

School: Round Hill Primary
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday, 25 September, 2012 at 6.30pm
Location: At the school

Membership

'A' denotes absence

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

In attendance

Ms J Hewitt (Deputy headteacher)
Mrs Rachel Tunney
Mrs Joy Miller
Mr P Cumberland (clerk to the governors)

Action

GB/28/12 Apologies for absence

There were no apologies for absence as everyone was present.

GB/29/12 Declaration of interest

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

Review register of business interest

It was necessary to annually review and update the register of business interests held at the school and therefore the headteacher provided new pecuniary interest forms which governors completed at the meeting.

GB/30/12 Review of membership

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

		Action
	The chair reported that Mr Tait had resigned as a community governor which meant that there were now two vacancies for community governors. The clerk stated that he would send a letter of thanks to Mr Tait.	Clerk
	It was noted that the terms of office of parent governors Mrs Sullivan and Mr Beardsley were due to end on 3 December, 2012 and therefore the headteacher would invite nominations from parents to fill these two positions.	HT
	The chair and Ms Marshall stated that the community governor vacancies had been advertised and three applications had been received and that a fair selection process had been undertaken based on the skills matrix and evidence received. Governors supported the recommendation of Ms Marshall therefore it was resolved that Mrs Rachel Tunney and Mrs Joy Miller be appointed as community governors with immediate effect. The two newly appointed governors were invited into the meeting and were welcomed to the governing body. Everyone introduced themselves.	
GB/31/12	Minutes of the summer term meeting	
	The minutes of the summer term meeting held on 22 May, 2012 having been previously circulated were approved.	
	Matters arising	
	<i>GB/17/12 - Equality Act 2010</i>	
	The headteacher reported that work was on-going in writing an equality policy to be submitted to the Pupils and Personnel Committee.	HT
	<i>Reports from committees</i>	
	Exit questionnaires had been sent to Katharina Meyer-Ohle and Rachel Emmett but they had not yet been returned. Mr Tait would also be asked to complete an exit questionnaire.	JM/BT
	<i>Governors' visits</i>	
	It was noted that not all governors had completed the CRB check form. This would be followed up by the school office. CRB forms were also to be issued to the new community governors.	Officer manager
	<i>GB/18/12 - Headteacher's report</i>	
	The headteacher would provide the Curriculum and Strategic Development Committee with information on projected pupil numbers for the next five years.	HT
	<i>GB/21/12 - Governor training</i>	
	The outcome of the skills audit completed by some governors was used to underpin the selection process of the two new community governors. All governors were asked to complete and return the new format skills audit to Mrs Sun.	All

GB/23/12 - School complaints policy

Consultation about the school complaints policy had been invited from parents via the school newsletter. As no substantive responses had been received that required changes, the governing body therefore

resolved

to adopt the school complaints policy which would be posted on the school website.

HT

GB/24/12 - Link governor visits

The Curriculum and Strategic Development Committee had not as yet considered the governing body's impact particularly in respect of monitoring visits.

C&SD
Cttee**GB/32/12****Correspondence**

The chair reported that he had received the resignation from Zoe Fletcher who had been appointed to a headship in another Local Authority. The letter was circulated to those present.

The Nottinghamshire Governor magazine

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

Page 5 - The changes in the legislation on pupil exclusions from 1 September, 2012 and the role of the Review Committee which has replaced the Appeal Committee. The clerk highlighted the training sessions taking place around the County on Managing Exclusions and recommended that the headteacher and governors familiarise themselves with the new legislation.

Page 13 -The article on the changes to ISR and heads pay. The governing body can no longer award a pay point over the group size for the school. With effect from September 2011, governing bodies wishing to pay above the group size of the school can only do so by the use of discretionary payments.

Governors were advised to seek further advice from HR if they wished to consider discretionary payment for the headteacher.

GB/33/12**Reports from committees and working parties***Pupils and Personnel Committee*

The minutes of the meeting held on 12 June, 2012 were received.

Curriculum and Strategic Development Committee

The minutes of the meeting held on 26 June, 2012 were received.

Finance and General Purposes Committee

The minutes of the meeting held on 10 July, 2012 were received.

Matters arising

Ms Marshall reported that she had undertaken exit interviews with two members of staff.

P&P Cttee

On finance Mrs Craik reported on the importance of the new local funding system for schools and how it would affect Round Hill Primary School.

GB/34/12

Headteacher's report

The headteacher presented his report and highlighted the following items:

Pupil attendances

Attendances continue to be good and there was an aspirational target of 2.6% in respect of absences.

Exclusion

As previously reported there had been one fixed-term exclusion on 27 March, 2012 and the pupil has since been supported by staff.

Racist incidents

Two incidents were reported and the headteacher informed governors that staff had received training on dealing with racist incidents in the summer term.

Staffing

Changes to staffing were noted and the headteacher reported that Nancy Lee would be leaving at the end of the autumn term to take up an advisory role with the Local Authority. This would leave a vacancy in the school for a SENCO to work 0.5 fte. He asked if one of the governors was available to be involved in the appointment process. The headteacher stated that he would email suggested interview dates to governors to see who would be available.

HT

Looked after children

The headteacher reported that although the school did not have any looked after children at the present time, the school tracked formerly looked after children.

Pupil premium

The headteacher stated that he would inform governors at subsequent meeting on how the school utilised the pupil premium funding. This would ensure reporting on use of the pupil premium would be compliant with regulations.

HT

Reports on KS1 and KS2

These reports included inputs from staff and would be considered by the Curriculum and Strategic Development Committee. The headteacher tabled documents on assessment data for key stages 1 and 2 which would also be considered by the Committee.

C&SD
Cttee

Health and safety

This was an update on health and safety in the school. The headteacher also reported that work to develop the infant playground into a more learner friendly environment had just started.

Self-Evaluation Form (SEF)

The headteacher reported that now he had received appropriate data from the Local Authority he would complete the SEF with the deputy headteacher and provide governors with a copy.

The headteacher was thanked for his report.

GB/35/12 Confirm arrangements for headteacher's performance review meeting and ensure PM (appraisal) governors have appropriate training

It was noted that the governing body would continue to contract Mr Paul Davis to support the performance management governors with the headteacher's performance management review.

GB/36/12 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 to Cheryl Stollery, safeguarding children in education officer at Meadow House, Mansfield, before the end of the autumn term 2012.

It was agreed that Mr Taylor, the chair and headteacher would consider and complete the checklist and that the headteacher would forward it direct to Cheryl Stollery.

**Chair/HT/
vice-chair**

GB/37/12 Governor training

Report from training co-ordinator including priorities for governor training and development 2012/13

Mrs Sun recommended that Mrs Miller and Mrs Tunney should undertake the governor induction training. She also suggested that training on maximising the effectiveness of monitoring visits by governors would be beneficial and this was supported by governors.

LS

Mrs Vasey agreed to provide an awareness training session for the governors on the new Ofsted framework on 30 October, 2012 at 5.30pm.

SV

GB/38/12 Review of delegation and organisation of committees

Agree committee structure and membership of committees

It was agreed that each committee would review its own membership and appoint its chair at their next meeting.

Cttees

On the question of link governors, it was agreed that the headteacher would circulate the list of link governor roles to be discussed at each committee.

Cttees

GB/39/12

Reports from the Corporate Director*A Strategy for Closing the Educational Gaps in Nottinghamshire*

The report was about the Local Authority's two year strategy for closing the Educational Gaps for vulnerable and young people.

It was agreed to refer the report to the Curriculum and Strategic Development Committee.

**C&SD
Cttee**

Appraisal Policy for Teachers

The new regulations required governing bodies to implement a new teacher appraisal framework with effect from September 2012.

It was agreed to refer the report to the Pupils and Personnel Committee which had delegated responsibility for approving the new appraisal policy.

P&P Cttee

Business Management System (BMS) Update on Implementation of BMS in Schools

This report was an update on the Local Authority's actions to standardise and rationalise the Council's different IT applications for various services. The governors noted the content of the report.

Changes to the Ofsted Inspection Framework

The report highlighted the eight key changes to the Ofsted inspection framework for schools from September 2012.

As agreed earlier in the governing body meeting, Mrs Vasey would provide an awareness session to governors on the new Ofsted framework on 30 October, 2012.

SV

Curriculum, Qualifications and Assessment

The report provided information on the revised Early Years Foundation stage and the proposed changes to the national curriculum.

Governors agreed to note the report and for the Curriculum and Strategic Development Committee to consider as more information on this was received.

**C&SD
Cttee**

Improving Safeguarding – Establishing a Multi-Agency Safeguarding Hub (MASH)

Governors noted the content of the report and it was agreed that the chair and vice-chair would consider the report, cross referencing this with work required for item GB/36/12.

**Chair/
vice-chair**

School Funding Reform – Local Implementation in Nottinghamshire

The document referred to the Government's intention to significantly reform the current school funding system from April 2013. The consultation on the proposed local funding formula would run from 10 September, 2012 until 12 October, 2012.

It agreed to note the report and await further information from the Local Authority after the consultation period had closed.

The School Governance (Constitution) (England) Regulations 2012

The report informed governors on the possible changes to the constitution of the governing body if they chose to reconstitute using the skills-based model.

Governors noted the report.

GB/40/12

Academy Status: What Next?

The chair and headteacher had compiled and circulated a paper to governors to help frame a discussion on academy status.

Governors agreed that the awareness session on academy status provided by Leonie Meikle from the Local Authority in the summer term had been useful.

It was agreed to ascertain what the White Hills Federation was planning to do in respect of academisation. Governors agreed for the need to be aware of the situation both nationally and locally.

Following a discussion the governing body agreed to take a proactive approach to keep academy status under review and for it to be a standard item on the agenda of the Curriculum and Strategic Development Committee. Also for the headteacher and chair to agree a “position” statement for parents and other interested parties.

**C&SD
Cttee/HT/
Chair**

GB/41/12

Governing body annual planning documents 2012/13

To agree amendments and ensure all governors have access to the documents

The clerk spoke about the governing body business planning documentation, which had been circulated to headteachers and chairs of governors.

Decision planner 2012/13

The clerk reported on the minor amendments to the decision planner for 2012/13. Following consideration of the suggested amendments, these were approved for inclusion in the decision planner for 2012/13 which would be circulated to all governors for their attention prior to the next meeting.

Annual planner

The clerk presented the updated annual planner setting out standard items to be considered by governors during the year. The planner was designed to aid governors in preparation of committee meeting agendas and forward planning.

Changes to the school information regulations

The clerk reported that the change in regulations meant that schools were no longer required to publish a prospectus and have a curriculum policy, but publish key information on the school website. This would be undertaken via the headteacher.

HT

Policy checklist

The clerk presented the checklist and informed governors that it had been updated into two sections, the first half based on the DfE policy checklist and the second half based on the recommendations from Local Authority officers.

The checklist also gave suggested review dates, proposed action or delegation and that due regard should be given to the Equalities Act legalisation.

This document would be considered by the headteacher.

HT

GB/42/12 Link governor visits/activity

The headteacher asked governors to record their visits to school on the appropriate forms which were useful evidence of governor involvement at an Ofsted inspection. The forms were also considered by the appropriate committees.

GB/43/12 Finance

The headteacher reported that form BO2 in respect of the intended use of balances carried forward from the previous financial year had been returned to the Local Authority as a Nil return.

The headteacher stated that the Finance Policy would be reviewed later in the year and he reminded governors of the need to complete the Schools Financial Value Standard by the end of March 2013.

GB/44/12 Confirmation of dates for 2013

The governing body

agreed

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

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

GB/45/12 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.40pm.

Signed(chair) Date

PSC/jag