

MINUTES OF MEETING

School: Round Hill Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday, 19 May, 2015 at 6.30pm
Location: At the school

Membership
'A' denotes absence

Mr B Taylor
Ms J Marshall
Ms S J Yates
Mr R G Jones (chair)
Vacancy -co-opted
A Mrs L Sun
Miss O J Kershaw
Mrs R L Tunney
Mrs E J Miller
Mr R F Di Miceli
Vacancy - co-opted
Vacancy - LA
Mrs H J Williams
Ms J Swain
Mrs L Lawrenson
Mrs L Wilson
Mr A K Nash (headteacher)
Ms J Munro

In attendance

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

GB/19/15 Apologies for absence Action

Apologies for absence were received from Mrs L Sun (family commitment).

It was

resolved

that the governing body consent to this absence.

Ms Hewitt is on maternity leave.

GB/20/15 Declaration of interest

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

GB/21/15 Review of membership

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

The clerk highlighted the following vacancies on the governing body:

LA vacancy – Mrs Craik was unanimously re-appointed as LA governor

Two co-opted vacancies. The chair informed the meeting of two possible candidates.

Mr Duncan Hanslow is a parent of children at the school.
Ms Leslye Carr had been put forward by SGOSS.

The chair and head had met with and interviewed both candidates. Both had completed a skills audit form. Their skills matched the skills required by the governing body.

References had been taken up by the chair.

Following discussion, both were appointed as co-opted governors.

Mr Hanslow was welcomed to the meeting. Ms Carr had a previous appointment.

Ms J Marshall, Mrs L Lawrenson and Ms J Swain all completed and returned declaration of eligibility forms.

Miss O Kershaw arrived at 6.45pm

GB/22/15

Minutes of

Spring term meeting

The minutes of the spring term meeting held on 27 January, 2015 having been previously circulated were confirmed and signed by the chair.

Matters arising

All action points had been dealt with at committees or by working parties.

Committees and working parties

Pupil and Personnel held on 25 February, 2015

Matters arising

- the staff Code of Conduct was formally approved by this meeting.
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Curriculum and Strategic Development held on 10 March, 2015

Matters arising

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- Roundhill Values and Vision.

Here governors asked if parents would be included in the process.

Finance and General Purposes held on 24 March, 2015

Matters arising

- approval of 2015/16 budget along with Services for Schools.
- SFVS update.
- leadership working party.

Improving Governance held on 11 March, 2015

Matters arising

- Governor Development Plan.

Leadership structure held on 13 February, 2015

See GB/24/15 below.

GB/23/15 Correspondence

The chair informed the meeting of a letter received from a parent and a letter received from a member of staff.

He was currently dealing with these matters himself and stated that to give the meeting details may compromise the independence views of governors if hearing committees needed to be set up in the future.

The clerk left the meeting for the next item

Governing Body Support - the Chair of governors tabled a letter received from Nottinghamshire County Council asking for Round Hill Governing Body to support another governing body. He presented the contents of the letter and answered governors' questions on the matter. The governing body considered whether they were willing to set up collaboration in order to provide the required support and resolved:-

To enter into a collaboration, in accordance with the Schools Governance Regulations 2007, with a currently un-named governing body, for the sole purpose of dealing with two inter related school complaints on behalf of that governing body.

The governing body also agreed that the three members of the complaints panel will be drawn from the following pool of governors:

Jane Marshall
Richard Jones
Olwen Kershaw
Rachael Tunney
Hilary Craik
Helen Williams
Jillian Swain
Adrian Nash

The clerk returned to the meeting and was informed of the governing body's decision to form a collaboration with another governing body for the sole purpose of dealing with two inter-related complaints.

The clerk highlighted the following items of correspondence:

- *Nottinghamshire Governor E-newsletter*

The clerk informed the meeting of the recent Hot Topic briefing note related to OFSTED and former coalfield questions.

GB24/15 Leadership structure

Mrs Pye left the meeting for this item.

A detailed paper, giving full information on this matter had previously been circulated to all governors.

The headteacher informed the meeting of proposals to alter the leadership structure.

The working party had met twice and the proposals had been presented to three committees.

Three options had been considered, with the advantages and dis-advantages of each being outlined.

Option C was recommended to the governing body.

Governors asked how this would better distribute leadership across the school. They sought details on succession planning. Also if the new structure would be reflected lower down the system.

Governors would next be involved in interviews for the second AHT.

They sought further clarification related to respective hours of SENCO and one of the post holders.

Also as to whether there is any succession planning for the SENCO post. The meeting formally approved option C.

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

GB/25/15 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:

- the out of year group numbers were explained.
- reasons for holiday requests were discussed at length, along with possible imposition of fines.

- late attendance is not an issue at present.
- details were given of the LA quality assurance visit, along with future actions.
- details were given of links with other schools in assessing writing. Also the scrutiny of evidence of progress to be found in children's books was noted.
- the encouraging progress of the mixed age Y1/2 classes was noted, along with the positive response of parents.
- end of both KS1 and KS2 predictions were discussed, along with probable accuracy of the same.
- progress on the proposed Sensory Room. A governor will visit to discuss the Section 11 audit undertaken by the Head and Inclusion leader in order to check safeguarding. **BT**
- progress of Pupil Premium children.
- staffing matters, including progress of staff in their appraisal cycle.

GB/26/15 To agree who will support the appraisal governors in conducting the headteacher's annual appraisal process

Following discussion, the meeting agreed to approach the LA for their support in this matter. The preferred candidate is Mr Rob Collins, who undertook the recent quality assurance audit of the school. **HT**

GB/27/15 Approval of in-service training days

The headteacher tabled the list of dates. These were agreed by the meeting.

Ensuring clarity of vision, ethos and strategic direction

GB/28/15 Reports from the Corporate Director for consideration and action

Child sexual exploitation

The meeting agreed the importance of this matter and agreed to hold optional working party meeting to discuss it.

Date to be agreed. **HT**

GB/29/15 To note the updated 2015/16 policy checklist and agree arrangements for reviewing policies

It was agreed that the policies on the checklist be apportioned to the relevant committees.

GB/30/15 Review of delegation and organisation of committees

Committee structure and membership of committees

The meeting agreed to maintain the current committee structure.

Current membership to continue with the following additions:

Mrs L Lawrenson to join P&P

Ms J Swain to join C&SD

Appointment of appraisal governors

Mrs Craik, Miss Kershaw and Mrs Miller are to continue as appraisal governors.

Approval of delegation – decision planner 2015/16

The headteacher is to meet with the chair to complete this and return to governing body services. **Ht + chair**

Annual planner 2015/16

This was noted by the meeting.

Appointment/re-appointment of link governors

The meeting agreed that format of this needed to be reviewed before appointing governors to new roles.

The meeting agreed that the headteacher and Mrs Pye should undertake a review of roles and monitoring / feedback procedures and report back to C&SD committee.

**Ht +EP
C&SD**

GB/31/15 Governor visits and monitoring reports

Mr Taylor had visited in connection with SEND.

Mrs Craik had visited Ms Yates in connection with CPD. This had led to Ms Yates visiting another school to provide training.

Mrs Miller had visited in relation to Pupil Premium.

Mrs Miller and Mrs Tunney had taken part in the Y6 Dragons' Den project.

Mrs Lawrenson reported on her visit to assist in the administration of SATs.

GB/32/15 Governor development

- Report from training co-ordinator including priorities for governor training and development 2015/16

Mrs Williams has taken over as training co-ordinator. She outlined her new role to the meeting.

She is to email all governors a list of training available.

HW

Suggestions were sought for a topic for whole governing body training. Initial views were to look again at strategic/operational boundaries and/or effective monitoring approaches.

Mentors were sought for the two new governors.

- Consider notes from Improving Governance working party

Work here is ongoing.

- To consider arrangements for governing body self-evaluation/external review or accreditation

The meeting discussed the most appropriate form of self-evaluation. It was suggested that individual self-evaluation was not, perhaps, the most efficient.

Governor services do offer governing body evaluation/quality assurance. The idea of targeted peer review with another governing body and/or an external review of governance were also suggested.

It was agreed to hold a further meeting to discuss this after half term.

All gobs

Overseeing the financial performance of the school and making sure its money is well spent

GB/33/15 Approval of

School budget

This had been set at the F&GP meeting on 24 March, 2015 and was formally approved by this meeting.

SFVS

This had been agreed at the F&GP meeting on 24 March, 2015 and was formally approved by this meeting.

Updated finance policy

New LA policy not yet available.

Year end re-forecast

Again, announced at the F&GP meeting on 24 March, 2015 and was formally approved by this meeting

Services for Schools

This had been agreed at the F&GP meeting on 24 March, 2015 and was formally approved by this meeting.

Evidence of governing body impact on school improvement

GB/34/15 What has been done to impact on outcomes for pupils?

RAISEonline training and consequent analysis of data, issues and trends.

GB/35/15 How has the governing body held the school leaders to account?

The challenging questions sent in to the headteacher relating to his report.

The performance management meeting with the headteacher, relating to LA feedback on the quality assurance visit.

The work of the SLT working party.

Concluding items

GB/36/15 Confirmation of date for 2015/2016

The governing body

agreed

Autumn term – Tuesday, 22 September, 2015 at 6.30pm

Spring term – Tuesday, 26 January, 2016 at 6.30pm

Summer term – Tuesday, 17 May, 2016 at 6.30pm

GB/37/15 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.45pm.

Signed(chair) Date

DA/HC