

# MINUTES OF MEETING

**School:** Round Hill Primary  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Tuesday, 24 September, 2013 at 6.30pm  
**Location:** At the school

## Membership

'A' denotes absence

Miss O J Kershaw  
Mrs R L Tunney  
Mrs E J Miller  
A Mrs L Sun (training co-ordinator)  
Mr G Harvey  
Mrs H M Craik  
Mr B Taylor (vice-chair)  
Mrs J Marshall  
Mr G Harvey  
Ms C Matz  
Mrs S Vasey  
Mrs H J Williams  
Mr R G Jones (chair)  
Dr S R Clements  
Mrs S J Sullivan  
Ms S J Yates  
Mr R F Di Miceli  
Mrs J Munro  
Mr A K Nash (headteacher)

**In attendance** Ms J Burns (clerk to the governors)  
Ms J Hewitt (deputy headteacher)

<b>GB/35/13</b>	<b>Apologies for absence</b>	<b>Action</b>
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Apologies for absence were received from Mrs L Sun.

It was

### **resolved**

that the governing body consent to this absence.

<b>GB/36/13</b>	<b>Declaration of interest</b>	
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

All the governors present at the meeting submitted updated registers of business interest.

<b>GB/37/13</b>	<b>Review of membership</b>	
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Governors received and noted the governing body membership list, which had been previously circulated.

There were no vacancies on the governing body.

	There were no governors close to reaching their end of term of office this term.	<b>Action</b>
	Dr Clements informed the governing body that she would be resigning as a parent governor after the autumn term meeting. The chair expressed thanks for her contribution to the governing body during her term of office. A letter of thanks would be issued.	<b>Clerk</b>
	At the clerk's request, declarations of eligibility were completed by Ms S Yates and Mrs S Sullivan.	
<b>GB/38/13</b>	<b>Review of decision planner</b>	
	The headteacher circulated an updated decision planner. The highlighted changes were reviewed and accepted by the governing body.	
<b>GB/39/13</b>	<b>Determination of term of office for chair and vice-chair</b>	
	The clerk reminded governors that under the new regulations, there was no minimum or maximum term of office for chair or vice-chair.	
	The governing body <b>resolved</b> that the term of office for the chair and vice-chair should be two years.	
<b>GB/40/13</b>	<b>Election of chair</b>	
	The clerk explained the appointment process and requested nominations for the position of chair. Mrs Sullivan nominated Mr R G Jones for chair. There were no other nominations. It was <b>resolved</b> that Mr Jones be appointed chair of the governing body.	<b>Clerk</b>
<b>GB/41/13</b>	<b>Election of vice-chair</b>	
	The clerk requested nominations for the position of vice-chair. Miss Kershaw nominated Mr B Taylor. There were no other nominations. It was <b>resolved</b> that Mr Taylor be appointed vice-chair of the governing body.	<b>Clerk</b>
<b>GB/42/13</b>	<b>Minutes of the summer term meeting and the special meeting held on 30 April, 2013</b>	
	The minutes of the summer term meeting held on 21 May, 2013 and the special meeting held on 30 April, 2013, having been previously circulated and subject to one name correction, were confirmed and signed by the chair.	
	<i>Matters arising</i>	
	<i>GB/24/13 Headteacher's report</i>	
	The headteacher reported that the required correspondence had been sent.	

*GB/30/13 Governor training*

The clerk reported that training history had been provided.

*GB/32/13 Approval of in-service training day*

A discussion was held about the availability of documents relating to meetings and the headteacher informed the governing body that for future meetings he would seek to upload documents to a cloud or other virtual space for governor access.

**HT***Committees and working parties*

The minutes of the Personnel and Pupils Committee meeting held on 11 June were received.

*Matters arising*

The Equality Policy was presented to the full governing body for review and approval and it was

**resolved**

to approve the Equality Policy.

The new pay progression policy had been issued by Nottinghamshire County Council and would be reviewed by the P&P Committee.

**HT/JM**

The minutes of the Curriculum and Strategic Development Committee meeting held on 25 June were received.

There were no matters arising.

The minutes of the Finance and General Purposes Committee Meeting held on 9 July were received.

*Matters arising*

Responsibility for the creation and maintenance of the governor website was discussed and Mr Jones agreed he would take this role.

**RJ**

All governors would send photos and pen portraits to RJ.

**All Gov**

A report was made by the Improving Governance Working Party.

*Matters arising*

It was recommended that all new governors received a welcome pack and were assigned a mentor.

It was recommended that governors were members of only one committee, but could attend meetings of other committees if they wished. New governors would attend all committee meetings in order to decide which one was the most suitable for themselves. This recommendation was made so that expertise could be developed and the meetings could be more focussed with a smaller membership.

A discussion followed and it was

### **resolved**

that governors would be members of one committee, but would be able to attend other meetings. They would be able to change their committee membership.

Committee membership was discussed and agreed and the governor overview would be updated to reflect these changes and circulated.

The work of link governors was discussed and it was agreed that the curriculum link governors would make three “keeping in touch” visits each year. These would take place at the start of the school year to discuss the plan for the year, mid-year and at the end of the year to review achievement against plan. The deputy headteacher reported that she would prepare a list of questions to guide the link governors in their first link visit of the term.

**JH**

The 2<sup>nd</sup> governor visits of the year would also include feedback from the pupils, as “pupil voice”.

The curriculum link governors were reviewed and agreed as:

Maths	S Sullivan
Literacy	O Kershaw
Science	H Craik/C Matz
ICT	H Craik
History	G Harvey
Geography	S Vasey
DT and art	G Harvey
PE	J Miller
RE	L Sun
Music	L Sun
MFL	H Williams
PSHE	R Tunney
BEMA/EAL	R Jones
Inclusion	J Marshall

The school improvement link governors were not discussed at the meeting, as their appointment would be dependent on committee membership.

The governor newsletter was discussed and it was agreed that it would be issued termly. It was proposed that one of the items in the newsletter could be pupils’ interviews of governors. Mrs Matz, Mrs Williams and Ms Hewitt agreed to co-ordinate the production of the newsletter.

**CM/HW/JH**

A challenge was raised on how the governing body dealt with matters arising. On some occasions, items reported as completed by committees had been discussed further at governing body meetings. A discussion followed on how the governing body wished to deal with matters arising and it was

**agreed**

that discussion would always be allowed, as that was one of the purposes of the governing body, but the chair would direct the meeting to matters that would make an impact and add value to the school. It was

**agreed**

that the submission of questions to the chair before the meeting would allow the preparation of responses and the best use of the committee's time.

**GB/43/13**

### **Headteacher's report**

The headteacher thanked the governors for their hard work and support. Having circulated the headteacher's report prior to the meeting, he highlighted the following items:

#### *Number of pupils*

The school was currently full and year six numbers were at an average level, taking into consideration the class sizes of the previous years. It was noted that there was one pupil who had been accelerated one year.

#### *Attendance*

Attendance was good. The term time holiday policy needed to be updated to reference the new government guidance on approving absences. This would be added to the agenda for the next Pupils and Personnel (P&P) Committee. The headteacher asked for guidance from the P&P Committee as to what they would consider as "exceptional circumstances". He stated that he was currently not approving any term time requests for holidays. The headteacher would present the new guidance at the next parents' forum and had drafted a letter to be issued to all parents.

**HT/JM**

**HT**

#### *Staffing*

### **Confidential item – see separate page**

The headteacher reported that new and recently promoted members of staff had received induction programmes.

The headteacher informed the governing body that the school administrative staff restructure had seen to the creation of a School Business Manager post, filled by IG and the promotion of JW to Office Manager. He stated that an apprentice post was being recruited to, building additional capacity in the office.

#### *Pay policy*

The new pay policy would be discussed at the Pay Committee and it was noted that it would be backdated to September 1, 2013.

*Lesson observations*

Lesson observations had been carried out and a package of support had been implemented for those staff who needed it. This had resulted in improved performance. Mr Taylor congratulated the staff on the improvements that were being made.

In addition to the formal observations, the headteacher, deputy headteacher and team leaders were dropping into classrooms for informal observations. The headteacher was carrying out observations with team leaders to moderate their assessments. The deputy headteacher was providing teaching cover for the team leaders whilst they were doing this.

A challenge was raised by the governing body that they were not able to understand how each teacher was progressing from the data presented, as the report had been anonymised. One of the responsibilities of the governing body is to ensure the quality of teaching in the school. It was agreed that pay point of the anonymised data would be added to the report so that the governing body could understand if they were performing at the correct level.

*Training*

The headteacher reported that the School Direct ITT students had a very detailed training programme and both were showing early promise.

A challenge was raised by a governor on the ability of the student teachers to teach a class of pupils, as one had recently covered for the absence of a teacher. The deputy headteacher responded that there was a teaching assistant in the classroom at the same time and that teaching assistant would normally cover the first day of absence, according to school policy. A discussion had taken place prior to the staff cover and it had been agreed that the student teacher had the skills to take the lesson.

A link governor had been involved in a discussion about how to quality assure CPD. Twilight sessions of CPD were proving successful and were being tailored to the needs of the school and staff. Staff from other schools were being invited to these sessions.

*Safeguarding*

Facebook (and other social media sites) had been identified as a potential problem area for staff and the staff contact policy would be reviewed and updated to include the use of social media.

HT/JM

*Progress of pupils**EYFS*

A report was given on the new assessment system and how it was currently difficult to assess results. A challenge was raised by a governor on how the staff identified a Good Level of Development (GLD). The headteacher responded that there was data available from Nottinghamshire County Council Performance handbook to compare their own results and better understand pupil progress. The headteacher added that the GLD i.e. the percentage who had Expected or Exceeding the grade was 60.3%. This compared with 41% nationally who achieved a GLD.

## KS1

A good level of progress had been made.

## KS2

The school SAT's results were reviewed. The school was above national levels for Level 4+ in reading, mathematics and GPS. Writing results were lower than national averages and were lower than last year. It was noted that the pupils who had entered the school after year 4 had lower levels of achievement. This had now been identified as a target area for support packages. If the data for these pupils was removed, then achievement at level 4+ for reading, writing and mathematics was significantly higher than national averages.

*Progress that vulnerable groups were making*

The headteacher informed the governing body that all vulnerable children had made progress in the last year and that the senior leadership team and C&SD would review the data in more detail.

HT/SS

*Amount of pupil premium funding*

The impact of the changes in eligibility for free school meals on the identification of eligibility for pupil premium was discussed. A question was asked about eligibility for pupil premium by LAC and the headteacher would seek clarification on this.

HT

GB/44/13

### School expansion

A paper was presented by the chair and headteacher. The following points were discussed:

NCC C&YP Committee had approved the school expansion, subject to planning permission. The final plans had not yet been agreed and the governors requested that they appoint an associate member with the relevant experience to support the school with expansion planning. One potential advisor was recommended and it was agreed he would be approached.

HT/chair

The governors raised challenges about the lack of a clear planned timeline, the completion of the project on time and the need for a contingency plan. The headteacher reported that he was working on a contingency plan if the work was not completed on time, but repeated the promise that had been made by the County Council to complete on time.

NCC were indicating that no further decisions on design would be made until the Christmas half term, yet building completion was still planned for September 2014. It was agreed to place the school expansion on the agenda of each committee meeting, with the focus of the item to be pertinent to the committee's remit.

HT/JM/SS/  
HC

The chair agreed to write to NCC expressing the governing body's concerns.

Chair

It was reported that Roundabout were also planning to expand and that they needed to recruit staff to support this expansion.

**GB/45/13 CPD and Leadership Development**

It was proposed by the chair that this item would be referred to the next Curriculum and Strategic Development Committee. This was agreed by the governing body.

HT/SS

**GB/46/13 Correspondence**

The chair reported on correspondence since the last governing body meeting, which included a letter of introduction for the new clerk to the governors, and three teachers' letters of resignation.

The clerk highlighted the following items of correspondence:

*Nottinghamshire Governor magazine*

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

*A letter from Councillor Peck, chair of C&YP Committee*  
*Letter from Leonie Meikle, Team Manager, Governor Services and the replacement of the governors' Guide to the Law with the new governors' handbook*  
*Autumn National Governor's Association conference*  
*Report from the C&YP's Committee*  
*The policy statement for schools*  
*Top tips for closing the gap*  
*School websites*  
*Stakeholder communication*  
*Arrangements for an integrated commissioning hub for Children and Young People's health services*  
*Heads Count*  
*External review of governance*

**GB/47/13 Confirm arrangements for the headteacher's appraisal and ensure appraisal governors have appropriate training**

It was noted that the chair of governors carried out the quality assurance role for the headteacher appraisal governors.

A date needed to be agreed for the headteacher's appraisal.

HT/  
appraisal  
governors**GB/48/13 Reports from the Corporate Director**

*School Disciplinary (Capability) Procedure – The Performance of School Staff*

The clerk spoke of the report, which set out the arrangements for the new capability procedures for all school based staff, highlighting the need for the governing body to adopt the County Council Capability Policy with effect from 1 June, 2013.

This must be approved by the full governing body or appropriate committee depending on the level of delegation in the governing body's decision planner. The headteacher reported that he would be attending training on 7 October and that there would be a staff working party looking at the new procedure.

The governing body agreed that they would await this and refer the procedure to P&P Committee.

HT/JM



*School Pay Policy and Guidance on Performance Related Pay Progression Criteria*

The clerk spoke of the report. The governing body agreed that the Pay Policy would be considered at the P&P Committee and approved retrospectively as from 1 September, 2013.

*New arrangements for assessing and meeting the needs of children and young people with special educational needs and disabilities (SEND)*

The clerk spoke to the report highlighting the ongoing involvement of Nottinghamshire County Council with the Pathfinder project and the implementation of the SEND reforms.

**GB/49/13 Safeguarding children in education governors' compliance checklist**

*Agree arrangements for completion and sign off by chair*

The clerk reminded governors of the importance of completing the checklist and returning it to Cheryl Stollery, safeguarding children in education officer at Meadow House, Mansfield, by December 27, 2013.

The checklist would be reviewed and completed by the headteacher, chair of governors and the link governor for child protection, SEN and bullying.

**Chair**

The headteacher would return the checklist to the Cheryl Stollery.

**HT**

**GB/50/13 Governor training**

Additional workshops were available for the changes to pay and performance policy and procedures.

**GB/51/13 Governor visits**

The headteacher agreed to circulate a list of governor visits carried out since the last governing body meeting.

**HT**

**GB/52/13 Approval of**

*Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return*

*Updated finance policy*

*Schools Financial Value Standard (SFVS)*

To be considered at the next Finance and General Purpose Committee.

**HC**

**GB/53/13 Confirmation of dates for 2014**

The governing body

**agreed**

Spring term – Tuesday, 28 January, 2014 at 6.30pm

Summer term – Tuesday, 20 May, 2014 at 6.30pm

**GB/54/13      Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary except for one confidential staffing item.

**The meeting closed at 8.45pm.**

Signed .....(chair)      Date .....

JB/cml

