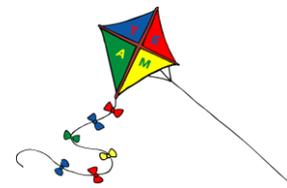


Minutes



Twyford St Mary's Primary School

Minutes of the Meeting of the Governing Body

17th December 2014 18.30

Present:

| | | | |
|----------------------|-----------------------------|-------------------|---------------------------|
| Cynthia English (CE) | Foundation Governor | Bruce Greig (BG) | Chair & Co-opted Governor |
| Louise Chapman (HT) | Headteacher (HT) & Governor | Lucy Hutchin (LH) | Parent Governor* |
| Sandra Cheek (SC) | Co-opted Governor | Tim Nice (TN) | Parent Governor |
| Sarah Hawkins (SH) | Foundation Governor | Jonah Watts (JW) | Foundation Governor |
| Nigel Close (NC) | Foundation Governor | Oonagh Harrison | Parent Governor |
| Wendy Sullivan (WS) | Local Authority Governor | | |
| Jennifer Laute (JLa) | Coopted Governor | | |

In attendance:

| | |
|-------------------|---------------|
| Jenny Spirit (JS) | Clerk |
| Tracy Curds | Staff Member* |

Apologies:

| | |
|-------------|-------------------|
| Jenny Lomas | Co-opted Governor |
| Jane Chuhan | Parent Governor |

Non-Attendee

| | |
|-------------------|------------------|
| 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.

The governing body were quorum for the duration of the meeting. The Governing body consists of 16 governors and 11 governors were present for the full duration of the meeting, with one additional governor entering part way through.

Item

Action

1 Welcome and Apologies for Absence

The Vice chair (SH) welcomed everyone to the meeting. Apologies were received and accepted from Jenny Lomas and Jane Chuhan.

2 Official reconstitution of the governing body

The governing body's new Instrument of Government comes in to effect as of this meeting date. As part of the reconstitution for process, both Jennifer Laute (LA Governor) and Bruce Greig (Chair and Parent Governor) have resigned as of 16th December 2014. Both posts for Community governors also no longer exist, therefore Sandra Cheek and Jenny Lomas were at this point no longer Governors. Sandra, Jennifer and Bruce left the room and a decision was reached by the remainder of the governing body unanimously to Co-opt Bruce Greig, Jennifer Laute, Jenny Lomas and Sandra Cheek. These governors begin a new four year term of office.

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3 Election of Chair (as of 17th December 2014)

Bruce Greig was unanimously elected as Chair of the governing body. BG chaired the remainder of the meeting.

4 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 declared.

5 Approval of minutes of FGBM held 22nd October and matters arising

The minutes of the previous meeting were agreed with an update to 12 (governing body vacancy management) Lin Brewer’s name had been missed off of the list of names for governing body exits interviews to be completed. Also to note that Cynthia English has also helped to conduct governor exit interviews.

At this point Governors noted their thanks to Tracy Curds for her contribution to the governing body and she exited the meeting at 18.40.

6 Actions from previous minutes

8 - Clerk to contact Governors Services to book whole governing body training for 14th January – Committee Effectiveness – (JS) Action Complete

9 - Clerk to ensure non attendees complete annual declaration of pecuniary interests at next meeting: Action partially complete. One form still needs to be completed by JL **ACTION:** Clerk to ensure form is completed at next meeting by JL **JS**

11 - Code of Conduct for staff to be signed at start of next term (Safeguarding): (HT) Outstanding – Outstanding **ACTION:** Code of Conduct to be put on next FGB agenda **JS**

11- Head teacher to review and assess what may need updating in the current policy from the DFES Guidance for children with medical conditions – (HT) Outstanding – Outstanding, the Head teacher has been given a template from Hampshire so this can now move forward **ACTION:** Head to review Guidance in light of new template. **HT**

11 - Anonymous survey of soft skills for Skills Audit delayed until full complement of Governors available. See 11 below.

11 - TN to write an advert for parent elections, wording to be approved: Action Complete

11- HT to canvass staff for nominations for Staff Governor – Although no staff member has committed one teacher has expressed an interest. One Governor asked whether the staff want someone to represent them, the HT responded noting work life balance is a factor in people volunteering for the role.

11 - HT to give skeleton review of self evaluation document at next meeting. This has been done at the most recent Standards and Curriculum Committee meeting.

12 - Governing body vacancy management: Clerk to ensure resignation forms for TC and DC are complete and sent to Governors services – Action Complete.

12 - Governing body vacancy management: HT to organise parent elections as soon as possible – Action Complete

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12 - Governing body vacancy management: SH to contact Tracy Curds, Nicole Gabriel and David Clerk to conduct exit interviews – feedback to be given at next full governing body meeting, see 10 below.

12 - Safeguarding: HT to provide training with staff over two evening sessions.

ACTION: Outstanding, this training will be arranged for spring term.

HT

15 - Re MOPP Pay policy: Clean copy to be prepared by Chair - Action Complete

15 - Resources Committee to review full revised budget at next meeting (ref issue regarding Growing Schools Grant). Action Complete.

16 - BG to amend Annual Management Plan in light of comments made by other Governors on Google docs – Action Complete

17 - HT to organise and promote parent drop in session – Action Complete

17 - 'Ensuring the school is undertaking church priorities' will be added at end of the leadership and management section of Annual Priorities plan

ACTION: this is currently in hand but incomplete.

HT

18 - Link Governors have met with their respective members of staff.

19 - Instrument of Government to be amended to reflect reconstitution changes. To be sent to Diocese and Governors Services for approval – Action Complete

7 Standing Items

7.1 Governing Body Vacancy Management

There are currently two vacancies on the governing body, one staff member and one parent governor. **ACTION:** Parent Governor election to be advertised in January

LC/BG

7.2 Safeguarding

See no. 9. No other issues were raised.

7.3 Health & Safety

One Governor asked if all the leaks been seen to, the HT responded that the repair is in hand and that the School Administrator has been liaising with the repair company. Another Governor asked whether the fire alarm in Mrs Pooley's classroom was linked up centrally yet, it was confirmed that this had been completed.

7.4 Governor Training

No governors have attended any training recently. OH has been offered an induction date in March and will confirm acceptance with Governors Services.

7.5 Link Governor Updates

SH (literacy), CE (RE) and WS (SEN) had all circulated reports prior to the meeting Sandra has not met with her respective staff contact. No other updates were given.

7.6 Correspondence

No correspondence has been received.

8 Policies

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No policies were submitted to the full governing body for review.

**9 Receive annual report on safeguarding from Safeguarding governor/
School Child Protection Liaison Officer**

This will be undertaken in the new year, HT and SH to arrange to meet to discuss.
ACTION: to be added to next FGB meeting agenda.

JS

10 Review results of Governor Survey and Governor Exit Interviews

Full feedback will be given at the next meeting. Those that have been interviewed already have provided useful feedback.

BG has received seven responses to the governor survey so far. **ACTION:** Any governors who have not yet complete the survey to do so asap.

ALL

ACTION: reviewing of these results to be added to the next FGB agenda.

JS

Lucy Hutchin Entered the meeting at 18.53

11 Consider skills audit and individual training needs

A robust discussion was had, and governors agreed that instead of a skills audit, all governors will write a paragraph on their skills, experience and qualifications so that each member of the governing body can learn about each other. This information will also be put on the Governors part of the school website. **ACTION:** All Governors to write 5-6 lines and email to HT to collate.

HT/ALL

It was agreed that individual training needs can be discussed at each meeting as this is a standing item on the agenda.

12 Matters from Standards and Curriculum Committee needing FGB attention (if any)

JLa congratulated the staff and pupils for the outstanding school results. JLa noted that it was not just the point scores that have increased but that an achievement has been made to the value added. The schools score places it second in Hampshire and 300 in the country (top 2%).

One Governor suggested creating a banner and promoting this achievement for the school locally.

ACTION: Banner details to be sent to MINT and put up on 5th Jan.

BG & LC

One governor suggested that we aim to promote the school in the media and gave the example of Solent Radio using children at another local school to read the weather temperatures. A discussion followed regarding the best ways to market the school to ensure maintenance of pupil application numbers.

ACTION: LH to collate information on what other schools are doing to promote their school in the local community and media and feedback at next meeting.

LH

JLa noted that a learning walk related to behaviour in playground had recently been undertaken and the behaviour observed was very good.

13 Matters from Resources Committee needing FGB attention (if any)

The three year budget is looking better than it was for the present financial year, as the school is expecting £18,000 from the growing schools budget. There has been a slight delay in receiving this from Governors Services however it has been

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promised for the end of December. TN is looking at broadband costs and expenditure on whiteboards to see if savings can be made.

In 2015/16, there is an In year deficit due to higher staff costs, but an expected cumulative surplus. For 2016/17 there is an in year deficit and cumulative deficit. It was noted that the following year pupil numbers will need to increase in order to avoid a deficit. One governor asked the HT about number of applications for next September. The HT responded that the application process does not end until January 15th 2015, so a full picture cannot be given yet. It was noted that it is know that not everyone who is eligible to apply due to catchment has. A governor asked about relations with local playgroup and the HT confirmed they have recently attended the school.

Referring to the Standards and Curriculum minutes, a governor asked the HT about the extra LSA funding and whether this was for a new post. The Head confirmed that it is an additional post for hours for a statemented child. The post has been recruited and appointed to and will based in Oak and Sycamore class. One Governor noted that JLo was not listed as attending in minutes, but was present at the meeting.

All agreed to ratify the three year budget and the Chair signed.

| Year | 2014-2015 | 2015-2016 | 2016-2017 |
|----------------------------|-----------|-----------|-----------|
| Income | £733,750 | £745,135 | £742,996 |
| Expenditure | £725,052 | £765,815 | £791,566 |
| In year Surplus/(Deficit) | £8,698 | £(20,680) | £(48,570) |
| Cumulative Surplus/Deficit | £30,855 | £10,175 | £(38,395) |

14 Clerking Subscription 2015/16 financial year

It was agreed to continue with the clerking subscription to Hampshire County Council Governors Services for the 2015/16 financial year.

15 Decide on main FGB topic to discuss in Spring 1

It was agreed that the survey feedback and marketing/media collation feedback would form the main topics for discussion at the next FGB meeting.

One governor questioned whether to call in OFSTED again to re-inspect in order to review the requires improvement status. The HT highlighted that preparation and readiness for OFSTED would require all governors being thoroughly prepared with responses and suggested waiting until the next scheduled inspection.

Following discussion, it was agreed that governors will meet with staff via staff meetings to both get to know each other better and to ensure uniform responses from both staff and governors in the event of a future inspection.

Additionally the HT will list out statements that the Governors can say about the

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school. **ACTION:** HT to devise list of statements. **HT**

A discussion followed about school based items that had recently been in the Hampshire Chronicle. It was highlighted that articles for newspapers need to be composed/highlighted to the media at the time and not retrospectively as they aim to keep affairs current. **ACTION:** It was agreed that the HT would collate information on what kind of articles had recently been in the chronicle with regards to other schools **HT**

One Governor suggested a photo frame showing each of the Governors (once the new parent governor is elected) so that parents and staff can put faces to names. **ACTION:** Tim to ask Kate Molesworth to come 15 minutes before next meeting to photograph all governors. **TN**

BG noted that although the Governors self evaluation document is on Google docs, it has only been sent to Chairs of committees. **ACTION:** BG to send round the Governors Self Evaluation doc to all governors **BG**

It was agreed that the HT sign at the front of the school needs replacing. After discussion it was however agreed to take the school sign from its current location to replace the HT sign and place the notice board on the back of the mount.

16 Urgent matters for consideration

One governor queried whether a Christmas donation had been made by JL's bank, the HT confirmed that the school had not received a donation this year.

17 Date of next meeting

11th February 2015, 6.30pm

Summary of Actions

| | | |
|------------|---|-------|
| Ref 6 (9) | ACTION: Clerk to ensure form is completed at next meeting by JLo at next meeting (declaration of pecuniary interests) | JS |
| Ref 6 (11) | ACTION: Staff signing Code of Conduct to be put on next FGB agenda (Safeguarding) | JS |
| Ref 6 (11) | ACTION: Head to review Guidance in light of new HCC template (DFES guidance on children with medical conditions) | HT |
| Ref 6 (12) | ACTION: Outstanding, this training will be arranged for spring term (Safeguarding) | HT |
| Ref 6 (17) | ACTION: this is currently in hand but incomplete (Ensuring the school is undertaking church priorities is added to Annual Priorities Plan) | HT |
| Ref 7.1 | ACTION: Parent Governor election to be advertised in January | BG/LC |
| Ref 9 | ACTION: to be added to next FGB meeting agenda (receive annual report on Safeguarding) | JS |
| Ref 7 | ACTION: HT to advise whether any of the suggested dates are unsuitable | HT |

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| | | |
|--------|--|--------|
| | (FGB meetings) | |
| Ref 10 | ACTION: Any governors who have not yet complete the survey to do so asap (Governors Survey) | ALL |
| Ref 10 | ACTION: reviewing of these results to be added to the next FGB agenda (Governors Survey) | JS |
| Ref 11 | All Governors to write 5-6 lines about themselves (skills, experience, qualifications) and email to HT to collate. | ALL/HT |
| Ref 12 | ACTION: Banner details to be sent to MINT and put up on 5 th Jan (promoting school, value added result) | LC/BG |
| Ref 12 | LH to collate information on what other schools are doing to promote their school in the local community and media and feedback at next meeting | LH |
| Ref 15 | ACTION: HT to devise list of statements (that governors can say about school/in event of an inspection) | HT |
| Ref 15 | ACTION: It was agreed that the HT would collate information on what kind of articles had recently been in the chronicle with regards to other schools Google docs | HT |
| Ref 15 | ACTION: Tim to ask Kate Molesworth to come 15 minutes before next meeting to photograph all governors | TN |
| Ref 15 | 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 15 | BG to send round the Governors Self Evaluation doc to all governors | BG |

Glossary of Terms used in these minutes and associated documents:

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

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