

## Round Hill Primary School Governing Body

Minutes of the autumn term meeting of the governing body of Round Hill Primary School held on Tuesday, September 28, 2010 at 6.30pm

### Membership

'A' denotes absence

Mrs C M Orchiston  
 Mr R G Jones  
 Mrs K Meyer-Ohle  
 Mrs S J Sullivan  
 A Mr A C Beardsley  
 Mr D Mitchell  
 Mr B Taylor (chair)  
 Ms J Marshall  
 Mr G Harvey  
 Vacancy (Local Authority)  
 Mr R Tait  
 Mrs R Emmett  
 A Vacancy (community)  
 A Vacancy (community)  
 Miss L Eddison  
 Ms Z H Fletcher  
 Mr R W Perkins  
 Mr A K Nash (headteacher)

### In attendance

Mr P S Cumberland (clerk to the governors)

### GB/31/10 Apologies for absence

Apologies were received from Mr A Beardsley (family commitment). It was

#### **resolved**

that the governing body consents to the absence.

### GB/32/10 Declaration of interest

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

The headteacher reported that it was necessary to update the pecuniary interests register of governors on an annual basis. This was held by the office manager and the forms had been updated by most governors over the summer.



**GB/33/10 Review of membership**

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

It was noted that the terms of office for parent governors Mrs C Orchiston and Mr R Jones were due to expire on October 9, 2010. In this respect the headteacher stated that he would seek nominations from parents later in the week.

HT

The chair reported that both Mr Duncan (community governor) and Mr Owen (Local Authority governor) had resigned from the governing body. The chair had written to thank them for serving on the governing body.

There was also another vacancy for a community governor following Mr Hamshere's resignation several months ago.

It was expected that the Local Authority would select someone to appoint to the Local Authority vacancy in the near future.

The headteacher stated that the two vacancies for community governors had been advertised to try to recruit suitable people to represent the community.

It was agreed that a small group of governors (Katrina Meyer-Ohle, Jane Marshall and the headteacher) would consider the applications and also take account of the result of the skills audit of governors. It was expected that the working group would recommend the appointment of two community governors at the spring term 2011 meeting.

KM-O/  
JM/HT**GB/34/10 Determination of term of office for chair and vice-chair**

It was

**resolved**

that the term of office for the chair and vice-chair would continue to be for one year.

**GB/35/10 Appointment of chair**

Mr Taylor stated that he wished to stand down as chair of governors.

One nomination for the position of chair of governors was proposed and seconded and it was

**resolved**

that Mr R Jones be appointed as chair of governors for one year.

The governing body agreed that Mr Taylor would continue to chair today's meeting.

**GB/36/08 Appointment of vice-chair**

One nomination was proposed and seconded and it was

**resolved**

that Mr B Taylor be appointed as vice-chair of governors for one year.

**GB/37/10 Minutes of the summer term meeting**

The minutes of the summer term meeting held on May 11, 2010 having been previously circulated, were confirmed and signed by Mr Taylor at the end of the meeting.

*GB/16/10 Review of membership*

The headteacher would shortly be seeking nominations from parents to fill the two forthcoming parent governor vacancies.

**HT**

*GB/19/10 Headteacher's report*

The data analysis of the various types of poor behaviour by pupils was included in his report for the autumn term meeting.

*GB/24/10 Human Resources policy update*

The report is to be considered by the Pupils and Personnel Committee.

**P&P**

*GB/27/10 In-service days pro forma*

The headteacher informed governors that the in-service training days would be held as follows:

September 6, September 24, November 29, 2010  
February 4, June 6 and July 4, 2011.

**GB/38/10 Reports from committees and working parties***Finance and General Purposes Committee*

The minutes of the meeting held on July 13, 2010 were received. Mrs Emmett reported on the main items discussed and stated that the spending of the school budget was on track and that the capital spending plan for 2010/11 had been agreed.

The headteacher referred to the canopy that had been constructed over the entrance during the summer holiday. He was disappointed with it and suggested ways in which its appearance could be improved by covering up some of the plastic fascia.

*Curriculum and Strategic Development Committee*

The minutes of the meeting held on June 29, 2010 were received.

*Pupil and Personnel Committee*

The minutes of the meeting held on June 8, 2010 were received.

**GB/39/10 Approval of financial reports***FMiS (Financial Management Standard in schools)*

The headteacher stated that that FMSiS had been in operation in the school since 2009. Mrs Emmett confirmed that the statement form BO2 had been returned.

*Statement of internal control*

It was agreed that this would be referred to Mrs Emmett as chair of the Finance and General Purposes Committee and then to the committee for consideration.

**F&GP**

*Finance Policy*

The headteacher stated that the policy had been updated and would be referred to the Finance and General Purposes Committee for consideration.

**F&GP****GB/40/10 Headteacher's report**

The headteacher presented his report and stated that in future he would send his report out one week before the governing body meeting and invite governors to comment on it.

*Pupil attendance*

This had been down slightly in the summer term because of holidays but had improved this term.

*Pupil behaviour*

This was being pushed this year. The data on behaviour was very useful and governors felt that this data should be brought to the attention of pupils via the School Council.

The HT noted that, whilst in the main behaviour is good, improvements are still required and behaviour management is a focus for the whole staff.

*Staffing*

The new staff had settled in and their induction is progressing well to date.

*Extended services*

The headteacher referred to the information on community cohesion which would be included in future headteacher's reports. He mentioned that Ofsted had given the school grade 3 for community cohesion at the last inspection.

*SATs results*

The results had been analysed and would be considered by the Curriculum Committee later in the term.

**C&SD**

*SEF form*

The headteacher stated that whilst it is not a statutory requirement to complete the SEF form, he would continue to do so, as part of the school's self evaluation process.

Governors felt that there was a need to provide parents with a clear and simple message about how their children were performing. Governors recommended that thought be given to how most clearly to present what can be complex data.

*Access to the internet*

During a discussion about the school's developing parental engagement approaches, the headteacher stated that at the time of the last audit, at least 90% of parents were known to have computer access. Governors stated that continuing to develop parent partnership was vital. It was emphasised that it was important that no parents were left out-of-touch by moving towards e-communications. The headteacher recognised this issue and stated that, as an example, paper copies of school newsletters were available in the school lobby and access to school-based computers was being developed.

Governors had a discussion about the use of computers by children for homework tasks. It was felt that over-use of computers by some children was not good and that a balance was required.

The headteacher was thanked for his report.

**GB/41/10 Correspondence**

The chair had received a letter from Mr Julian Owen who was resigning from his position as Local Authority governor.

A letter had been received from Andrea Oates on behalf of the Broxtowe Anti-Academy Alliance. Governors discussed the issue of academies and they felt that it was important to learn more about policy on Academies. Therefore it was agreed that a Jane Marshall would contact Andrea so she could make a presentation at 6.00pm just prior to the next F&GP meeting.

JM

Governors had received the autumn term 2010 edition of the Nottinghamshire Governor.

**GB/42/10 Evidence of governing body good practice checklist**

It was agreed that the evidence of governing body good practice checklist and also the code of practice for the governing body would be referred to the Finance and General Purposes Committee for consideration.

**F&GP****GB/43/10 Safeguarding children in education governors' compliance checklist**

Every year the governing body has a duty to review the school's child protection procedure. To assist governing bodies with this process the Local Authority had provided a checklist for governors to work through. The headteacher stated that he had completed the checklist and this was handed to the clerk to be returned to the Local Authority.

**GB/44/10 Governor training**

*Report from training co-ordinator including priorities for governor training and development for 2010/11*

Mrs Meyer-Ohle referred to the need for governors to undertake a skills audit which would identify the varied experiences and skills of governors. She stated that she would send out forms to complete in the very near future. She apologised for not doing so earlier.

**Training  
Co-ord**

She asked governors to let her know if they attended any training courses.

**All  
governor  
s**

She referred to the 1 hour and 2 hour training that the school had purchased as part of the governor training package. Following a discussion on which training topics were most appropriate, it was agreed that Mrs Meyer-Ohle would arrange for the following courses to be held at the school:

**Training  
Co-ord**

- 2 hour course on "Governance - Towards Outstanding" to be held in February or March 2011
- Development hour on "Community Cohesion".

The chair thanked Mrs Meyer-Ohle for her report.

**GB/45/10 Review of delegation and organisation of committees***Decision planner 2010/11*

The recent amendments to the decision planner had been considered and agreed at the summer term 2010 meeting.

*Committee membership*

This was agreed as follows:

*Finance and General Purposes Committee*

Mr A Beardsley, Miss L Eddison, Mrs R Emmett (chair),  
Ms Z Fletcher, Mr G Harvey, Mr R Jones, Mr D Mitchell,  
Mr A Nash, Mr R Tait, Mr B Taylor. Mrs I Greenhalgh  
It was noted that a clerk would be appointed in the near future

*Pupils and Personnel Committee*

Miss L Eddison, Mr G Harvey, Ms J Marshall (chair),  
Mr A Nash, Mrs C Orchiston, Mrs S Sullivan. Mrs I Greenhalgh  
(clerk).

*Curriculum and Strategic Development Committee*

Miss L Eddison, Mr R Jones (chair), Mrs K Meyer-Ohle,  
Mr A Nash, Mrs C Orchiston, Mrs S Sullivan, Mr R Tait,  
Mr B Taylor. Mrs I Greenhalgh (clerk).

*Discipline Committee*

Mr A Nash, Mr R Perkins, Mrs S Sullivan, Brian Taylor (chair).  
Mrs I Greenhalgh (clerk).



*Appointment of link governors*

Training Co-ordinator	Mrs K Meyer-Ohle
Child Protection/SEN/ Anti bullying	Mr B Taylor
Health & Safety/Buildings Performance Management	Mrs R Emmett Mrs C Orchiston/ Mr R Jones/ Mr G Harvey
Literacy	Mr C Orchiston
Numeracy	Mr R Tait
Science	-
Assessment/target setting	Mr R Jones
Community Cohesion	Mrs R Emmett
Pupil welfare/ pastoral care	-
School Council	Mr B Taylor/Mrs S Sullivan

**GB/46/10 Reports from the corporate director***Admission arrangements for 2012/13*

The clerk reminded governors of the need to consider Nottinghamshire's proposed admission arrangements and timelines which would be available to all schools from December 1, 2010 to January 31, 2011. Any comments must be returned by January 31, 2011 using the proforma within the consultation document.

It was agreed that the report would be considered by the Pupils and Personnel Committee.

**P&P***The role of the designated teacher for looked after children*

The clerk reminded governors that it was a statutory requirement from September 2009 that there was a suitable member of the teaching staff appointed as the Designated Teacher for Looked after Children (LAC).

The report brought to the attention of governing bodies the statutory guidance on the role and responsibilities of the designated teacher for looked after children (LAC) and the arrangements in Nottinghamshire to support the role.

It was agreed that the report would be considered by the Pupil and Personnel Committee.

**P&P**

*Code of conduct*

The report recommended that governing bodies adopt a code of practice which sets out the purpose of the governing body and describes the appropriate relationship between individual governors, the whole governing body and the school.

It was agreed that the report would be considered by the Finance and General Purposes Committee who would draft a suitable code of conduct to be considered and adopted by the governing body at the spring term meeting.

**F&GP****GB/47/10 Annual school profile**

The clerk reported that the statutory requirement for schools to complete an annual school profile would continue for the time being.

**GB/48/10 Governor visits**

- Mr Taylor as chair of governors had been into school on a number of occasions to meet with the headteacher.
- Several of the governors had attended the Parent Consultation event.

**GB/49/10 Governors' feedback**

Ms Marshall asked the headteacher to be kept informed when newsletters were circulated to parents.

**GB/50/10 Confirmation of meeting dates for 2010/2011**

Spring term – Tuesday, January 25, 2011 at 6.30pm.  
Summer term – Tuesday, May 24, 2011 at 6.30pm.

**GB/51/10 Determination of confidentiality of business**

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

**resolved**

that no items were confidential and all papers be made available as required.

**The meeting closed at 8.45pm.**

Signed .....(chair)      Date .....

PSC/jag