

MINUTES OF MEETING

School: Round Hill Primary
Meeting title: Second Autumn term meeting of the Governing Body
Date and time: Tuesday 12 December, 2017 at 6.00pm
Location: At the school

Membership
'A' denotes absence

	Ms J Marshall
	Mr R G Jones
A	Mrs L Sun
	Miss O J Kershaw
	Mr D Hanslow
	Vacancy – co-opted
	Mrs E J Miller (Chair)
A	Mrs E Brown
A	Mr P Smith
	Vacancy - co-opted
	Mrs H Craik (Vice-chair)
	Ms J Swain
	Mrs L Lawrenson
	Vacancy - parent
	Mr M Sneddon
	Mr A K Nash (Headteacher)
	Mr M Joyce

In attendance

	Mrs S Booth (Clerk to the Governors)
A	Ms J Hewitt (Associate member)
	Ms E Pye (teaching staff)

GB/59/17 Apologies for absence Action

Apologies for absence were received from Mr Smith, Mrs Sun and Mrs Brown

Ms Hewitt is currently on maternity leave.

It was resolved to accept these apologies

GB/60/17 Declaration of interest

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

GB/61/17 Approval of minutes of summer term meeting

The minutes of the summer term meeting held on 26 September, 2017 having been previously circulated were confirmed and signed by the Chair.

Review of actions

All actions are taken as completed by exception, with the exception of minute GB/42/17, the Governors' Skills Audit which still requires completion.

All other action had been completed or dealt with at committees.

GB/62/17 Chair of Governors Update

Mrs Miller provided a verbal update to Governors and confirmed that she has attended the training for Governors who are new to Chair.

GB/63/17 Governors' Decision Planner

It was resolved to adopt the previously distributed Decision Planner

GB/64/17 Headteachers' Report

Slide deck previously distributed via Governor Hub. The Headteacher noted the additional reports provided to supplement the slide deck.

- a. Self-evaluation – this was updated in November 2017.
- b. Analyse School Performance (ASP) – a member of SLT to attend training and cascade training to Governors. **H/T**
- c. SEF and SIP on a page – this has been created for governors.
- d. Phase Reports have been provided in Governor Hub for EYFS; KS1; LKS2; UKS2:
 - i. KS1 – boys' underperformance is an issue; intervention teacher providing support
 - ii. LKS2 – boys' performance in Y4 is an issue; intervention teacher providing support
 - iii. UKS2 – 'boy-friendly' topics in curriculum
- e. School Improvement Reports have been provided in Governor Hub for Pupil Premium; EAL; Teaching & Learning; CPD/Wellbeing; SEND
 - i. Governor Question around distinctions between Pupil Premium and Pupil Premium Plus and how we report on spend directed to PP Plus. Mrs Pye noted that there are now 3 PP Plus pupils in the school.

ACTION – to address in next term's assurance report.

H/T

- f. Operations & Facilities
 - i. Health and Safety report – Mr Smith's email was shared with Governors
 - ii. Fire drill scheduled for today but the playground was not deemed safe so rearranged w/c 18/12/17
 - iii. H&S Inspection from LA (every two years) due 13/12/17.

ACTION – Assurance Agenda item re H&S inspection

H/T

- iv. Lunchtime reforms – significant positive benefits reported on changes.

- g. Management Information.

ACTION – All governors to feedback on any omissions/additions.

Govs

- h. Pupils/staffing HR
 - i. Two members of staff currently on maternity leave
 - ii. One member of staff's partner has been injured in an accident.

ACTION – Governors asked for the best wishes to be sent

H/T

iii. One member of staff is back after illness and has completed a phased return

i. Lockdown Policy –

ACTION - Ms Swain to assist the Headteacher with the Lockdown Policy JS/H/T

j. Finance – The Headteacher reported that the school had no way of paying for the Wollaton visit they unless used the debit card. The school had to contact the LA to increase the limit. The LA approved an uplift to £2k.

ACTION – Finance Policy needs to be updated to reflect this – spring H/T term agenda

Mrs Marshall asked why the debit card had to be used. The Headteacher responded that it said that it was the way Wollaton operated the school had had to book 10 tickets a day.

The Headteacher said that Mrs V Leavesley is due to come in March 2018 and he would like a couple of Governors to QA the budget.

The FSVS needs updating, it is due in next term.

ACTION – compliance item for next term H/T

Mr Hanslow asked if there were any further questions – none were forthcoming

Curriculum and Strategic Development Assurance

GB/65/17 School Improvement Plan Visit

Mrs Craik met with the Headteacher to discuss the pre-distributed questions – to seek assurance that the school is taking steps to tackle KS2 progress – particularly in Maths.

They looked at the Notts performance data and the areas highlighted are in the report. The ASP showed that middle and high attainers at the end of KS1, have good progress. The ones who struggle, who do not do as well at KS1 are those who come in at a lower level.

Having identified the areas, Governors challenged to make sure that boys and low attainers received appropriate interventions to address the issues. They suggested best practice visits to schools who are strong in this area. This pattern is through all year groups – boys struggle in all years.

Mrs Craik said it is not all bad news, there are some real pockets of excellence.

Mr Sneddon asked whether the issues could be attributed to the lack of male teachers. Mrs Craik responded that she had no evidence of this.

Mr Hanslow clarified that it is the lower attainers, particularly boys which affect the data. The Headteacher said that the meeting with Mrs Craik and the Co-ordinators helped form the School Improvement Plan.

Miss Kershaw asked when Governors can expect to see an impact of the actions – The Headteacher said he will be reporting back at Easter and the summer results will show the impact, although pupils are being continually tracked throughout the

year.

Ms Marshall asked how quickly things can turn around if they see it's not working. The Headteacher said things can be actioned relatively quickly by using learning walks which highlight issues in performance or staff who are not following school policies and if the teacher reports shortfalls in progress, then it goes to the phase leaders who feed it back to SLT who then review it.

Mrs Craik said they had also looked at whether the CPD received by teachers was linked to the SIP.

Mrs Craik had also looked at the anonymised appraisal document to make sure teachers will be held to account for the SIP.

Mr Sneddon asked whether there is a mechanism of helping teachers to feed back to parents that their child may not be doing as well as they could be. The Headteacher responded that there is staff training and all new teachers are linked to more experienced teachers for the first feedback session.

Miss Kershaw noted that the appraisal cycle looks complete.

ACTION – to report on progress of vulnerable groups, impact of H/T interventions and Appraisal objectives at assurance meeting

Mr Joyce said that as a class teacher and PP lead, it is helpful because it builds up the whole picture around the child.

Mr Hanslow thanked Mr Craik for all the work she had undertaken.

Financial Assurance

GB/66/17 3 Year Financial Forecast and Budget Report

The 3-year forecast is predicting a – (£7k) deficit rising to – (£78k) in 2019/20.

The Headteacher said 3 year budgets commonly show a deficit, things always change.

The Headteacher suggests Governors acknowledge the situation and look at ways of monitoring the budget and also use the benchmarking data to look for areas where school differs from similar schools.

Miss Kershaw asked whether the area of the shortfall was always the same. The Headteacher responded that it varies; this year the age-related funding was less than expected but the school expects to gain from the New Funding Formula.

Miss Kershaw asked whether there are specific areas which the Headteacher feels he should focus on. The Headteacher responded that staffing costs are 80% of the budget, compared with 30 similar schools Round Hill were in the lowest third.

Mr Sneddon said he had spoken to the School Business Manager to identify the areas where savings could be made. The Headteacher said the school usually target specific areas.

Mr Sneddon asked whether any efficiencies could be made across the family of schools. The Headteacher said not at present, but as the collaboration grows he hopes this will start to happen.

Mr Jones said he attended a Heads and Chairs meeting a couple of weeks ago and efficiency was an area that they wanted to work on. There will be a further meeting in the New Year. Mr Jones said the group need to look at the scope of collaborative purchasing and economies of scale.

Mr Hanslow said the forecasts are generally the worst-case scenario and next term's budget will give a clearer picture as to where savings can be made. Mr Hanslow thanked the Headteacher for his commentary on the school's financial position.

ACTION - the Finance Policy to be on the Spring Term Assurance agenda. H/T

Ms Marshall said the post-LAC funding is £15k which is more than three children. **She asked the Headteacher to check this.** Mrs Pye and the Headteacher said the money is lagged to last year's census and children have now left the school. **H/T**

Pay and Personnel Assurance

GB/67/17 Stakeholder views - Focus on review of staff survey and any actions arising

The Headteacher presented a stakeholder report. He thanked Mrs Lawrenson for her input with the pupil survey. The Headteacher said he had sought parental feedback from Year 6 parents. The data has been collated but the comments not yet added.

ACTION – To add the comment from parents on a ‘You Said we Did Grid’ H/T

He suggested the meeting focus on the staff survey. Only six members of staff responded, The Leadership Team have reviewed staff workload and welfare. The leadership team are going to change the process to allow staff to complete the survey during work time – It was noted that the results are still confidential because it has not yet been shared with staff.

Ms Swain asked whether staff felt there were issues of anonymity. The Headteacher agreed that the staff survey ought to be completely anonymised - it has been agreed to use a Survey Monkey on the future staff surveys to maintain complete anonymity. The outcomes will be shared with staff.

Mr Hanslow asked when the staff survey will be repeated. Ms Pye responded that it will be redone in the spring in the form of a welfare survey – it is proposed to start a staff training session with the survey.

Mrs Miller said Mrs Brown has offered to help with surveys.

Ms Marshall asked whether the staff were involved in the welfare charter. The Headteacher replied that it was sent to all staff. Ms Marshall said it was important to consider the whole wellbeing not just workload.

Ms Pye said she has undertaken training and found it beneficial, coming away with a lot of ideas.

ACTION - Feedback from staff welfare next term and whole stakeholder feedback will be annual at this time of year. H/T

Risk Management

GB/68/17 Risk Register

Mr Jones has updated this, identifying the four main risk areas:

It has been updated to reflect that the school no longer have committee meetings.

- 1) Risk 1 = pupil outcomes – there is a risk that everyone is too focused on Ofsted – experiences for pupils just as important
- 2) Risk 2 = budget deficit – already discussed
- 3) Risk 3 = Governors Capability and capacity –
- 4) Risk 4 = Staff vacancies – not struggled to recruit in the past – is this a low risk

Mrs Miller suggested re-wording Risk 1 – Mrs Brown and Mrs Marshall have started doing some work around how the Governing Body is representative of the family.

ACTION: Agenda item for the strategy meeting together with Governor recruitment. H/T

Mrs Miller said recruitment continues to be a low risk. The Headteacher responded that there is a shortage of teachers nationally, some schools in the family have struggled to recruit.

ACTION: Governors agreed to downgrade the risk associated with recruitment to low H/T/RJ

GB/69/17

Items for Approval

The Headteacher briefed Governors on the previously distributed policies, highlighting the amendments where appropriate:

a) *Disciplinary (Capability) Procedure*

There are not significant changes to this policy. There has been no new model policy from the LA. The dates have been updated.

It was resolved to approve the Disciplinary (Capability) Procedure

b) *Whole School Child Protection Policy*

There are not significant changes to this policy. The dates have been updated.

Ms Marshall said some names need changing and the school's name needs adding in a couple of places.

ACTION: Policy to be amended accordingly H/T

It was resolved to approve the Whole School Child Protection Policy

c) *Maintained Policy Checklist*

It was resolved to approve the Maintained Policy Checklist

d) *Appraisal Policy*

It was resolved to approve the Appraisal Policy

e) *Health and Safety Policy*

It was resolved to approve the Health and Safety Policy

f) *Equality Policy*

The Headteacher thanked Ms Marshall for her help on this policy. It was noted that whilst fit for purpose, there were some areas to improve within the policy. The HT undertook to take this work forward.

It was resolved to approve the Equality Policy

g) *Pay Policy*

The Headteacher said this policy has changed little since last year however there are two options for the pay awards:

Incremental pay increase and Pay Uplift award are linked to performance. OR Incremental pay increase is linked to performance and pay uplift award is not.

Governors can chose to link the pay uplift to performance. Mrs Miller said she would recommend that it remains unlinked.

Staff members withdrew at this point

Governors discussed whether the uplift should be linked or not linked to pay.

It was unanimously resolved that the uplift should not be linked to performance.

The second decision required governors to decide on rates of pay for 1:1 tuition. Mrs Miller suggested an increment of 1% to match the majority of staff's Pay awards.

It was unanimously resolved that 1:1 Tuition rates should be increased by 1%

Staff re-joined the meeting

Mrs Miller asked when the 1:1 tuition rates were used. The Headteacher said a couple of staff come in on supply and also undertake 1:1 tuition, they are paid as a separate rate – they usually run usually booster classes.

ACTION - Governors asked for Management Information on the H/T deployment, impact and cost of 1: 1 provision.

Ms Swain asked whether the costs are higher or lower – Ms Pye said it is lower because there are less on-costs

It was resolved to approve the pay policy, with the exception of Ms Marshall who said the Pay Policy is not approved by the unions so she abstained.

h) *Approval Process for Policies*

Mrs Miller advised Governors that she has been through the maintained school policy checklist and some policies take longer to review and approve.

Mr Hanslow suggested that policies are reviewed by a Lead Governor. Once they are updated by SLT they are then sent to the Lead Governor with a front page. The Lead Governor then updates using track changes and the policy is then returned to the Governing Committee to be ratified.

The Headteacher said he is currently working with the Family Heads to review the consistencies and anomalies which arise from the appraisal process.

Governors approved the process for reviewing policies

ACTION – The Headteacher to cascade this process to SLT

H/T

i) Cover Page Process

Mrs Miller said that the idea is to provide clarity and focus for Governors as to why the item is on the agenda. It points Governors into the right area they need to focus on when reading the paper.

Ms Swain asked whether the front page should also be attached to Link Visit Reports or whether revisit the Link Visit pro-forma to incorporate part of the information contained in the Cover Page.

ACTION: Mrs Miller agreed to action

JM

Compliance Items

GB/70/17 Compliance Activity from the Annual Planner

a) Health and Safety walk around

b) Safeguarding Checklist

Ms Marshall has been through checklist with the Headteacher and recommended the checklist be approved. She noted there were some dates to be updated which will take place after Christmas. The meeting agreed it was essential that all details were up to date.

Governors approved the checklist subject to the amendments being carried out

c) Website Checklist

Ms Swain said she is happy with the checklist. The Headteacher has completed any outstanding actions. Mrs Miller asked whether it is an annual check. The Headteacher said it should be because things change.

ACTION: Website Checklist to be reviewed annually

H/T

GB/71/17 Items for Information for Governors

Pupil Premium Review Report

GB/72/17 Communication

From Chair

Mrs Miller said a parent has expressed an interest in any governor positions.

From Headteacher

There was no communication from the Headteacher

From Clerk

There was no communication from the Clerk

AOB

Ms Swain is pleased to inform Governors that she has secured funding from Rolls Royce for stem activities.

Governors thanked Mrs Swain for her work on this matter.

GB/73/17 Confirmation of dates for 2018

The Governing Body

agreed

Strategy Meeting – Tuesday 23 January, 2018 @ 6pm
Assurance Meeting – Tuesday 13 March, 2018 @ 6pm (tbc)
Strategy Meeting – Tuesday 15 May, 2018 @ 6pm (tbc)

GB/75/17 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8pm.

Signed(chair) Date

