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**School:** Edwalton Primary  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Wednesday, 10 June, 2015 at 6.30pm  
**Location:** At the school

**Membership**  
'A' denotes absence

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

**In attendance**

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

**GB/25/15 Apologies for absence Action**

There were no governors' absence.

**GB/26/15 Declaration of interest**

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

**GB/27/15 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:  
There is a vacancy for a co-opted governor.

**GB/28/2015 School Council/Eco Club/PA/Food share reports**

Eco Club report

Four children and two members of staff attended the meeting to report on the Eco club activities.

The children highlighted the following to the governors:

- Litter picking and Mr Owens had provided funding for new bins
- Monitoring classes for appliances not switched off and reported their

- findings to an assembly so the children understood why to switch off
- They had learnt a lot about the environment and reported that they had started an eco-garden and ask for funding for plants and veg seeds and informed governors the types of plants they wished to buy and the rationale behind this. It was **agreed** that funding would be provided for this project.
- The headteacher had provided new badges for them so they would be recognised by visitors.
- They asked governors for ideas on how they could encourage adults in school to be more eco-friendly, governors suggested ideas that the children said they would consider.
- They put in a request for bird feeders which was granted.
- A request for an eco-section in the library was also spoken about.

BO

BO

The children reported that they had the Wildlife on our Doorstep Award.

Mr Owens reported that the Mayor of Rushcliffe would be visiting school on 15<sup>th</sup> July 2015 and that one of the boys in the eco club would be attending the Glastonbury Festival to speak about the Food Share project that the eco-club were involved in.

They hoped to become more involved in the gardening around school with the head gardeners but needed to get more help from the parents.

Mrs Dawson thanked the children and staff for their informative report.

The report from a member of the Parents' Association is deemed confidential and therefore minuted separately. **Confidential item – please see separate sheet**

GB/29/15

**Minutes of**

*Spring term meeting*

The minutes of the spring term meeting held on Wednesday, 4 March, 2015 having been previously circulated (**and subject to the following corrections being made**) were confirmed and signed by the chair.

GB/17/15

Mr Dawson should read Mrs Dawson

*Matters arising*

Mr Jaycock had resigned as a governor and he had helped with shortlisting looking closely at the safer recruitment aspect. A full discussion took place as to whether this practice was to continue. It was **agreed** to continue this practice. Mrs Fraser who has completed the safer recruitment training would undertake this role, initially and Mr Anderson and Mr Grant would undertake the training so there would be three governors to undertake this work in the future. Mrs O'Raw **agreed** to send the link to Mr Anderson and Mr Grant.

**Mrs O'Raw**

The minutes of the special meeting on 23, February were accepted and all actions had been complete.

*Committees and working parties*

Curriculum and Pupils 19 March, 2015

*Matters arising*

Mrs Fraser reported on the meeting and spoke about the Governors' Action Plan (GAP).

Miss Padgett **challenged** Mrs Fraser as to why there was no governor allocated to EYFS with all the new changes.

Mr Anderson replied that he felt if a governor was assigned to EYFS what about the rest of the school. A full discussion took place on this subject. It was **agreed** to appoint a governor to EYFS and Mrs Elenor was appointed.

Governors fully discussed the action plan and **agreed** the following:

- It was a working document and every time it was updated it should have a different date and version commencing with version 1. This would ensure that it was very evident of how many times it had been reviewed and then updated.

Mr Baddley informed the governors that he had not undertaken his visits regarding Health and Safety due to increased work commitments and wished to relinquish the role. A full discussion took place. Governors **challenged** the headteacher and Mr Baddley regarding the length and frequency of the visit. They were informed it equated to a day a term. Mr Anderson offered to do it for the summer term. Mr Owens felt that this would not really solve the problem as it needed to be a governor who could do it for longer with all the possible new arrangements going on in school.

It was **agreed** to ask Mr G Beck if he could undertake the role and Mr Dare offered to contact him. **SD**

Finance and Personnel 1 April, 2015 and 20 May, 2015

*Matters arising*

Mr Dare reported on the meeting, informing governors that the budget had been approved by the committee as per the decision planner.

**GB/30/15**

**Correspondence**

**The clerk highlighted the following articles in the first summer term governor newsletter.**

- School Governance amendments regulations from September 2015
- HR – Appraisal
- Safeguarding
- Keeping Children safe in Education

The clerk highlighted the following articles in the second summer term governor newsletter.

- Pupil Premium
- School Governance regulation regarding governors details on the website.
- Renaming of governing bodies to governing boards

It was agreed to send this article to the Finance and Personnel committee for further discussion.

F&amp;P

- HR- advice and guidance for school governors
- Dates for heads and chairs briefing autumn 2015

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

#### GB/31/15 To agree who will support the appraisal governors in conducting the headteacher's annual appraisal process

It was agreed to appoint Mr P Unsworth to support the governors with this process.

#### GB/32/15 Appointment of appraisal governors

The governors **appointed** Mr S Dare, Miss L Shanahan and Mrs N Elenor as the appraisal governors and Mrs Dawson was appointed as the Quality Assurance governor for the headteacher's appraisal.

### Ensuring clarity of vision, ethos and strategic direction

#### GB/33/15 Reports from the Corporate Director for consideration and action

##### *Child sexual exploitation*

The clerk spoke to this report and highlighted the two 'Hot Topic' sessions and encouraged governors to attend.

Governors noted and read the report.

Mr Owens informed governors that there would be staff training during a staff meeting on 15<sup>th</sup> June, 2015 and governors were welcome to attend.

#### GB/34/15 Policy update

##### To note the updated 2015/16 policy checklist and agree arrangements for reviewing policies

Mr Baddley spoke about how critical this document was with regard to due diligence. He **challenged** Mrs Dawson regarding when governors would see it as it had been asked for two years ago. Mrs Dawson replied that the 2014/15 checklist had been circulated via dropbox in the autumn term and the 2015/16 would be circulated when it had been updated in the light of the guidance from the Local Authority.

Mr Anderson **challenged** how realistic it was to expect the document to be ready for the next meeting. Mrs Dawson felt it would be ready by then.

The updated policy checklist was sent to the Curriculum and Pupils Committee for further consideration and governors agreed to put it on the autumn term agenda.

**C&P  
Autumn  
agenda**

The governors **approved** the recruitment and selection policy.

**GB/35/15 Approval of in-service training days**

The governors **approved** the following in-service training day:

- Wednesday, 2 September, 2015

**GB/36/15 Review of delegation and organisation of committees**

*Agree Committee structure and membership of committees/Appointment/re-appointment of link governors*

All governors are members of all committees and the committee structure and link governors had all been reviewed as part of the GAP.

**GB/37/15 Governor training**

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

The training coordinator had nothing to report.

**GB/38/15 Governor visits and monitoring reports**

Mrs Elenor had undertaken her introductory visit around school with Mr Owens on Friday 5<sup>th</sup> June and she verbally reported to the meeting.

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

**GB/39/15 Approval of**

*School budget /Year end re-forecast /Services for Schools*

These had been dealt with at the Finance and Personnel Committee meeting on 20, May, 2015 and these minutes approved earlier in this meeting.

**Evidence of governing body impact on school improvement**

**GB/40/15 What has been done to impact on outcomes for pupils?**

Governors invite children to attend full governors meetings to report on activities and question the children and offer support and advice to ensure the impact the pupils has on the school is a positive one. They **challenge** data presented to them to ensure that all pupils are making the progress they deserve and that if they are above average in Y2 that they are also still above average in Y6. Governors challenge how this is achieved and the interventions the school uses. Governors challenge the school on any issues relating to pupils and support the school. Governors expect work to be brought to all meetings so that they can look at the impact of teaching on pupil progress over time.

**GB/41/15 How has the governing body held the school leaders to account?**

School Leaders are held to account by being invited to present data and then **challenged** where the data does not reflect at least expected progress form all children. They probe deeply to ensure that the school is doing all it can to redress this. Governors challenge school leaders at bot full governing body meetings and in committees. Governors hold the school leaders to account regarding budget spending and they are fully involved in the budget setting process.

**Concluding items**

**GB/42/15 Confirmation of date for 2015/2016**

The governing body

**agreed**

**Autumn term** - Wednesday, 21 October, 2015 at 6.30pm

**Spring term** - Wednesday, 2 March, 2016 at 6.30pm

**Summer term** - Wednesday, 8 June, 2016 at 6.30pm

**GB/43/15 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary except for items that are deemed confidential and therefore minuted separately.

**The meeting closed at 8.52pm.**

**GB/44/15 Confidential item**

This item is deemed confidential and is therefore minuted separately.

Signed .....(chair)      Date .....

