

# MINUTES OF MEETING

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**School:** Round Hill Primary  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Tuesday, 22 January, 2013 at 6.30pm  
**Location:** At the school

## Membership

'A' denotes absence

Mr R G Jones (chair)  
A Mrs S J Sullivan  
A Mr D Mitchell  
A Mrs S Vasey  
A Dr S Clements  
Vacancy (parent)  
Mr B Taylor (vice-chair)  
Ms J Marshall  
Mr G Harvey  
Mrs H M Craik  
Mrs E Miller  
Mrs R Tunney  
Miss O J Kershaw  
Mrs L Sun  
A Miss L Eddison  
Ms S Yates  
Ms J Munro  
Mr A K Nash (headteacher)

## In attendance

Ms J Hewitt (deputy headteacher)  
Mr P Cumberland (clerk to the governors)

## Action

The chair welcomed Stacey Yates as a new staff governor. Everyone introduced themselves.

### GB/01/13 Apologies for absence

Apologies for absence were received from Mrs Vasey, Dr Clements (work commitments), Mr Mitchell (personal reasons), Miss Eddison (transport problems) and Mrs Sullivan (illness).

It was

**resolved**

that the governing body consent to these absences.

### GB/02/13 Declaration of interest

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

### GB/03/13 Review of membership

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

Ms Stacey Yates had replaced Mr Perkins as a staff governor.

Miss Lesley Eddison's term of office as a staff governor was due to expire on 2 February, 2013 and therefore the headteacher would invite nominations from staff to fill this position.

HT

Mr Brian Taylor had been re-appointed as a Local Authority governor and Mrs Stefanie Sullivan had been re-appointed as a parent governor.

Mr Andrew Beardsley's term of office as a parent governor had ended in December 2012. He had not wished to be considered for re-election and therefore the clerk stated that he would write to thank Mr Beardsley for serving on the governing body.

Clerk

The parent vacancy had been advertised and it was anticipated that this position would be filled in the very near future.

GB/04/13

### Minutes of the autumn term meeting

The minutes of the autumn term meeting held on 25 September, 2012 having been previously circulated were confirmed and signed by the chair.

### Matters arising

#### *Register of business interest forms*

It was noted that the register had been updated in the autumn term 2012.

#### *GB/30/12 Review of membership*

The clerk had written a letter of thanks to Mr R Tait.

#### *GB/31/12 Minutes of the summer term meeting*

The equality policy was still to be considered by the Pupils and Personnel Committee. The headteacher reported that information about the equalities duties and objectives had been included on the school website.

HT/P&P  
Cttee

#### *Governor exit interviews*

Ms Marshall (JM) stated that Mr Andrew Beardsley was keen to have an exit interview.

JM/BT

#### *Safeguarding – Governors' visits to school*

It was understood that the Government would be implementing a new CRB and Vetting and Barring scheme in 2013.

#### *School complaints policy*

The headteacher reported that the school complaints policy had been posted on the school website.

#### *Link governor visits*

Reports on visits by governors were now submitted for information to the Curriculum and Strategic Development Committee.

*GB/33/12 Reports from committees*

Ms Marshall reported that the system was on-going for exit interviews to be undertaken with members of staff who were due to leave the school.

JM

*GB/34/12 Headteacher's report*

The headteacher reported that he would continue to include the details of how the Pupil Premium money was allocated in the Headteacher's Report.

HT

*Reports on KS1 and KS2*

The assessment data on KS1 and KS2 had been considered by the Curriculum and Strategic Development Committee.

*GB/36/12 Safeguarding children compliance checklist*

It was reported that the checklist had been completed and sent to the Local Authority.

*GB/37/12 Governor training*

Mrs Vasey had provided awareness training for governors on the new Ofsted framework on 30 October, 2012.

*GB/38/12 Review of delegation and organisation of committees*

Each committee had reviewed its own membership and appointed its chairs.

*GB/39/12 Reports from the corporate director  
A strategy for closing the gap*

The report on closing the educational gap had been considered by the Curriculum and Strategic Development Committee on 11 December, 2012.

*Appraisal policy for teachers*

The Pupils and Personnel Committee had approved the new appraisal policy at the meeting on 16 October, 2012.

*Improving safeguarding – Establishing a Multi-Agency Safeguarding Hub (MASH)*

The chair and vice-chair had looked through the report on the MASH.

*GB/40/12 Academy status - What next?*

The Curriculum and Strategic Development Committee had considered this further. It was also related to an agenda item later in the full governing body meeting.

*GB/41/12 Governing body annual planning documents 2012/13*

The headteacher stated that he wanted to go through the policy checklist. It was also agreed that each committee would consider the policies relevant to that committee.

HT/Ctees

**GB/05/13 Correspondence**

The chair reported that he had received letters of resignation from Nancy Lee and Helen Price. He had also received copies of correspondence from Governor Services in respect of the appointment of governors.

*Nottinghamshire Governor magazine*

The clerk drew governors' attention to the following articles in the Nottinghamshire Governor:

*Page four*

The governors' conference entitled *Building Strong Governance*, which would take place on Saturday, 9 March, 2013 at Mansfield Civic Centre. The conference would explore the impact good governance should have on outcomes for young people, what good governance should look like and partnership working with other schools and the wider community.

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Managing asbestos in schools. The clerk encouraged governors to note the action for governors contained within the article. This item was referred to F&GP.

**F&GP  
Cttee**

**GB/06/13 Headteacher's report**

The headteacher had circulated his report and several other documents to governors prior to the meeting.

The headteacher referred to the Ofsted inspection that had taken place on 13 and 14 November, 2012 and he stated that everyone had done a fantastic job that resulted in the school being graded as 'Good'. He emphasised that he was proud of his staff for this achievement and wished to thank the children, families, staff and governors.

Governors confirmed that they liked the format of the headteacher's report which included information on more than one term as the school year progressed.

There had been two racist incidents involving two separate children. It was agreed that the Pupils and Personnel Committee would keep an eye on equality incidents.

**P&P Cttee**

Staffing – the main staffing issues were reported.

A middle leadership development programme is in progress and two members of staff are currently involved with an in-school project that focuses on closing educational gaps.

The headteacher explained to governors about the expected progress of pupils throughout the year and the strategies in place to support those pupils where progress was not being made. Staff were identifying where problems were occurring and addressing them.

The school had started to implement the new early years foundation stage (EYFS) curriculum and had held weekly training sessions for foundation staff to help them to become more familiar with the new directive.

The progress being made by the pupils from years 1 to 6 was noted.

The development of subject leaders was continuing to help them to manage their subjects. In addition middle leaders were being developed to take responsibility for curriculum areas which was allowing the assistant heads to focus more on strategic leadership and school improvement. This was providing a structured career path for the staff.

Building Modernisation Phase 2 - the school was included in this phase of the programme. Although this improvement work was a disruption to the school the headteacher stressed that the staff would ensure that learning would not be disrupted. The work was planned to be completed by Easter 2013.

The headteacher was thanked for his report.

**GB/07/13**

## **Reports from committees**

### *Finance and General Purposes Committee*

The minutes of the Finance and General Purposes Committee meeting dated 13 November, 2012 were received.

### **Matters arising**

Mrs Craik as chair of the committee reported that the new School's Financial Value Standard (SFVS) was being completed by the office manager.

It was

### **resolved**

that the completed form would be submitted to the next meeting of the Finance and General Purposes Committee on 26 March, 2013 for approval before it was submitted to the Local Authority by 31 March, 2013.

### *Pupil and Personnel Committee*

The minutes of the Pupil and Personnel Committee meeting dated 16 October, 2012 were received.

### **Matters arising**

Ms Marshall as chair of the committee reported that she had undertaken two more exit interviews with members of staff since the meeting.

### *Curriculum and Strategic Development Committee*

The minutes of the Curriculum and Strategic Development Committee meeting dated 11 December, 2012 were received.

### **Matters arising**

The headteacher reported that the committee had looked through the pupils' performance data at the meeting.

**F&GP  
Cttee**



GB/08/13

**Post Ofsted: What next?***Looking outwards: Teaching schools*

The chair had prepared a paper, as requested by the Curriculum and Strategic Development Committee, to raise governors' awareness of the relatively new Teaching Schools initiative and to consider the potential implications for Round Hill.

The chair stated that he was very pleased with everyone's commitment and contribution towards the outcome of the Ofsted inspection but he stressed that it was important that the school continued to progress and the governing body took time to consider strategic matters.

His paper referred to the school's possible future involvement with a Teaching School and he asked governors for their comments on this.

The headteacher reported that he had spoken to the Candleby Lane Primary school in Cotgrave who were in the process of setting up their own teaching school.

Governors discussed this issue and agreed that Round Hill could have an aspiration to have or be part of a teaching school in the future.

Mrs Craik stated that she thought it would be more beneficial for the school to join a teaching school alliance instead of having its own teaching school.

The chair stressed the need to proceed with caution and to consider the risks and to be selective.

The governing body agreed to supporting the school's SLT to explore possibilities further and to report back to C&SD

**C&SD  
Cttee***Improving Governance*

The chair had prepared a report asking governors to debate and agree priority areas for the governing body's next stage of development in the light of the recent Ofsted "good" judgement; the changes to governance more broadly; and the context of our current position as a governing body.

The headteacher suggested setting up a Working Party to expand on this and to report back to the governing body with recommendations.

One question posed at the meeting was whether the governing body slowed things down for the school?. In this respect governors suggested that the school leadership team needed to be asked whether they thought the governing body was enabling or inhibiting the senior leadership team.

It was

**resolved**

that the headteacher convene a Governance Working Party to meet after the February half-term break to consider how governance of the school could be improved.

**HT**

The headteacher reported that he had received initial information about the budget from the Schools' Forum and he and the office manager were working through this. However details of the budget allocation were expected to be received from the Local Authority by February half-term. The school had already received the Services to School Catalogue (old management choices). The school budget would be submitted to the Finance and General Purposes Committee on 26 March, 2013 for consideration and approval.

**F&GP  
Cttee**

**GB/10/13**

### *Schools Financial Value Standard (SFVS)*

As mentioned earlier in the meeting, the completed SFVS would be considered by the Finance and General Purpose Committee on 26 March, 2013.

**F&GP  
Cttee**

*Updated school finance policy*

The headteacher reported that the Finance and General Purposes Committee had approved the updated version of the school's finance policy earlier in the year.

**GB/11/13**

## Governor training

Mrs Vasey had provided awareness training for the governors on the new Ofsted framework on 30 October, 2012 and this had been very useful and timely bearing in mind the Ofsted had taken place in November 2012.

Some governors had already received awareness training about academy status and it was agreed that it would be useful to hear from an existing academy about their experiences. In this respect it was agreed that Mr Graeme Robins, headteacher of the Chetwynd Primary Academy be asked to talk to the governors about what the conversion to academy status had meant to that school.

HT

Mrs H Craik (HMC) referred to the Boulton Primary School in Alvaston that was now part of the George Spencer Academy Stapleford. It was suggested that the headteacher, Angela O'Brien, be contacted to be asked about her thoughts and experiences of becoming part of an Academy. Governors agreed that this would be useful.

HMC/HT

The governing body agreed that school-based training on 'Governor Visits' was an additional priority and therefore Mrs Sun was asked to arrange this via the Local Authority.

**Training  
Co-ord**

### Governing body skills audit

Mrs Sun stated that she had received information from some governors about their skills. Governors who had not done so were asked to provide Mrs Sun with their information by the end of January 2013 and then she would co-ordinate the responses and report on the outcome of the skills audit at the next meeting.

**Govs/  
Training  
Co-ord**

**GB/12/13**

## Governor visits

The following governors reported recent visits they had made to the school:

- Mrs Craik had talked to Alex Barto-Smith the new science co-ordinator
- Mrs Sun had met with Sam Norris to talk about the music provision



- Mr Harvey had also met with Sam Norris to talk about the history provision and local history of Beeston
- Mr Jones had visited Emily Cunnington and Jill to discuss progress in PE and modern languages provision respectively
- Mr Taylor had met with Nancy Lee in respect of special needs
- Miss Kershaw had met with the Roundabout out of school club.

It was suggested that the overview be updated and re-circulated to support in filling any newly identified gaps, following various changes to the governing body.

HT

It was suggested that a governor talked to the pupils at an Assembly to explain about what it meant to be a governor of the school. Brian Taylor was suggested to undertake this task.

The headteacher stated that he would arrange for a separate signing in book to be set up and visitors badge for when governors visited the school.

HT

**GB/13/13 Confirmation of date for 2013**

The governing body

**agreed**

Summer term – Tuesday, 21 May, 2013 at 6.30pm

**GB/14/13 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 8.30pm.**

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

PSC/cml