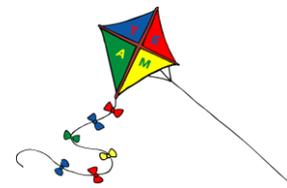


# Minutes



Twyford St Mary's Primary School

Minutes of the Meeting of the Governing Body

Wednesday 16 July 2014 18.30

**Present:**

Lin Brewer (LB)	Staff Governor	Cynthia English (CE)	Foundation Governor
Louise Chapman (HT)	Headteacher (HT) & Governor	Nicole Gabriel (NG)	Parent Governor
Sandra Cheek (SC)	Community Governor	Bruce Greig (BG)	Chair & Parent Governor
David Clarke (DC)	New Parent Governor	Lucy Hutchin (LH)	New Parent Governor
Nigel Close (NC)	Foundation Governor	Tim Nice (TN)	New Parent Governor
*Tracy Curds (TC)	Staff Governor	Jonah Watts (JW)	Foundation Governor
Sarah Hawkins (SH)	Foundation Governor	Jenny Lomas (JLo)	Community Governor
Wendy Sullivan (WS)	Local Authority Governor	Jennifer Laute (JLa)	Local Authority Governor

**In attendance:**

Jenny Spirit (JS) Clerk

**Apologies:**

Steve Bailey (SB) Associate Member

\* Additional info e.g. entered/left meeting at time etc.

An explanation of all the acronyms used in these minutes can be found at the end of the document.

**Item**

**Action**

**1 Welcome and Apologies for Absence**

The Chair welcomed everyone to the meeting and introduced the new Clerk. Apologies were received from Steve Bailey.

**2 Declaration of Pecuniary Interests**

The chair reminded all members of the requirement to declare any pecuniary or other related interests in any of the agenda items that have not already been noted. None were noted.

**3 Approval of minutes of the FGBM held 14<sup>th</sup> May 2014 and matters arising**

An amendment was noted for 9 (Staffing Update), the deputy head has been appointed to another Deputy Headship (not Headship).

**4 Actions from Previous Minutes**

- 6 (b) HT to circulate the action plan the first week back after half term – this has been circulated by HT
- 11.2 Governors to let HT know if they are planning on attending the Learning Walk on 5<sup>th</sup> June 2014 – this action is complete
- Chair to check clerk available – BG has completed
- Non action item – with regards the plan for monitoring free school meal eligibility,

Name of Chair: Bruce Greig

Signature:..... Date:.....

Page 1 of 7

a letter will go out to parents with children at KS1 informing them of the eligibility criteria during the Autumn term

## 5 Standing Items

### 5.1 Governing Body Vacancy Management

It was noted that LB's term of office expires in August. This would be discussed further in the Working Party on Governance section of the meeting. The Chair also highlighted that his term of office is due to expire in February 2015.

### 5.2 Safeguarding

SH and the HT have met to review the new guidance which was issued in April. It was noted that although the actual policy is shorter, there is new guidance as to what should be expected to happen. The draft of the updated policy and the guidance has been put on Google docs.

**ACTION:** Governors were advised that there is a new annexe (section 13) that they are all expected at a minimum to read.

**ACTION:** There is also a code of conduct for staff. The HT will ensure all new and existing staff signs this at the beginning of next term.

**ACTION:** Annexe 10 should also be made available for supply and temporary staff to sign. One governor asked that in the event of the HT not being present, who would take charge if a Safeguarding issue was raised. It was confirmed that the Chair of Governors would be designated in this event.

**ACTION:** Ratification of the Safeguarding new policy to be added to the agenda for the next FGB.

The draft policy will be added to the school website by the end of term.

A Governor asked if it will be included in the supply teacher pack, the HT confirmed that it will be. There is a possibility that there will be Safeguarding training organised for the January INSET day.

### 5.3 Health & Safety

No issues were raised.

### 5.4 Governor Training

JL and WS have attended SEN Training. WS met with Mrs Holman (SENCo) to look at progress the children of SEN have made, and it was highlighted that in addition to varying progress in reading writing and maths, the children had also made more progress in the social, emotional and mental health aspects and have becoming more confident individuals; although these particular aspects are not measured by government. WS felt this has been achieved by the hard work and support of the SENCO, staff and parents.

### 5.5 Link Governor Updates

LH had meeting with Mrs Pooley regarding maths tuition.

The HT noted the latest SIAMS Church report has been received and is awaiting finalisation.

**ACTION:** HT will send the finalised SIAMS Church report to all Governors.

The HT noted it contains very positive comments about what we do as a governing body. Staff have also been taking on board feedback from this via Sophie.

### 5.6 Correspondence

- A long service award was received and delivered by the Chair for Nigel Close
- A letter from Governors services was received regarding LB's term of office expiring in August 2014

## 6 Nominations for Officers for Next Academic Year

It was advised that the election process would be more effective if nominations were

All

HT

LB

BG/Clerk

HT

Name of Chair: Bruce Greig

Signature:..... Date:.....

Page 2 of 7

place well before the autumn meeting. Nomination can however be made at the actual meeting. The Chair asked that nominations be placed at least two weeks before the next meeting (22<sup>nd</sup> October).

**ACTION:** A document will be put on Google docs by the Chair so that anyone wishing to nominate themselves or someone else for the positions of Chair, Vice Chair and Chairs of Committees can do so.

BG

A governor asked what would happen if after reconstitution that particular governor is no longer around. It was confirmed that an election would take place then.

## **7 Consider FGB Meeting dates for next academic year**

It was agreed that the last Wednesday before each half term would be the agreed date for FGB meeting.

The dates will be as follows:

- 22<sup>nd</sup> October 2014
- 17<sup>th</sup> December 2014
- 11<sup>th</sup> February 2015
- 1<sup>st</sup> April 2015
- 20<sup>th</sup> May 2015
- 15<sup>th</sup> July 2015 is suggested by HT as the 22<sup>nd</sup> July is the last day of term

**ACTION:** HT to advise whether any of the suggested dates are unsuitable.

HT

Jenny Lomas tended her apologies in advance for the meeting on 22<sup>nd</sup> October.

## **8 Agree dates for professional day closures 2014/2015**

INSET days for academic year 2014/15 will be

- 10<sup>th</sup> October 2014
- 18<sup>th</sup> November 2014
- 30<sup>th</sup> January 2015
- 22<sup>nd</sup> May 2015
- 1<sup>st</sup> June 2015

**ACTION:** Letters to go out to confirm dates to all parents

HT

## **9 Policies**

LH reported that there are changes in the guidance from the DFES on support for children with medical conditions.

**ACTION:** HT to review and assess what may need to be updated in current policy and advised FGB prior to next FGB meeting so that it can be ratified

HT

## **10 Matters from Environment Committee needing FGB attention (Jennifer Laute)**

It was advised that Spanish was not chosen as a language as the teacher from Westgate providing this did not have sufficient numbers.

## **11 Matters from Resources Committee needing FGB attention (Jenny Lomas)**

The three year budget prediction was discussed. It was highlighted that for this year and next, the pupil premium has significantly risen. One governor asked whether it is normal to have a negative cash flow trend. The Governor was advised that although the budget for the current year was showing a carry forward, the predictions for future years are based on assumptions and what is known. Budget predictions for this financial year in past predictions will also have shown a possible deficit. This is because not all sources of funding are known or presented to schools many years in advance. The three year plan

Name of Chair: Bruce Greig

Signature:..... Date:.....

Page 3 of 7

was signed and agreed. Although the budget plan in the attachment shows a five year prediction signatory has only been approved for the three year period.

The three year budget figures agreed were as follows:

Year	2014-2015	2015-2016	2016-2017
Income	£696,176	£710,433	£730,284
Expenditure	£714,102	£747,711	£766,093
Carry Forward	£4,321	£(33,048)	£68,857
Surplus/Deficit	£(17,926)	£37,279	£35,809

**12 Agree plan for monitoring effectiveness of new AHT Posts**

It was highlighted that the Governing body had agreed that they would monitor how effective the new arrangement for deputy headship was working by January 2015. A discussion followed and it was agreed that it was the responsibility of the HT to review the performance of the AHTs. The Governing body has the responsibility for deciding whether the arrangement meets the needs of the school. The HT confirmed that there will be plenty of evidence to monitor by January. A Governor suggested the governing body need to meet with the AHTs and also with staff ascertain whether they feel the roles meet the school’s needs.

TC entered the meeting - 19.22

The HT confirmed that the AHTs will be providing feedback on their roles to the Environment Committee. A Governor asked how evidence can be provided that this arrangement is better for the school. The HT noted that her time being freed up undertake other work would be evidence. There will also be feedback from the LLP and staff will also be consulted.

**ACTION:** All staff to be asked in January for their observations of the new arrangement. SH to create wording to inform staff that they are being asked for the observations in relation to monitoring the effectiveness of these roles. Chair to approve wording.

SH/BG

**13 Consider recommendations from working party on Governance**

The working party on Governance have made several recommendations (see previously circulated attachment).

1. Change to Committee Structure - It was agreed by all that Building and Grounds be moved to the Resources Committee. Any issues that arise that do not fall in to the remit of either Committee will be designated to an ad-hoc working party.
2. Annual Plan - The Chair is planning to reintroduce an annual plan covering all GB work over the year, this plan is currently in draft format and has been circulated to all governors for comment. The draft annual plan is on Google docs.

**ACTION:** all governors to read and comment.

ALL

3. Skills Audit – some governors have completed the NGAs model Skills Audit. Some felt that this was a very structured survey and has not taken in to account the soft skills governors may possess that may be of benefit.

**ACTION:** TN and DC to create an anonymous survey. Suggestions for other questions or skills that could be added can be emailed to DC

TN & DC

4. The Size of the Governing Body – The recommendation for reducing the Governing body from 16 down to 11 was discussed. The Chair described some reasons why

Name of Chair: Bruce Greig

Signature:..... Date:.....

smaller groups are more effective. One Governor noted that in the recent past OFSTED had criticised governor's relationship with parents yet a suggestion of reducing the number of parent governors is being proposed. It was suggested that with a smaller number of Governors some may be set responsibilities that may not play to their interests and may not have the skills for. It was also highlighted that four years is a long term for parent to stand and would not give other parents a chance to serve on the Governing body; the governing body was however informed that they can choose the terms of office for this type governor. A vote was taken on whether to accept the suggested size in the proposal: four were for, seven were unsure and five were against.

**ACTION:** The agreed way forward is for all governors to undertake the Skills Audit once amended by DC and TN and the governing body will discuss at the next meeting what Skills we need in order to inform a suitable number for reconstitution.

ALL

A discussion followed regarding Committee membership. It was agreed that apart from the HT and Chair no one should be members of both committees.

Nominations for membership of Committees for next academic year will be included in the previously mentioned nominations document in Google docs.

**ACTION:** Chair to include committee nominations on form to be uploaded

BG

In view of efforts to push more decision-making to Committees, a governor asked if they should be professionally clerked.

**ACTION:** Clerk to find out what Governors services would charge for adding committee clerking.

JS

**ACTION:** Where the governing body is not planning reconstitution immediately, an election will be co-ordinated by the HT for the Staff Governor vacancy.

HT

**14 Brief Review of the year (written report already presented to Environment Committee)**

The HT highlighted the contribution and support of staff to the OFSTED RI inspection. The school has had had a number of inspectors visit which has been an added pressure to staff. Despite this, the school has also had a LLP in and increased its breadth of curriculum and activities. The school has had an extremely positive set of SATs results - 100% are level 4 in reading, writing and maths, 22% have achieved level 6. The HT noted that this is due to hard work from staff. Year 6 were moderated for writing (externally) and passed, not a single action to improve was given.

There has been a significant reduction in the number of golden time losses since summer 2013. The school has received a good outcome from the Church Inspection report in June 2014. The HT is positive that moving to having two assistant heads will have an impact on way school works and how we allocate what we do. Christian values are very important to the school and we have valued contact with the Foundation Governors.

**ACTION:** HT to give skeleton of our next Self Evaluation document at the next FGB meeting.

HT

Governors noted that they would like their thanks minuted to the staff.

One governor asked if there is a way for parents to be communicated the SATs results, it was confirmed that these were sent out to parents, however some felt not all parents may understand the context of the results.

**ACTION:** HT to include a summary narrative explaining the context of SATs results for information sent to parents.

HT

Name of Chair: Bruce Greig

Signature:..... Date:.....

**15** Urgent Matters for consideration

The long service award was presented to Nigel Close.

**16** Date of next meeting

22<sup>nd</sup> October 2014 6:30pm

**Summary of Actions**

Ref 5.2	ACTION: Governors were advised that there is a new annexe (section 13) that they are all expected at a minimum to read (Safeguarding Guidance)	All
Ref 5.2	ACTION: There is also a code of conduct for staff. The HT will ensure all new and existing staff signs this at the beginning of next term.	HT
Ref 5.2	ACTION: Annexe 10 should also be made available for supply and temporary staff to sign	LB
Ref 5.2	ACTION: Ratification of the Safeguarding new policy to be added to the agenda for the next FGB	Clerk/BG
Ref 5.2	The draft (Safeguarding) policy will be added to the school website by the end of term	
Ref 5.5	ACTION HT will send the finalised OFSTED report to all Governors.	All
Ref 6	ACTION: A document will be put on Google docs by the Chair so that anyone wishing to nominate themselves or someone else for the positions of Chair, Vice Chair and Chairs of Committees can do so.	BG
Ref 7	ACTION: HT to advise whether any of the suggested dates are unsuitable (FGB meetings)	HT
Ref 8	ACTION: Letters to go out to confirm dates to all parents (INSET days)	HT
Ref 9	ACTION: HT to review and assess what me may need to be updated in current policy and advised FGB prior to next FGB meeting so that it can be ratified	HT
Ref 12	ACTION: All staff to be asked in January for their observations of the new arrangement. SH to create wording to inform staff that they are being asked for the observations in relation to monitoring the effectiveness of these roles. Chair to approve wording.	SH & BG
Ref 13 (2)	ACTION: all governors to read and comment (annual work plan)	ALL
Ref 13 (3)	ACTION: TN and DC to create an anonymous survey. Suggestions for other questions or skills that could be added can be emailed to DC	TN & DC
Ref 13 (4)	ACTION: All governors who have not already done so to complete NGA's Skills Audit	ALL
Ref 13 (4)	ACTION: Chair to include committee nominations on form to be uploaded to Google docs	BG
Ref 13 (4)	ACTION: Clerk to find out what Governors services would charge for adding committee clerking.	JS
Ref 13 (4)	ACTION: Where the governing body is not planning reconstitution immediately, an election will be co-ordinated by the HT for the Staff Governor vacancy.	HT
Ref 14	HT to give skeleton of our next Self Evaluation document at the next FGB meeting	HT
Ref 14	ACTION: HT to include a summary narrative explaining the context of SATs results for information sent to parents.	HT

**Glossary of Terms used in these minutes and associated documents:**

ELSA	Emotional & Literacy Support Assistant		
FFT	Fischer Family Trust	FGBM	Full Governing Body Meeting
FMSIS	Financial Management Standards In Schools	FSM	Free School Meals
GDC	Governors' Discipline Committee	HCC	Hampshire County Council
HLTA	Higher Level Teaching Assistant	HT	Head Teacher
INSET	In-Service Education and Training	KS1/KS2	Key Stage 1 (Years 1&2) KS2 (Years 3-6)
LA	Local Authority	LLP	Leadership & Learning Partner
LSA	Learning Support Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self Evaluation Form
PTA	Parent Teacher Association	SEN	Special Education Needs
SENCO	Special Education Needs Coordinator	SFVS	Schools Financial Value Standard
SIP	School Improvement Plan	SLA	Service Level Agreement
TLG	Training Liaison Governor	TOR	Terms of Reference

Name of Chair: Bruce Greig

Signature:..... Date:.....

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