

**MINUTES OF MEETING**

**School:** Round Hill Primary  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Tuesday, 26 January, 2016 at 6.30pm  
**Location:** At the school

**Membership**

‘A’ denotes absence

Vacancy - co-opted  
 Ms J Marshall  
 A 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  
 A 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)  
 Mr M Joyce

**In attendance**

Mr D R Allen (clerk to the governors)  
 A Ms J Hewitt (associate member)  
 Mrs E Brown – prospective co-opted governor  
 Mr P Smith – prospective associate governor

**GB/01/16 Apologies for absence Action**

Apologies for absence were received from Ms S J Yates and Ms J Hewitt (both illness).

It was

**resolved**

that the governing body consent to these absences.

Mrs L Carr was also not present at the meeting, but had not sent apologies.

**Chair****GB/02/16 Declaration of interest**

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

**GB/03/16 Review of membership and succession planning**

- 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

Mrs E Brown and Mr P Smith had both applied to fill the vacancy, through submission of a CV and skills audit, following an advert on the school's website setting out the preferred strengths being sought by the recruitment.

The meeting discussed at length the relative qualities and skills of the two people, relative to the governor skills audit.

It was agreed that Mrs Brown be invited to fill the co-opted vacancy and Mr Smith be invited to become an associate governor, with a term of office of two years.

Both were invited into the meeting, they accepted the posts offered.

Everyone present introduced themselves.

Mrs E Brown and Mr P Smith completed and returned declaration of eligibility forms.

- Succession planning – details of this had been outlined in the governor overview, previously circulated to all governors.

The meeting discussed the possibility of some form of individual annual review – linked with governing body self-evaluation.

**Chair**

The idea of governors shadowing strategic posts was also suggested and it was noted that this was in place in C&SD & P&P committees where Ms Swain and Mrs Lawrenson are shadowing this academic year with a view to taking on a committee chair from September 2016.

**GB/04/16 Minutes of**

*Autumn term meeting*

The minutes of the autumn term meeting held on 22 September, 2015 having been previously circulated were confirmed and signed by the chair.

*Matters arising*

The chair had previously circulated, to all governors, a list of updates on all actions from the autumn term meeting.

Most of these had been completed, those ongoing were noted, along with governors or committees responsible for them.

*Committees and working parties*

*Pay Committee held on 13 October, 2015*

*Matters arising*

Mrs Miller outlined changes in the teachers' pay and conditions, along with criteria for decisions made 2015/16.

The process for 2016/17 was briefly outlined. This needed to be discussed at P&P. **P&P**

It was also reported that Mrs Miller and Mrs Marshall had briefed staff with regards to pay decisions taken.

*Pupils and Personnel Committee held on 20 October, 2015*

*Matters arising*

Mrs Marshall informed the meeting of policies reviewed:

Admissions  
Attendance  
Capability of Staff  
SEN  
Appraisal  
Pay

This meeting formally approved the policies listed above.

*Finance and General Purposes Committee held on 10 November, 2015*

*Matters arising*

Mr Hanslow gave detail of the recent LA finance audit, which reported "limited assurance" in the financial management of the school.

Several actions had been raised – these were currently being dealt with and would be checked at a return visit in 6 months' time. The details of the audit, progress against the actions and wider issues would be dealt with substantively at F& GP **F&GP**

Mrs Craik gave detail of the efficiency metric, based on benchmarking spending per child against attainment, related to schools of similar size. This to be referred to next meeting of F&GP. **F&GP**

It was noted that the lettings policy needed to be checked in light of the Prevent Duty. **HC, LW  
F&GP**

*Curriculum and Strategic Development Committee held on 8 December*

*Matters arising*

It was noted that Mrs Craik had thoroughly scrutinised data presented, prior to the meeting.

This data had been analysed and questioned by the meeting.

Mrs Pye had given details of the “Early Excellence” baseline assessment.

The headteacher had given an update on the new assessment systems in place.

*Collaboration: What next? Working party held on 10 December, 2015*

*Matters arising*

Mr Jones informed the meeting of the work undertaken by the working party, along with attendance by members at various relevant courses.

He then outlined six recommendations to the meeting:

1. RJ/AN to approach LA for advice on developing the table of options further. **Chair**
2. F&GP oversees some robust, selective benchmarking of alternate service providers in setting 2016/17 budget. **F&GP**
3. We should be looking at deepening and widening the scope of what we do in partnership with local schools, with the possibility of heading towards a more formal partnership or possibly collaboration. To enact this recommendation each committee should understand the current partnership working taking place within its remit, and explore “what next”. **All comms**
4. At this point we do **not** recommend moving towards a model involving Federation/Trust/MAT status.
5. We should initiate discussions with other local governing bodies, to learn from and with each other about areas of common interest, and explore how/where we can work together. **Chair**
6. The working party should continue throughout the year to deepen our understanding of the options and enable continued proactive thinking on the options. **HT**

The above were discussed at length by the meeting and then formally approved.

**GB/05/16**

**Correspondence**

- The clerk highlighted the following items of correspondence.

The governing body confirmed that they had seen the first edition of the spring term governor newsletter.

The clerk said that the newsletter is now available on the Schools Portal and encouraged governors to access the detailed information available on the portal from a number of different services. A username and password was needed which needs to be given by the school.

**HT**

The clerk drew attention to the following articles:

21<sup>st</sup> century governance needed for 21<sup>st</sup> century schools

Message from the new Corporate Director

Annual Governor Conference

Preventing Violent Extremism

Early Education provision for 2,3 and 4 year olds

The clerk asked the headteacher and chair of governors if they had received a letter from Marion Clay, Group Manager inviting them to the 'Embracing the Future' forum for good and outstanding schools. The Forums will take place on 4 February at Everyday Champions Centre, Newark or 22 February at Eastwood Hall, Eastwood. The forums will look at the range of leadership options available for schools.

**HT**

- Leadership and Governance Solutions
- The Prevent Duty – Hire of rooms and premises

**F&GP** (as per GB/04/16)

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

**GB/06/16 Headteacher's report**

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 "children not at school". This in fact related to children who had accepted places at other schools, but had not notified the LA.

This raised general concern in the meeting related to how children might "disappear" in the system. It was agreed to further discuss this at P&P.

**P&P**

- The headteacher clarified the year group progress charts – end of year expected progress. Governors requested an extra column in future charts giving detail of current progress.
- The results of the parent questionnaire had been previously circulated – this is to be put on the school website. To be discussed in detail at C&SD.

**HT**

**C&SD**

A pupil questionnaire is planned for the near future.

- Details of staffing changes, along with proposed changes, were given.
- Details of interventions used and their impact was given in relation to EAL. Also effect of INSET training.

	<b>Action</b>
The meeting suggested that methods and results of interventions be communicated to parents.	<b>HT</b>
<ul style="list-style-type: none"> <li>• Reasons were given regarding the decision to move the “Meet the Teacher” event to the summer term.</li> <li>• Governors were encouraged to read the updated SIP, (in Governors’ secure area on website).</li> </ul>	<b>All govs</b>
They were further encouraged to make visits into school and fill in visits forms when they attend.	
<ul style="list-style-type: none"> <li>• Details of the Early Excellence Baseline Assessment were outlined, along with detail of half termly progress meetings for all class teachers.</li> </ul>	
The meeting agreed that each committee discuss type of Management Information (MI) it would wish to see included in the headteacher's report.	<b>All comms</b>

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

<b>GB/07/16</b>	<b>Report from the Corporate Director for consideration and action</b>	
	The chair noted that the Round Hill governor code of conduct had been held as a good example in the report.	
	This to be sent to C&SD for review, with a paragraph to be inserted stating that all governors were prepared to sign the LA declaration of eligibility form.	<b>C&amp;SD</b>
	The meeting discussed to what extent training could be made compulsory for governors.	<b>C&amp;SD</b>
<b>GB/08/16</b>	<b>Review behaviour and attendance policy (including anti-bullying policy)</b>	
	This had been dealt with at the last meeting of P&P.	
<b>GB/09/16</b>	<b>Policy update - to approve any policies referred from the previous meeting or committee meetings</b>	
	See GB/04/16 above.	
<b>GB/10/16</b>	<b>Receive a report from the designated LAC teacher</b>	
	This is normally dealt with in the headteacher's report. At present the school has no LAC.	
<b>GB/11/16</b>	<b>Governor training</b>	
	<ul style="list-style-type: none"> <li>• <i>Report from training co-ordinator including priorities for governor training and development 2016/17</i></li> </ul>	
	Details of the Annual Governor conference had been emailed to all governors – attendance was encouraged.	<b>All govs</b>

Governors were reminded that they need to inform the co-ordinator of courses attended.

Training records for each governor were tabled, with a request that these be updated and returned. A folder to be kept in the school office.

Governors were reminded of the opportunity provided by GEL (<http://www.elc-gel.org/home/>)

- *Channel training*

Those governors who had not yet completed this training were reminded to do so.

- *Link governor training needs identification*

Governors were asked to email suggested topics to the training co-ordinator.

**All govs**

Mrs Williams requested 'earmarked' funding for governor training be set aside in the budget 2016/17.

**HT**

## **GB/12/16 Governor visits and monitoring reports**

Miss Kershaw had made a school improvement partner visit in relation to pupil progress and the X Factor.

Mrs Miller had met with Ms Swain to hand over pupil premium responsibility.

Mrs Lawrenson had attended a successful staff breakfast at the end of term.

The headteacher reported that the staff were very appreciative of the support of the governors.

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

### **GB/13/16 Approval of or updates about**

*School budget planning for 2016/17*

*Schools Financial Value Standard (SFVS)*

*Year end re-forecast 2015/16*

The above three matters to be dealt with at the next meeting of F&GP – 22 March, 2016.

It was noted that the 2015/16 is currently running in a healthy state, with no danger of excess underspend.

The meeting noted the current expansion of the school, with a possible need to review ISR, and staffing expansion, particularly around non-teaching functions, including office/admin; teaching assistants; midday supervision. As this cuts across remits, it was agreed to carry forward this item for the summer term FGB .

**Clerk  
HT  
Chair**

*Updated finance policy*

The updated LA policy is not yet available.

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

**GB/14/16 What has been done to impact on outcomes for pupils?**

Regular visits by governors into school to monitor work and progress.

**GB/15/16 How has the governing body held the school leaders to account?**

Written questions sent in related to the headteacher's report along with lengthy discussion of responses.

Involvement of P&P committee in challenge and eventual agreement of teacher pay issues.

**Concluding items**

**GB/16/16 Confirmation of date for 2016**

The governing body

**agreed**

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

**GB/17/16 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 8.30pm.**

Signed .....(chair) Date .....

DA/jag