

MINUTES OF MEETING

School: Round Hill Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday, 23 September, 2014 at 6.30pm
Location: At the school

Membership

'A' denotes absence

A Miss O J Kershaw
Mrs L Sun
Mrs E J Miller
Mrs R L Tunney
Mr B Taylor
Mr G Harvey
Mrs H M Craik
Ms J Marshall
Mrs H J Williams
Ms C Matz
Mr R G Jones (chair)
A Mrs S J Sullivan
Mrs L Wilson
Mrs S Vasey
Mr A K Nash (headteacher)
Ms S J Yates
Ms J Munro
Mr R F Di Miceli

In attendance

A Mr D R Allen (clerk to the governors)
Ms J Hewitt (associate member)
Ms K J Rainford - observer
Mrs E Pye - observer

Action

GB/34/14 Apologies for absence

Apologies for absence were received from Ms Hewitt (maternity leave) Mrs L Sun and Mrs S J Sullivan (work commitments). It was

resolved

that the governing body consent to these absences.

GB/35/14 Declaration of interest

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

Review Register of Business Interests

The headteacher agreed to circulate the forms for re-signing and dating at the committee meetings.

HT

GB/36/14 Review of membership

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

The clerk brought to the attention of governors the following end of term of office:

Mr R Jones and Mrs S Vasey – both parent governors, on 18 October, 2014

Both Ms Matz and Mrs S J Sullivan had stated that they wished to resign with effect from the end of this meeting.

It was agreed to deal with GB/44/14 Re-constitution of the governing body at this point in the meeting

The chair had previously circulated all governors with proposed details of the reconstitution.

Following discussion, it was agreed that the new governing body would consist of:

- 4 parent governors
- 1 LA governor
- the headteacher
- 1 staff governor
- 11 co-opted governors

Total number of governors to be 18.

Length of term of office to be 4 years.

Relevant governors offered to leave the meeting whilst their area of governor membership was discussed.

Parent governors – Mrs H Williams and Mrs L Wilson.

Thus there are two vacancies. The chair requested support from the governing body to assist in drawing up suitable skills criteria to present to possible parent candidates.

LA Governor – Mrs H Craik.

Skills criteria

- interest in and knowledge of educational matters.
- commitment to achieving and maintaining excellence
- commitment to working in partnership with the head teacher and the governing body.
- knowledge of the school and/or its catchment area
- commitment to attend governors' meetings and other school events.
- commitment to developing an understanding of the school
- commitment to upholding the principles of those in public life

Headteacher – Mr A Nash.

Staff governor - Ms J Munro.

Co-opted governors – Mrs L Sun	Miss O Kershaw	Mrs R Tunney
Mrs E Miller	Mr B Taylor	Ms J Marshall
Mr G Harvey	Mr R Jones	Mrs S Vasey
Ms S Yates	Mr R Di Miceli	

Ms J Hewitt to continue as associate member.

The above was formally agreed, with date of re-constitution to be 20 October, 2014.

GB/37/14 Determination of term of office for chair and vice-chair

It had been agreed in the autumn term meeting, 2013, that this would be for two years. This was again agreed.

GB/38/14 Election of chair

Mr R Jones had been appointed in September 2013, for a two year term of office as chair, thus he still had one year to run.

GB/39/14 Election of vice-chair

Mr B Taylor had been appointed in September 2013, for a two year term of office as chair, thus he still had one year to run.

However, he informed the meeting that he no longer wished to continue as vice-chair.

Nominations were sought for the post, but there were none.

The meeting agreed that discussions could be held between possible interested parties, with the appointment being delayed until next term.

Agenda

The clerk informed the meeting that the post could be shared between two governors.

The chair informed the meeting that it would be a vital role, as he may not wish to continue as chair when his term of office is ended.

GB/40/14 Minutes of

Summer term meeting

The minutes of the summer term meeting held on 20 May, 2014 having been previously circulated were confirmed and signed by the chair.

Matters arising

The chair had circulated to all governors a chart giving details of progress made on actions from the meeting.

Approval of Decision Planner 2014/15

This was formally approved by the meeting.

GB/41/14 Reports from committees and working parties

Finance and General Purposes Committee held on 8 July, 2014

Pupils and Personnel Committee held on 10 June, 2014

Curriculum and Strategic Development Committee held on 25 June, 2014

Improving Governance working party

Matters arising

Mrs Craik highlighted progress made on the change of school bank account.

Mrs Vasey highlighted details of pupil premium expenditure and its impact

GB/42/14 Correspondence

The chair informed the meeting of letters received from:

- i. Lord Nash.
- ii. a parent relating to the admissions policy.
- iii. a parent related to the July strike and the decision to close the school.
- iv. a parent complaining about criteria used for participation in a school event.

Letters ii) and iii) were referred to Pupils and Personnel committee.

**P & P
chair**

The clerk reminded governors of the new format Governor E newsletter – now emailed to all governors, plus hot off the press Hot Topic.

Also the new complaints tool kit.

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

GB/43/14 Headteacher's report including

The headteacher had previously circulated his report and asked that governors email any questions. The comments below are in response to the questions:

- clarification was given relating to Foundation Stage data.
- an assurance was given relating to comparison of 2014 school SATs results against 2013 national figures (2014 figures not yet available).
- an assurance was given that the new Y1 children had settled well into school.

This led to a lengthy discussion on how best to allay some parental concerns regarding mixed age classes. Several suggestions were made including an item in the school newsletter, parents forum, face to face contact at open evenings, etc.

- review of the impact of spending of pupil premium funding had been undertaken, with relevant changes made.
- the school website had been checked by the headteacher and Mrs Vasey.
- all staff training is linked to school improvement priorities.
- the building work was nearing completion, with a plan to move three classes at October half term.
- the plan to review policies to be dealt with at committees.

Cttees

- school was making good progress with a new pupil progress tracking system (“assessment without levels”). This to go C&SD.
- school values and vision to go to C&SD.

C&SD

**C&SD+
agenda**

GB/44/14 Re-constitution of the governing body

This had been dealt with under GB/36/14 above.

Ensuring clarity of vision, ethos and strategic direction

GB/45/14 Report from the Corporate Director for consideration and action

Reconstitution of the governing body

The governing body is in the process of doing this

Children Missing Education (CME)

This was referred to P&P

P&P

Admission arrangements

This was referred to P&P

P&P

HR report – School Pay Policy and Guidance 2014 and revised Appraisal Policy and Guidance

This was referred to P&P

P&P

Funding for vulnerable pupils including looked after children (LAC)

Mrs Miller, Link Governor, agreed to take responsibility for this.

EM

Elective Home Education in Nottinghamshire

This report was noted, it forms part of the SEND policy

Governors enquired if there any figures available for children in the immediate area – none available.

GB/46/14 Approval of SEN policy

The meeting was informed that the school had adopted the LA policy – which had been sent out very late last term.

This was now on the school website.

As governors had not had site of the new policy, it was agreed to delay formal approval until the next meeting.

Agenda

GB/47/14 Safeguarding children in education governors’ compliance checklist

Agree arrangements for completion and sign off by the chair

This was signed by the chair at the meeting. School to return.

School

GB/48/14 Review of delegation and organisation of committees

Agree committee structure and membership of committees

Finance and General Purposes Committee

Mrs H Craik (chair), Mr R Jones (vice-chair), Mr G Harvey, Mrs L Sun, Mr R Di Miceli, Mr B Taylor, Mrs L Wilson, Mr A Nash.

Pupils and Personnel Committee

Ms J Marshall (chair), Mr G Harvey (vice-chair), Mrs J Miller, Ms J Munro, Mr B Taylor, Ms S Yates, Mrs H Williams, Mr A Nash.

Curriculum and Strategic Development Committee

Mrs S Vasey, Mrs R Tunney, Mrs L Sun, Mr R Jones, Mrs J Hewitt, Ms S Yates, Miss O Kershaw, Mr A Nash.

Pay Committee

Mrs J Miller , Ms J Marshall, Mrs H Craik, Mrs H Williams, Mr G Harvey, Mr A Nash.

Headteacher performance management governors

Mrs H Craik, Miss O Kershaw, Mrs E Miller.

Appointment/re-appointment of link governors

The meeting agreed to leave the link governors as currently listed.

GB/49/14 Governor training and development

The training co-ordinator was not present at the meeting.

Governors discussed the possibility of in-house training related to performance related pay.

Currently the LA are not able to provide such training, but the question of outside providers was discussed. The Chair recommended joining the National Governors' Association.

Governors sought assurance that sufficient members had undertaken safe recruitment training.

GB/50/14 Governor visits and monitoring reports

Governors discussed the value of written reports. Currently it is agreed that following a governor visit, a report should be emailed to the school office. Clarity on the process for link visits would be written into the next version of the Governors' Handbook by Mrs Williams / Ms Kershaw

HW / OK

Governors questioned if these were available for sharing with other governors.

Teaching staff present stated how much they valued visits from governors.

Concluding items

GB/51/14 Confirmation of dates for 2015

The governing body

agreed

Spring term – Tuesday, 27 January, 2015 at 6.30pm

Summer term - Tuesday, 19 May, 2015 at 6.30pm

GB/52/14 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary. It was noted that elements of correspondence items ii), iii) and iv) were to be regarded as private.

The chair thanked those leaving the governing body for all their hard work and efforts over the past years.

The meeting closed at 8.25 pm.

Signed(chair) Date
DA/IY