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| **MINUTES OF MEETING** | NCC-l-head-black |
| **School:** | **Round Hill Primary** |
| **Meeting title:** | **Second Summer term meeting of the governing body**  |
| **Date and time:** | **Tuesday, 10 July, 2018 at 6.00pm** |
| **Location:** | **At the school** |

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| Membership |  | Ms J Marshall |  |
| ‘A’ denotes absence |  | Vacancy – co-opted |  |
|  |  | Mr R G Jones (Collaboration VC) |  |
|  |  | Mrs L Sun |  |
|  | A | Miss O J Kershaw (Strategy VC) |  |
|  |  | Mr D Hanslow (Assurance VC) |  |
|  |  | Vacancy – co-opted |  |
|  |  | Mrs E J Miller (Chair) |  |
|  |  | Mrs E Brown |  |
|  |  | Mr P Smith |  |
|  |  | Vacancy - co-opted |  |
|  | A | Mrs H Craik |  |
|  |  | Ms J Swain |  |
|  |  | Mrs L Lawrenson |  |
|  |  | Vacancy - parent |  |
|  | A | Mr M Sneddon |  |
|  |  | Mr A K Nash (headteacher) |  |
|  |  | Mr M Joyce |  |

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| **In attendance**  |  | Mr D R Allen (clerk to the governors) |
|  |  | Emma Pye – acting deputy headteacher |
|  |  | Mary Graham – prospective co-opted governor |
|  |  | Charles Walker – prospective co-opted governor |
|  |  | Razina Ayoub – prospective co-opted governor |

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|  | All present introduced themselves to the three prospective new co-opted governors. |  |
| GB/48/18 | **Apologies for absence**  | **Action** |
|  | Apologies for absence were received from Miss O J Kershaw, Mr M Sneddon (both work commitment) and Mrs H Craik (illness). |  |
|  | It was |  |
|  | **resolved** |  |
|  | that the governing body consent to these absences. |  |
| **GB/49/18** | **Declaration of interest**  |  |
|  | There were no declarations of interest, either direct or indirect, for items of business on the agenda. |  |
| **GB/50/18** | **Approval of minutes of spring term meeting** |  |
|  | The minutes of the spring term meeting held on 1 May, 2018 having been previously circulated and subject to the following correction being made were confirmed and signed by the chair. |  |
|  | *GB/36/18 re Financial Savings Plan –* should read “The meeting agreed that Mr Hanslow and Mr Sneddon meet with the headteacher to review the financial savings plan.” |  |
|  | *Review of actions* |  |
|  | *GB/19/18 MI Document –* not yet completed*.* Headteacher to meet with Mr Sneddon next week to complete. | **Ht+MS****agenda** |
|  | All other actions had been completed or were on tonight’s agenda. |  |
| **GB/51/18** | **Appointment of new governors** |  |
|  | The three prospective new co-opted governors left the meeting for this item. |  |
|  | Mrs Brown briefly outlined the new Round Hill Governor Recruitment Process for the different types of governors. Full detail of this paper is available to governors on governorhub. |  |
|  | **Governors sought** clarification on the format for each type of governor. |  |
|  | The meeting thanked Mrs Brown and the sub-group who had worked on this. |  |
|  | The meeting formally adopted this paper. |  |
|  | Mrs Brown informed the meeting that, following applications and interviews, she was proposing that Mary Graham, Charles Walker and Razina Ayoub be appointed as co-opted governors. |  |
|  | The meeting unanimously agreed to this. Governor mentors to be decided in the near future. |  |
|  | The clerk reminded the meeting that Declaration of Eligibility forms needed to be completed and returned to GBS. The headteacher agreed to deal with this. | **ht** |
|  | The governing body has its own induction papers. The chair agreed to deal with this. | **chair** |
|  | The three new governors joined the meeting. |  |
|  | The chair noted that this is Mrs Lawrenson’s last meeting – she thanked her for her contribution, commitment and the work undertaken. |  |
| **GB/52/18** | **Chair of governors update** |  |
|  | Mrs Miller gave a brief verbal report outlining the work she had undertaken in school. She thanked all governors for the work they had done, during a very busy term. |  |
| **GB/53/18** | **Headteacher’s report**  |  |
|  | The headteacher had loaded his detailed Executive Summary report onto governorhub. |  |
|  |  |  |
|  | * He gave detail of progress on the SEF and SIP, with major updates to take place from September, 2018. Governor involvement was encouraged.
 |  |
|  | **Governors questioned** the progress in aspects of the SIP – is it working in all areas. Writing was highlighted as a concern. |  |
|  | The headteacher informed the meeting of changes to be implemented from September in an attempt to address this concern. More detail will be included in the next SIP.  |  |
|  | * Detail was given on the progress of the collaboration.
 |  |
|  | Mr Jones gave further detail, stating that there is a need to strengthen the working of the collaboration if it is to be fully effective. Also, possibly increasing the size of the leadership group, in order to make it more representative of the schools involved. |  |
|  | * Phase team reports – governors were encouraged to study at least one of these in detail.
 |  |
|  | **Governors questioned** the effectiveness of 1:1 support as against small group interventions. |  |
|  | The meeting discussed at some length feedback to staff on the reports, links to the SIP, possible improvements, etc. |  |
|  | * Staffing issues.
 |  |
|  | **Governors questioned** the planned ending of intervention funding (April 2019). They identified good progress made by pupils in the intervention programmes. |  |
|  | With increased funding now being allocated, this is to be reviewed next term. |  |
|  | Details of staffing for September, 2018 were given, with three new appointments and some staff movement across year groups. |  |
|  | * Finance – to be dealt with GB/57/18.
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|  | * GDPR – an update of progress to date was given. This led to a lengthy discussion.
 |  |
|  | **Governors noted** the variety of interpretation of matters related to GDPR by different schools. |  |
|  | Governors questioned if all governors needed GDPR training. This is to be provided by the collaboration in the autumn term. |  |
| **GB/54/18** | **Update on 27 June EGM and matters arising** |  |
|  | The minutes of the meeting had been loaded onto governorhub. |  |
|  | The meeting discussed at great length the next steps to take – if any. |  |
|  | Concern was expressed at the proposed timescale – but this is not the Round Hill timescale. |  |
|  | It was eventually decided to go ahead with a working party meeting, next Wednesday, 18 July at 6.30pm – all governors invited. |  |
|  | The meeting then agreed that a further meeting be held in September, 2018. |  |
|  | The aim of these meeting is to gather further information in relation to MATs. No decisions will be made. |  |
|  | The meeting agreed that any decision on possible MAT participation is a major one for the school. The school is currently in a position of strength and does not need to rush. |  |
| **GB/55/18** | **External Review of Governance Update** |  |
|  | The chair reported that Steven Hopkins would be visiting the school in connection with this, as a follow up to the work undertaken last year. |  |
|  | All governors were encouraged to complete and return the online questionnaire as soon as possible. | **All govs** |
| **GB/56/18** | **Vision and Values Review Update** |  |
|  | The chair reported on the successful meeting of staff and governors. A working party is to be set up in September to progress this work. |  |
|  | Currently five staff members had volunteered to join this group, governors were invited to email the chair if they wished to join. Mary Graham stated that she wished to join the group. |  |
|  | The initial aim is to draw up a draft Vision and Values document, for consultation with all parties. |  |
| **GB/57/18** | **Financial reporting** |  |
|  | The headteacher gave a verbal update, with all of the papers being available on governorhub. |  |
|  | * 3 year budget plan forecast
 |  |
|  | This is now looking much healthier than originally forecast, with increase funding. |  |
|  | The meeting agreed that trying to forecast beyond three years was of very little value, with too many unknowns and variables. |  |
|  | A further update will take place in September, 2018. |  |
|  | * Savings plan update
 |  |
|  | Various measures have been taken, with others planned in relation to staffing – both admin and teaching staff. |  |
|  | **Governors sought** assurance that all correct procedures had been followed in relation to office staffing changes. |  |
|  | The headteacher had worked closely with LA HR. Governors were guided to the financial paper work which explained the new staffing structure. The Headteacher promised to keep governors informed next term as this was part of the process.  |  |
|  | **Governors queried** the proposed redundancies for April 2019, now that funds had increased. |  |
|  | The headteacher informed the meeting that the LA and Unions had a strict timetable – if this was not adhered to, it could lead to increased uncertainty amongst a greater number of staff. |  |
|  | * SFVS
 |  |
|  | The meeting noted this had been updated prior to the 31 March deadline. This was formally approve by this meeting. |  |
|  | * CFR Outturn statement
 |  |
|  | Details of additional funding were given, with an indicative increased year end surplus of £89k (previously £27k). |  |
|  | This was formally approved by the meeting. |  |
|  | * LA Services for Schools
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|  | This is included in the budget figures and was formally approved by this meeting. |  |
| **GB/58/18** | **Staff experience assurance review** |  |
|  | The chair informed the meeting that she had sought advice from GBS in relation to this. |  |
|  | The school was praised for carrying out an annual staff questionnaire. |  |
|  | The meeting discussed timing, level of staff participation, methods of improvement, etc. |  |
|  | Exit surveys were also discussed, with a need for greater consistency identified.It was agreed that Yearly at the Autumn term Assurance meeting a report would be brought for Governors to monitor Staff experience in school. This would include information from Staff survey, exit interviews, appraisal process and Governor / staff interface. |  |
|  | The chair raised a concern that the new lead Govenor roles reduced the contact between Governors and non SLT staff. It was agreed to review this at the start of next academic year. |  |
| **GB/59/18** | **Flexible working policy review** |  |
|  | This had been reviewed by Miss Kershaw and was formally approved by this meeting. It was noted that Due process was being followed, with some improvements to documentation needed. |  |
|  | Olwen's report to be uploaded onto governorhub. | OK |
| **GB/60/18** | **Arrangements for Headteacher Appraisal** |  |
|  | Chris Fallon is to be asked to continue as the new external assessor. |  |
|  | Mrs Craik and Miss Kershaw are the appraisal governors. A third member is needed with Mrs Lawrenson leaving. | **agenda** |
| **GB/61/18** | **Risk Management** |  |
|  | * Risk register
 |  |
|  | This had been uploaded onto governorhub. The chair gave detail of changes – minor and positive.The proposals for the draft risk register with any changes proposed should be submitted to governors meetings and the subsequent final risk register position posted to governorhub after each meeting were agreed. |  |
|  | These were noted and approved by the meeting. |  |
|  | The meeting noted the need to include the collaboration in future assessments. |  |
| **GB/62/18** | **Items for Approval** |  |
|  | * *Process for re-appointment of existing governors*
 |  |
|  | See FGB/51/18 above. The meeting formally adopted this process. It was also agreed that with the new process the governors responsible for managing the recruitment process should be formally appointed and reviewed each September alongside other formal governor roles. |  |
|  | * *INSET dates for 2018/19*
 |  |
|  | Tuesday, 4 September, 2018Monday, 5 November, 2018Friday, 25 January, 2019Friday, 15 March, 2019Monday, 3 June, 2019 |  |
|  | These were formally approved by the meeting. |  |
|  | * *Decision Planner 2018/19*
 |  |
|  | This is available on governorhub and was formally approved by this meeting. |  |
|  | * *Annual Planner 2018/19*
 |  |
|  | The meeting noted the content of this. |  |
|  | * *Lockdown Policy*
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|  | Ms Swain had reviewed this. She identified a need to test it, with possible improvements following practice. The policy was formally approved by the meeting. |  |
|  | * *Emergency Plan*
 |  |
|  | Ms Swain had reviewed this, it is based on the LA model. The policy was formally approved by the meeting. |  |
|  | Governors enquired if this needed to be shared with the pre/after school group “Roundabout”. Headteacher to contact and discuss. | **ht** |
|  | * *Freedom of Information Publication Scheme*
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|  | The meeting noted that some editing is still required. To be sent to September meeting. | **agenda** |
|  | * *Governors Allowances*
 |  |
|  | The meeting noted that some editing is still required. To be sent to September meeting. | **agenda** |
|  | * *SEN Policy*
 |  |
|  | The meeting noted that some editing is still required. To be sent to September meeting. |  |
|  | * *Accessibility Policy*
 |  |
|  | The meeting noted that some editing is still required. To be sent to September meeting. |  |
| **GB/63/18** | **Compliance Items** |  |
|  | * *Health and Safety walkaround*
 |  |
|  | The headteacher and deputy had carried out an initial survey in the absence of the H&S governor – minor items were identified. |  |
|  | In future, Mr Smith will take governor responsibility for this on a termly basis. |  |
|  | * *Safeguarding Visit*
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|  | Ms Marshall is planning to make a visit before the end of this term. |  |
|  | * *Governor training update*
 |  |
|  | New governors were informed of the need for induction training. |  |
|  | **Governors** were made aware that if more training is to be provided by the collaboration this may need less buy-back from LA. |  |
| **GB/64/18** | **SATS monitoring visit report** |  |
|  | The chair informed the meeting that this report has been uploaded onto governorhub. |  |
| **GB/65/18** | **Communication** |  |
|  | *From chair* |  |
|  | The chair informed the meeting of a letter she had received inviting governors to become members of the Schools Forum. |  |
|  | *From clerk – Governor Newsletter* |  |
|  | The clerk highlighted the new format for governor conferences 2018/19 |  |
| **GB/66/18** | **Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account** |  |
|  | Introduction of paper – Governor Recruitment Process. Formally approved by the meeting, following clarification questions. |  |
|  | Questioning of the effectiveness of 1:1 support as against small group interventions. |  |
|  | Questioning of the planned ending of intervention funding. |  |
|  | Lengthy discussion on GDPR, leading to a request for training. |  |
|  | Discussion on possible future MAT membership, along with setting up of two meetings. |  |
|  | Review of governance update – involvement of all governors. |  |
|  | Work commenced on Vision and Values – ongoing. |  |
|  | Challenges in relation to staffing changes and proposed staffing changes. |  |
|  | Review and approval of policies. |  |
|  | Discussion on future plans for governor training. |  |
| **GB/67/18** | **Determination of confidentiality of business**  |  |
|  | It was  |  |
|  | **resolved** |  |
|  | that the governing body membership list; confidential sections of the headteacher’s report and confidential sections of minutes be deemed confidential but that all other papers and reports be made available as required. |  |
|  | **The meeting closed at 8.40pm.** |  |

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