
School: Round Hill Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday, 20 May 2014 at 6.30pm
Location: At the school

Membership

'A' denotes absence

Miss O J Kershaw
Mrs R L Tunney
Mrs E J Miller
Mrs L Sun
A Mr G Harvey
Mrs H M Craik
Mr B Taylor (vice chair)
Ms J Marshall
Ms C Matz
Mrs S Vasey
Mrs H J Williams
Mr R G Jones (Chair)
Mrs S J Sullivan
Mrs L Wilson
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 (associate member)

| GB/18/14 | Apologies for absence | Action |
|----------|---|--------|
| | <p>Apologies for absence were received from Mr G Harvey, who was on holiday.</p> <p>It was</p> <p>resolved</p> <p>that the governing body consent to this absence.</p> | |
| GB/19/14 | Declaration of interest | |
| | <p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p> | |
| | <p>Mrs Louise Wilson completed her declaration of eligibility and submitted it to the clerk who would return it to Governor Services.</p> | Clerk |
| GB/20/14 | Review of membership | |
| | <p>Governors received and noted the governing body membership list, which had been previously circulated.</p> | |

Ms Marshall informed the governing body that she had completed and submitted the relevant forms to continue as an LA Governor when her term expires on 28 May 2014.

Mrs Vasey informed the governing body that she would cease to be a governor when her term as a parent governor ended on 18 October 2014. The governing body recognised the contribution that Mrs Vasey has made to the school, working with the head teacher, and would greatly miss Mrs Vasey's contribution. However, Mrs Vasey stated that she will continue to have an interest in the school and may be able to contribute in another way.

Ms Matz informed the governing body of her intention to resign following the Autumn Term meeting, due to family commitments.

GB/21/14 Minutes of

Spring term meeting

The minutes of the autumn term meeting held on Tuesday, 24 September 2013 having been previously circulated were confirmed and signed by the chair.

Matters arising

All actions have been completed.

Ms Marshall informed the governing body that she had spoken with various people within NCC about her concern that NCC was not highlighting the eligibility of adopted children for Pupil Premium Plus to schools and that they would miss vital and available funding. Ms Marshall reported that, in spite of her reporting this, the Pupil Premium training content still did not include adopted children. Ms Marshall will be following this up within NCC.

Mrs Vasey had circulated promotional material that Derby City Council were using for Pupil Premium Plus.

Committees and working parties

The minutes from the following meetings were presented and accepted by the governing body:

Pupils and Personnel Committee, 27 February 2014

There were no matters arising

Finance and General Purpose Committee, 25 March 2014

The item about school emergencies would be picked up at the summer term meeting.

Curriculum and Strategic Development Committee, 11 March 2014

Mrs Sullivan reported that 2 working parties had both met and reports would be presented.

Improving Governance Working Party, 3 April 2014

This would be reported and discussed under item GB/28/14.

New national curriculum working party, 29 April 2014

Governors were thanked for their contributions and insight at their session.

GB/22/14

Correspondence

Two letters of resignation from staff (Mrs Mason, Mr Norris) had been received and were presented to the governing body.

A guidance paper about complaints to OFSTED has been received by the headteacher. It set out the role of the school and the role of OFSTED in dealing with complaints. The school complaints policy will be reviewed at the next C&SD committee meeting, with a view to cross-referencing OFSTED and DfE complaints policies into Round Hill's.

**C&SD
chair**

Holding the headteacher to account for the educational performance of the school and its pupils

GB/23/14

Headteacher's report

The headteacher presented his report and the following items were discussed.

Update on School Self-Evaluation and Development Plan

The headteacher reported that he is pleased with all new staff appointments.

Mrs Vasey questioned the level of unauthorised pupil absence, as it had risen from 0.2% in 2013/4 and is now 0.5%. The headteacher reported that this is due to unauthorised holidays. However, he felt that since the change in policy that parents were being honest about taking children out of school for holidays and they believed that the school's approach was acceptable.

The Foundation Stage report would be discussed at C&SD and the headteacher would work on the detail with Mrs Craik. In general, the data shows that predicted outcomes will be achieved.

The progress of year 6 has improved since it was reported as "giving concern" following the results of autumn term tests. The improvements have been made through planned interventions.

Mrs Vasey asked how accurate the school's predictions were last year and the headteacher responded that he felt they were accurate due to the way school tracked pupils, but he would go back to recent data and establish accuracy. It was agreed that headteacher would prepare data to support this for the next C&SD committee meeting.

HT

NCC had moderated procedures for Y6 SAT's tests, due to the problem that the school had reported in 2013 with level 6 administration. It was noted that governors do not currently attend or moderate SAT's test procedures, but the headteacher reported that a governor or member of the community could act as moderator, if required. It was agreed to look at this at C&SD.

**C&SD
chair**

School Expansion

Planning permission has been received and building work will be carried out over the summer holidays. A site meeting has been set up on 5 June to look at implementation and would report to F&GP on 8 July. The 3 new classrooms would be ready for use by December 2014.

HT

Governors questioned how the transition to mixed age classes would be communicated to parents. It was fed back that this is to be carried out at a later date when all arrangements have been put in place. The headteacher would ensure that any parents would be able to discuss concerns with him.

Progress that vulnerable groups are making

Lower KS1 progress for vulnerable groups, including pupil premium, pupil premium plus and free school meals pupils would be discussed in detail at the next C&SD committee.

**C&SD
chair**

There have been no race hate incidents reported and teachers continue to challenging inappropriate behaviour and language.

Impact of staff training

Training has been carried out to prepare staff to deliver the new curriculum. The in-house training has been targeted at the areas required by each teacher, to give maximum impact on the quality of teaching.

Governors asked about TA appraisals and it was reported that they have started and that the new system is working well.

Training to support SEN

Governors noted that TA's had been trained to support SEN pupils in writing and, that the SEN funding would now be directed towards teachers supporting SEN pupils rather than TA's carrying out this role.

The headteacher reported that he and the SLT had considered 3 research papers on how best to use the TA's within the school. They were considering how best to deploy teachers and TA in the classroom for maximum impact.

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The headteacher reported that the school was looking at the best way to close the gap for vulnerable children and help them make good academic progress.

GB/24/14 To agree who will support the appraisal governors in conducting the headteacher's annual appraisal process.

Following a discussion about the impact of Mrs Vasey's end of term of office would have on the governing body and the potential role she could play in the future of the school, it was

agreed

that the school would continue to use the services of the current external adviser.

Ensuring clarity of vision, ethos and strategic direction

GB/25/14 Report from the Corporate Director for consideration and action

Implementation of the school SEND information regulations

Mr Taylor summarised the report and identified the action that the school would need to take to comply with the new requirements. He reported that the implementation date of 1 September 2014 would be difficult to achieve, as the Code of Practice has not yet been received.

It was reported that Nottingham City Council has prepared a draft Code of Practice and it may be prudent to produce a draft change to the SEN policy based on this, to help the school meet the target date of 1 September. Review of the new policy would be added to the agenda of the next governing body meeting.

**BT
Agenda**

The headteacher reported that the required information would be displayed on the school website to achieve statutory compliance.

HT

Governors asked what changes were being made. The headteacher explained that SEN and SEN+ would be replaced with one category, EHCP. Each pupil would have their own budget and the school would be required to demonstrate effective use of this. Two pupils have EHCP's and this is working well, with increased parental engagement.

Mrs Vasey reported that the school would also need to include provision for medical conditions in the policy.

Governors asked what information was required on the school website and the headteacher reported that they were uploading information about pupil premium and sports funding and that he has completed almost all new requirements.

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| GB/26/14 | Policy update | To note the updated 2014/15 policy checklist and agree arrangements for reviewing policies | HT |
| | The headteacher and deputy headteacher would review this and update the committee remits to present for approval at the next governing body meeting. | | Clerk |
| | It was noted that a new governors handbook had been published by DfE in May 2014 | | HT |
| | All documents for meetings would be uploaded to the VLE to access one week before each meeting. | | |
| GB/27/14 | Approval of in service training days. | | |
| | The governors | | |
| | approved | | |
| | the following in service training days; | | |
| | Tuesday 2 September 2014 | | |
| | Monday 3 November 2014 | | |
| | Monday 5 January 2015 | | |
| | Monday 15 June 2015 | | |
| | Wednesday 22 July 2015 | | |
| | The clerk would return the notification form to Governor Services. | | Clerk |
| | The in service training dates had been chosen to optimise training opportunities with other schools and the impact of this would be that INSET days would be slightly different to other local schools. Governors recognised the impact this would have on parents and asked the headteacher to provide this explanation to parents when he communicated the dates to them. | | HT |
| GB/28/14 | Review of delegation and organisation of committees, including update from Improving Governance Working Party on 3 April | | |
| | <i>Review of delegation and organisation of committees</i> | | |
| | The headteacher and chair would review the decision planner and present the changes for approval at the next governing body meeting. | | HT/RJ Agenda |
| | <i>Update from Improving Governance Working Party on 3 April</i> | | |
| | The chair presented the report from the Improving Governance Working Party and discussed the recommendations made: | | |
| | <ol style="list-style-type: none"> <i>The working party continue to meet, initially to consider governor induction, our code of conduct and succession planning. The next meeting to be in the second half of the summer term.</i> | | |
| | <p>It was agreed that, following the changes to governor regulations, the working party should now consider the impact and implication of reconstitution. Governors asked if they could attend the working party meetings and the chair explained that all were welcome.</p> | | Working party All |

2. *A Pay and Appraisal committee be established, with fuller terms of reference and revisions to Decision Planner to be finalised by Autumn FGB.*

The headteacher recommended that this should also cover performance related pay for teaching staff. Other governors suggested that this committee should consist of the members of the performance management group and that all governors should be aware of the process. It was

agreed

to establish a Pay and Appraisal Committee

Chair

3. *School makes budget provision to buy-back support/challenge package to be in place when Sue's term ends (October 2014); one or more C&SD governors work with Sue to re-shape the role she has taken, so governors are able to fulfil a revised governance role in data scrutiny.*

4. *The Welfare/Well-being link governor role be established and a "shadow" be identified.*

Jane Marshall and Louise Wilson expressed an interest in this role and the chair asked any interested governors to let him know if they were interested in the position. Governors were also asked to express interest in taking on the role of co-ordinating the termly governors' newsletter from Ms Matz when she leaves the governing body.

All

Committee chairs

The 10 Key Questions for Governing Bodies should be adopted by committees and added to committee agendas. The committees' roles in addressing the needs of vulnerable learners were discussed and also how this could be incorporated in the governors' code of conduct.

GB/29/14

Governor training

Ms Matz and Mrs Sun presented a report from the Nottinghamshire governors' conference in March. They had found the networking opportunities useful and the content of the presentations and workshops very interesting. They recommended that governors plan to attend future conferences. They reported that all governors should consider the impact that their actions have on the effectiveness of the school.

All

Ms Marshall thanked Mrs Sun and Ms Matz for their report.

Mrs Sun has sent out the skills audit and asked governors who had not yet completed the audit to do so and return it to her. Governors should also inform Mrs Sun of their individual training priorities.

The chair talked about the requirement to reconstitute before September 2015 and that the skills audit would be an essential element to review the effectiveness of the governing body, as would repeating the self-evaluation of effectiveness. It was agreed to discuss reconstitution at the next governing body meeting.

All

agenda

GB/30/14 Governor visits and monitoring reports

Governors reported the following activity:

Mrs Craik reported that she had:

- met with the ICT lead and that they have visited another school to look at ipad use.
- carried out an introductory visit to EYFS
- carried out a H&S walk around

Mrs Miller reported that she had undertaken a pupil premium visit and the report was to be made to C&SD.

Mrs Williams reported that a modern foreign languages link governor visit had been made and had considered curriculum changes and links to the high school curriculum.

Miss Kershaw had undertaken a literacy visit and action planning discussed.

Mrs Sullivan had met with Charlie Hawkes (mathematics lead) and more work on conceptual planning would be carried out.

The chair thanked all governors for their link governor work and visits to school.
The headteacher would arrange upload the reports to the VLE.

HT

Overseeing the financial performance of the school and making sure its money is well spent**GB/31/14 Update on school budget**

The school budget had been approved at the F&GP committee meeting, which included the new staffing structure and the school was in a surplus position.

£22.5k would be available to provide resources for the 3 new classrooms from NCC.

Concluding items**GB/32/14 Confirmation of dates for 2014/2015**

The governing body

agreed

Autumn Term – Tuesday 23 September 2014 at 6.30pm

Spring Term - Tuesday 27 January 2015 at 6.30pm

Summer term – Tuesday 19 May 2015 at 6.30pm

GB/33/14 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.15pm

Signed(chair) Date

JB/sk