

# MINUTES OF MEETING

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**School:** Round Hill Primary School  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Tuesday, 22 September, 2015 at 6.30pm  
**Location:** At the school

**Membership** A Mr B Taylor  
'A' denotes absence Ms J Marshall  
Ms S J Yates  
Mr R G Jones (chair)  
Mrs L Sun  
Miss O J Kershaw  
Mr D Hanslow  
Mrs R L Tunney  
Mrs E J Miller  
Mr R F Di Miceli  
Mrs L Carr  
Mrs H Craik (vice-chair)  
Mrs H J Williams  
Ms J Swain  
Mrs L Lawrenson  
Mrs L Wilson  
Mr A K Nash (headteacher)  
Vacancy - staff

**In attendance** Mr D R Allen (clerk to the governors)  
Ms J Hewitt (associate member)  
Ms A Wilkinson (staff member - observer)  
Mr M Joyce (staff member - observer)

All present introduced themselves for the benefit of the two staff observers.

**GB/38/15 Apologies for absence Action**

There were no apologies for absence.

**GB/39/15 Declaration of interest**

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

*Review and update Register of Business Interests*

All governors re-signed forms at the meeting.

All governors gave details of any pecuniary interests. These to be collated by the chair, in order that they can be put on the school website, using NGA's template. **Chair**

**GB/40/15      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:

Co-opted vacancy – Mr Taylor had notified the chair of his resignation the previous day.

The meeting noted the work and leadership of Mr Taylor as a governor over a long period of time, including through some difficult times for the school.

Governors were invited to think of a suitable retirement occasion or gift.

It was noted that Mr Taylor had been link governor for both Safeguarding and SEN – these posts now needed to be filled.

Staff governor vacancy – following the end of Jill Munro's term on 31.8.15, two prospective staff governors attended the meeting.

**GB/41/15      Determination of term of office for chair**

The governing body agreed that the term of office for the chair and vice chair should be two years. As present, this to be on alternate years.

**GB/42/15      Election of chair**

Mr R Jones left the room for this item.

Mr Jones was proposed and seconded for the position of chair. There were no other nominations.

It was

**resolved**

that Mr R Jones be appointed as chair of the governing body.

Mr Jones informed the meeting that this would be his final term as chair.

The meeting discussed the need for succession planning.

**GB/43/15      Minutes of**

*Summer term meeting*

The minutes of the summer term meeting held on 19 May, 2015 having been previously circulated were confirmed and signed by the chair.

*Matters arising*

The chair reported that all action points had been dealt with as per the Actions Update circulated in advance of the meeting.

*GB/23/15 Correspondence* – the chair updated the meeting on the two letters referred to under this item. Both of these matters had been dealt with and the chair regarded them as now closed.

However, in the interest of openness, governors were invited to view the original letters, should they wish or have any concerns.

*GB/23/15 Correspondence* – Miss Kershaw gave the meeting brief details of the involvement of three members of the governing body in the investigation of a complaint of another governing body.

This matter was now closed and the collaboration agreement into which both schools had entered had now ended. They had not upheld the complaint, but had made several recommendations to the other governing body.

#### *Committees and working parties*

##### *Pupil and Personnel Committee held on 9 June, 2015*

##### *Matters arising*

A number of policy updates agreed at this meeting were formally approved by the full governing body:

- Behaviour Policy
- Attendance Policy
- Anti-Bullying Policy
- Recruitment and Selection Policy
- Parental Leave Policy
- Managing Attendance for Staff Policy
- Grievance Policy
- Early Years Foundation Stage Policy
- SRE Policy
- Accessibility Plan

##### *Curriculum and Strategic Development Committee held on 23 June, 2015*

##### *Matters arising*

Ms Kershaw highlighted the following points from the meeting:

- progress on the new assessment systems.
- report on Progress and Attainment – along with questions raised by governors.

##### *Finance and General Purposes Committee held on 7 July, 2015*

##### *Matters arising*

Mrs Craik highlighted areas for future discussion and/or action:

- changes to SFVS.

**F&GP  
agendas**

- the need for benchmarking of the school expenditure patterns against other similar schools.
- the need to identify a suitable method of reporting financial matters to full governing body meetings.
- the need to investigate a move to BACs payments by school.

*Pay Committee*

All staff, including observers, left the meeting for this item.

Mrs Miller gave the meeting information relating to the Teachers' Pay Award 2015.

She gave detail of the two possible options, along with the LA's advice.

The meeting discussed the implications of the two alternatives. Also the longer term effects – September 2016.

The meeting agreed to Option A – a 1% increase for all teaching staff.

Chair to complete LA's proforma and return to Payroll Services.

**Chair**

The staff returned to the meeting and were informed of the decision.

**GB/44/15**

**Correspondence**

The chair tabled a letter from Ms Rainford outlining changes to her employment.

The clerk highlighted the following items of correspondence:

- *Nottinghamshire Governor E-newsletter*

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

Safeguarding – ensuring eligibility of governors.

School admission arrangements.

Revised school teachers pay and conditions and teachers pay awards.

Children missing education.

SFVS.

Replacement for WIRED.

- Keeping Children Safe in Education – the forms have been completed by all staff and kept by the school as evidence.

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

### **GB/45/15 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:

- clarification was given relating to the number of children taught out of year group.
- EAL – now 21% of pupils. An audit of current practice and needs was currently being undertaken. This would lead to an action plan being formulated. An EAL provider is to provide input to the November INSET day. The strategy for interventions for EAL should be referred to C & SD.
- the appendices relating to EYFS and KS2 achievement were highlighted. Results in this latter one would be improved following successful appeals relating to level 6 scores.
- the possible application for “Dyslexic Friendly School Award” was currently discounted – as it was felt that, whilst the school met most, if not all, of the criteria, this would mean extra work for the staff in filling in forms and would not improve the current provision.
- clarification was given on the social work services provided to the school.

**HT and  
Chair  
C&SD**

### **GB/46/15 Confirm arrangements for the headteacher's appraisal meeting and ensure appraisal governors have appropriate training**

The meeting agreed that Mrs Craik, Miss Kershaw and Mrs Miller continue as headteacher appraisal governors.

In the interest of succession planning, other governors were invited to shadow this activity, as Mrs Miller will relinquish this role in due course.

Mr Rob Collins to continue as external assessor.

## **Ensuring clarity of vision, ethos and strategic direction**

### **GB/47/15 Reports from the Corporate Director for consideration and action**

*Leadership and Governance Solutions for Improving Pupil Outcomes and Securing School Viability for Primary Schools*

This matter was discussed at great length under GB/48/15.

*The Prevent Duty*

This matter has already been discussed at the F&GP meeting of 7 July, 2015.

Staff training has already commenced at the INSET day in September. Further work is to be carried out

Mrs Craik and Mrs Wilson were appointed as Safeguarding link governors – these to be invited to the next training event. **HT**

Online training opportunities were highlighted by the clerk, including the online Channel training, accessed via [http://course.ncalt.com/Channel\\_General\\_Awareness](http://course.ncalt.com/Channel_General_Awareness)

#### **GB/48/15 Leadership Solutions**

The chair had previously circulated a discussion paper relating to possible academy status.

This outlined the differences between maintained and academy status, along with a number of possible options for the school.

Themes in the paper were discussed at length, considering the benefits for Round Hill school, along with the current political landscape and possible future changes.

It was suggested that the views of people who have experienced conversion be sought. However, it was agreed that these will differ widely according to the type and ease of conversion.

It was noted that there were three meetings in the near future:

- the LA meeting - “Leadership and Governance Solutions” – 21 October at Village Hotel, Chilwell
- the meeting convened at Wadsworth Fields on Tuesday 10 November, 2015
- the regional NGA meeting, 3 October at NCTL Nottingham

It was agreed that the governing body send representatives to each of these meetings.

**All govs**

Following on from this, a working party to be set up to monitor progress – both locally and nationally - and continue to explore options.

**Chair**

#### **GB/49/15 Pre-school unit**

The headteacher informed the meeting of an approach made to him by a local child care provider enquiring about the possibility of placing a building on the Round Hill school site - this had been discussed at July 7 F&GP.

Nottingham University architectural department had expressed an interest in the design of the possible building.

Governors sought detail of the possible build – number of children, age range, effect on the school, loss of space, loss of sports facilities, etc.

They agreed that investigations continue, with referral to relevant committees as required

**Cttee chairs**

#### **GB/50/15 Policy update**

See GB/43/15 above.

<b>GB/51/15</b>	<p><b>Safeguarding children in education governors’ compliance checklist</b></p> <p><i>Agree arrangements for completion and sign off by the chair</i></p> <p>Mrs Craik and Mrs Wilson agreed to meet to complete this form and return to the chair to send off to the LA.</p>	<b>HC +HW chair</b>
<b>GB/52/15</b>	<p><b>Governor training</b></p> <p><i>Report from training co-ordinator including priorities for governor training and development 2015/16</i></p> <p>Mrs Miller and Mrs Marshall were thanked for their work in mentoring the new governors.</p> <p>It was agreed that training requirements for particular governor link roles needed to be identified.</p> <p>The meeting was informed that LA training events’ post course review would now be undertaken via survey monkey – governors were encouraged to participate.</p> <p><i>Governing body self-review update</i></p> <p>Mrs Williams met with Mr Jones and Mrs Craik over the summer in order to identify key areas for development from the self-review returns.</p> <p>This evaluation is work in progress. There are several key trends highlighted as areas for development. This will be summarised and results will be circulated including plans on how we plan to tackle them.</p> <p>“How to monitor the impact of the governing body” was identified as one major area for development. Mrs Williams noted that the review of Governor visits and the new monitoring report will go a long way to addressing this area.</p>	<b>HW</b>
<b>GB/53/15</b>	<p><b>Governor visits and monitoring reports</b></p> <p>Miss Kershaw reported on the work undertaken to ensure a more effective approach to link governor visits.</p> <p>C&amp;SD Committee had agreed a revision to the existing Link Governor arrangements. Link Governors are to be divided into three categories:</p> <ol style="list-style-type: none"> <li>1. Governors with a link related to school improvement priorities - to visit each term.</li> <li>2. Governors with a curriculum link - to visit once a year.</li> <li>3. Other link governors - to visit once a year.</li> </ol> <p>The existing Governor visit guidance (March 15) would be updated to include guidance and a template to complete following Link Governor visits.</p> <p>A revised feedback mechanism to committees and FGB will also be included in the revised guidance.</p>	<b>HT/OK</b>

The meeting recognised the need for a review of the allocation of current link roles. Headteacher to email all governors with a list of current links and 'vacancies'. **HT**

Governors were invited to email back any changes they wished to make of their own link. Head Teacher would then circulate a revised list. **All Governors**

It was

agreed

That once this had been finalised, implementation would be with immediate effect. All governors were encouraged to book visit dates as soon as possible.

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

#### **GB/54/15 Approval of**

*Updated finance policy*

The LA policy has just been published, work is ongoing.

*Schools financial value standard (SFVS)*

To be completed and returned to LA by 31 March, 2016. **F&GP**

*Governors consistent financial reporting out-turn statement including the intended use of balances (B02) return*

The meeting formally approved the 2014/15 governor end of year statement, with reserves of just over £93k (5.4%).

### **Evidence of governing body impact on school improvement**

#### **GB/55/15 What has been done to impact on outcomes for pupils?**

Review of monitoring links, in order to ensure and maintain quality of teaching.

Decision of the Pay Committee and eventual full governing body to related to teacher pay progression.

#### **GB/56/15 How has the governing body held the school leaders to account?**

Challenge of information and data presented in the headteacher's report.

Well focussed committee meetings.

Regular visits by governors into school providing both challenge and support.



**Concluding items**

**GB/57/15 Confirmation of date for 2016**

The governing body

**agreed**

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

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

**GB/58/15 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/ww