

Round Hill Primary School Governing Body

Minutes of the summer term meeting of the governing body of Round Hill Primary School held on Tuesday, 22 May, 2012 at 6.30pm

Membership

'A' denotes absence		Mr R G Jones (chair)
	A	Mrs S J Sullivan
		Mr A C Beardsley
	A	Mr D Mitchell
		Mrs S Vasey
		Dr S Clements
		Mrs H M Craik
		Mr B Taylor (vice-chair)
		Ms J Marshall
		Mr G Harvey
	A	Mr R Tait
		Vacancy (community)
		Mrs L Sun
		Miss O J Kershaw
	A	Miss L Eddison
		Mr R W Perkins
		Ms J Munro
		Mr A K Nash (headteacher)

In attendance

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

GB/14/12 Apologies for absence

Apologies were received from Miss Eddison, Mr Mitchell and Mrs Sullivan. It was

resolved

that the governing body consent to these absences.

GB/15/12 Declaration of interest

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

GB/16/12 Review of membership

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

Ms Marshall and the headteacher had met to discuss the community governor vacancy which had been advertised in two school newsletters but no responses had been received from anyone. It had been decided not to advertise the position in any newspapers because of the cost of insertion. The headteacher agreed to advertise the position again in a newsletter.

HT



The clerk highlighted to governors the new constitution regulations which come into force from 1 September, 2012.

If governing bodies chose to change their Instrument of Government, they could reconstitute to a skills based model rather than the current stakeholder model. The governing body would need to consist of a minimum of seven governors including two parents, the headteacher, one staff governor, one Authority governor plus co-opted governors. Staff could become co-opted governors but must not exceed one third of the total membership of the governing body.

The clerk also informed governors that Local Authority governors were now known as Authority governors and if governing bodies chose to reconstitute, they would be nominated by the Local Authority but appointed by the governing body. Further information would be available for the autumn term.

GB/17/12 Minutes of the spring term meeting

The minutes of the spring term meeting held on 22 January, 2012 having been previously circulated were confirmed and signed by the chair.

Matters arising

GB/03/12 Review of membership

As discussed in the previous item the headteacher and Ms Marshall were in the process of trying to recruit potential community governors.

GB/04/12 Minutes of the autumn term meeting - The Equality Act 2010

The headteacher reported that he was still working through the objectives in order for the policy to be written which would be submitted to the Pupils and Personnel Committee.

**HT/
P&P
Cttee**

Foundation stage

The headteacher had submitted an action plan to the Curriculum and Strategic Development Committee about the Foundation stage.

Reports from committees

Ms Marshall and Mr Taylor had still to fix a date with Katharina Meyer-Ohle and Rachel Emmett to undertake an exit interview.

Safeguarding children in education governors' compliance checklist

It was noted that the chair and headteacher had co-ordinated safeguarding systems and procedures and that the compliance checklist had been completed.

GB/07/12 Parental questionnaire

The headteacher reported that the parental questionnaire had been discussed by the Curriculum and Strategic Development Committee.

GB/10/12 Reports from the corporate director - Targeted support service - identification and referral by schools

Mr Taylor said that this was a government initiative and that he had discussed this provision with Nancy Lee (SENCO).

SEND Green paper pathfinder 'the one project'

Mr Taylor reported that there would be a series of briefings about this project which would be circulated by the Government/Local Authority over the next few months.

GB/11/12 Governors' visits

It had been agreed that all governors would be CRB checked and therefore Ms Hewitt asked governors to complete the appropriate form and bring into school with the necessary documentation.

Govs**GB/18/12 Headteacher's report**

The headteacher stated that his report was in a different form to previous reports as it served the purpose of being an addition to the school self-evaluation form (SEF). He highlighted the following items:

Pupil attendances - these had been very good which said a lot about the good curriculum.

Staffing - the headteacher reported that the five fixed term contracts had been sorted out. From the five people who were currently on fixed term contracts, three had been appointed on permanent contracts, one a fixed term contract and the fifth person had resigned to take up a post in another school.

Early ~~Year~~ Foundation ~~Stage~~ - the planned admission number (PAN) for the school was currently 60 but the Local Authority has asked the school to take on an additional nine children as from September 2012, to help to accommodate the additional number of children in the South Broxtowe area. In this respect the headteacher stated the intention to organise two classes with three teachers and two teaching assistants in the foundation stage to accommodate this additional number of children. He felt that this would be the best arrangement to teach this number of children.

The headteacher stated that this could have implications for the accommodation and he did not know whether the Local Authority would be asking the school to take on additional children in future years. Therefore it might be necessary to re-assess the usage of the school accommodation to see how it will affect the school over the next five years.

HT

The staff training programme has worked well and a staff evaluation would be undertaken at the end of the academic year to assess its effectiveness.

SEN - the school was waiting to receive guidance from the Local Authority on the new arrangements. The headteacher stated that the funding for assisted family needs was organised in a different way and managed by the school. Details of the government's initiative were awaited.

Parental engagement with the learning of children with special educational needs and disabilities (SEND) has continued to develop through the extensive provision of 'structured conversations'. These conversations have replaced the traditional style parent's meetings and the feedback from parents about this provision has been excellent.

Teaching standards - there was a need for governors to be fully aware of the new performance management arrangements which come into effect from September 2012. In this respect Hilliary Craik agreed to send a copy of the national guidelines to the headteacher.

HC

Progress of children - the headteacher stated that there was an expectation that all the children had made the expected progress by the end of KS1.

Health and safety - a health and safety audit had been undertaken and the chair of governors had read the health and safety policy.

Future Ofsted inspection - the governing body agreed that the Curriculum and Strategic Development Committee would consider the schools readiness for the next Ofsted inspection. In this respect the headteacher agreed to explore the possibility of an external person coming into school to look through and validate the school data.

C&SD
Cttee/
HT

The headteacher was thanked for his report.

GB/19/12 Updates from committees

The minutes of the following committee meetings were received:

- 21 February, 2012 - Pupil and Personnel Committee
- 13 March, 2012 - Curriculum and Strategic Development Committee
- 27 March, 2012 – Finance and General Purposes Committee

GB/20/12 Correspondence

The clerk reported that the outcome of the consultation on school holiday dates for 2013/14 would be known by the end of June, 2012.

The Nottinghamshire Governor magazine

The clerk referred to the Governor Magazine and made reference to the article that schools could change the make-up of their governing body if they wished as from September 2012.

The chair had received the following correspondence:

- Letter from Andrea Oates of the Broxtowe Anti-Academy Alliance.
- Letter from Claire Lawrence about the proposed federation with the White Hills Park Federation.
- Letter of resignation from Danielle Morton (teaching staff).

The chair reported that he had also received two other items of correspondence but he could not inform governors about the details because of the possible requirement for governors to be involved at a later date.

GB/21/12 Governor training

Report from the governor training co-ordinator

Mrs Sun reported that she had booked governor training on 'Academy Status (pros and cons)' to be held at the school on 19 June, 2012 commencing at 6.30pm.

Skills audit - Mrs Sun had asked governors to complete a form about their skills profile which she would then discuss with the chair. The outcome of the audit might indicate where governors needed to target the future recruitment of governors with specific skills. It was agreed that the chair, Mrs Sun and Miss Kershaw would look through the completed skills profile forms and report back to the governing body.

**Chair/
LS/OK**

GB/22/12 Approval of school budget and updated finance policy

It was noted that the approval of the school budget had been delegated to the Finance and General Purposes Committee as indicated in the decision planner for 2011/12. As the committee had already approved the budget there was no action to be taken by the full governing body.

GB/23/12 Report from the corporate director

School complaints policy and procedure

The clerk highlighted to governors the increasing number of complaints which were being received by governing bodies and the complexity of the complaints.

The clerk encouraged governing bodies to ensure their own complaints policy was up to date and a procedure was in place to support the policy. The clerk also highlighted to governors that the Local Authority had no involvement in school complaints and if the complainant was still unhappy once the school policy had been exhausted then their next course of action was to write to the Secretary of State.

It was noted that the headteacher and Miss Kershaw had recently updated the school complaints policy and following a discussion on the best way forward, the governing body

resolved

to approve this new school complaints policy.

The headteacher stated that he would also compare the approved policy with the model school complaints policy provided by the Local Authority to see whether the school policy could be further improved. A period of consultation with Stakeholders would take place in the final part of the summer term.

HT

GB/24/12 Link governor visits/activity

The chair stated that reports of visits by governors were normally reported to the appropriate committee.

The headteacher stated that some governors had undertaken the 'learning walk' several months ago and he informed governors that the next 'governors learning walk' would take place on 2 July, 2012.

It was agreed that the Curriculum and Strategic Development Committee would consider the governing body's impact particularly in respect of monitoring visits. It was also agreed that the training co-ordinator would arrange governor training in the autumn term on 'Governor visits' and about what governors needed to do to become an outstanding governing body.

C&SD
Ctee/
Trg co-
ord

GB/25/12 Approval of in-service training days

The headteacher presented the following dates to governors for 2012/13:

Day 1: Monday, 3 September, 2012

Day 2: Monday, 29 October, 2012

Day 3: Friday, 25 January, 2013

Day 4: Monday, 22 July, 2013

Day 5: Tuesday, 23 July, 2013

GB/26/12 Confirmation of dates for 2012/2013

The governing body

agreed

the following dates of meetings:

Autumn term: Tuesday, 25 September, 2012 at 6.30pm

Spring term: Tuesday, 22 January, 2013 at 6.30pm

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

GB/27/12 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary. However the headteacher stressed to governors the need to be discreet and sensitive with information about such issues as the resignation of staff and children's classes.

The meeting closed at 8.00pm.

Signed..... (chair)

Date

PSC/jag