor conference Mrs J Mare  
Mrs L O'Raw

Mr Anderson informed the meeting that he had completed SEN training on E-gel. He was requested to send the certificate to Mrs O'Raw.

**GA**

Mrs Dawson informed the governors that she and Mrs O'Raw had worked on a new induction pack for governors and that it would be put in the dropbox for governors to review.

**GB/21/15 Governor visits and monitoring reports**

Visits and monitoring reports had been discussed at the Curriculum Committee.

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

**GB/22/15 Approval of**

*Schools Financial Value Standard (SFVS)*

The SFVS having been previously circulated was **approved** and signed by the chair. The Clerk was requested to return it to the Local Authority.

**Clerk**

**Concluding items**

**GB/23/15 Confirmation of date for 2015**

The governing body

**agreed**

Summer term - Wednesday, 10 June, 2015 at 6.30pm

**GB/24/15 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 7.54pm.**

Signed .....(chair) Date .....