

MINUTES OF MEETING
**Nottinghamshire
County Council**

School: Round Hill Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday, 17 May, 2016 at 6.30pm
Location: At the school

Membership

‘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
 A Mrs L Carr
 Mrs E Brown
 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)
 Mr P Smith (associate member)

GB/18/16 Apologies for absence**Action**

Apologies for absence were received from Ms J Hewitt (illness).

It was

resolved

that the governing body consent to this absences.

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

GB/19/16 Declaration of interest

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

The chair reminded the meeting of his recent appointment to the governing body of Colonel Frank Seely School.

GB/20/16 Review of membership

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

The governing body currently has a full membership.

However, the continued absence from meetings of Mrs Carr was noted.

The chair informed the meeting that he had tried to contact her by post, email and text, with no response. The headteacher had also tried to contact her with invites to meetings.

After much discussion and careful consideration, the meeting agreed that her membership of the governing body should be terminated.

Clerk to notify her of this.

Clerk

This meant that there would be a co-opted vacancy.

The meeting discussed the possibility of strengthening links with local employers to create a succession 'pipeline' for future vacancies.

Mrs Williams informed the meeting of her intention to resign as a parent governor, at the end of the summer term.

The meeting thanked her for her work as a governor.

The chair agreed to meet with Mrs Williams and Mrs Wilson to discuss skills criteria in advance of filling these vacancies.

**Chair,
HW, LW**

The headteacher agreed to set in motion parent governor election process at the end of the term.

HT

GB/21/16 Minutes of

Spring term meeting

The minutes of the spring term meeting held on 26 January, 2016 having been previously circulated were confirmed and signed by the chair.

Matters arising

The chair had previously circulated a table itemising all action points from the previous meeting – most had been completed.

Outstanding work:

GB/03/16 Individual self-evaluation – ongoing

Chair

GB/04/16 Teachers' pay and conditions – Mrs Miller informed the meeting of decision taken by P&P to award incremental increases according to the Appraisal Judgements (as last year). But unless a teacher is "on competency" procedures they would be eligible for an uplift.

GB/04/16 Lettings Policy – ongoing, minor amendments needed in light of Prevent duty. **F&GP**

GB/07/16 Governor code of conduct – completed, on school website.

GB/07/16 Governor training attendance– the meeting agreed to the need to strengthen the wording of the Code of Conduct and in the Governor Handbook. **C&SD**

Committees and working parties

Pay Committee

Mrs Miller informed the meeting of the decision to move the timing of this meeting to the end of the summer term, in order to review performance management outcomes and to decide upon teachers' salaries for the next academic year at an earlier date.

The headteacher informed the meeting that this would be welcomed by the staff.

Clerk to notify governing body services of date of meeting – 11 July, 2016 at 6.00pm. **Clerk**

Two new governors were appointed to the committee – Mr D Hanslow and Mrs L Wilson.

Pupil and Personnel Committee held on 23 February, 2016

Matters arising

- The Child Protection Policy was formally approved by this meeting, but this checking.
- The meeting took note of the Y6 stakeholders' questionnaire.

Curriculum and Strategic Development Committee held on 8 March, 2016

Matters arising

- We discussed the autumn 2015 parent questionnaire, access to the findings can be found on the website.
- Communication with stakeholders

Finance and General Purposes Committee held on 22 March, 2016

Matters arising

- Budget outturn for 2015/16.
- Budget 2016/17, along with Services for Schools. Here, the meeting agreed to use SAS instead of the LA for staff absence insurance.
- Findings of the LA audit report, along with an action plan.
- Use of the LA annual planner in allocating F&GP monitoring.

- Update of the school Finance Policy, in spite of the LA policy not yet being available.

This was formally approved by this meeting.

- Purchase of new maths scheme.

Collaboration and partnership meeting held on 30 March, 2016

Matters arising

The chair reminded the meeting of the working party dealing with this matter.

The headteacher informed the meeting that staff had been informed of action taken to date. Staff were reported as being happy with action taken and requested to be kept informed.

He reminded the meeting of the vulnerability of the school (to forced conversion) should it go into an OFSTED category.

The chair informed the meeting that the working party was exploring all options with an open mind. They would attend any meetings giving further information.

Mrs Craik informed the meeting of an article on the NGA website, which indicated that the recent government “u-turn” on academisation was not at all straight forward.

Governors were reminded of their membership of NGA and were encouraged to read the article.

All gavs

GB/22/16

Correspondence

- The clerk highlighted the following items of correspondence.

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

The clerk drew attention to the following articles:

Unannounced Behaviour Inspections.

Penalty notice fines.

DBS checks - **FAQ's on DBS checks available on schools portal.**

- The chair referred to pre-released correspondence with the papers for the meeting on matters related to Beeston Pre School 345 and possible use of school land. This matter has been decided by the LA as the landowner and is not going ahead.
- The chair referred to pre-released correspondence with the papers for the meeting on correspondence with Amanda Giles – former TA.

This matter had not been deemed confidential in the minutes of P&P (23.02.2016).

Concerns were raised – this to be dealt with at next meeting of P&P.

P&P

Holding the headteacher to account for the educational performance of the school and its pupils**GB/23/16 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 glossary will be updated.
- number on role is fluctuating – currently 438, with a capacity of 450.
- the increase in the percentage of EAL children is due to a reclassification from the British Council.
- the apparent dip in Y3 progress was explained and needs to be seen in relation to Y3 attainment figures (as expected, or better).

It was agreed that C&SD would monitor this.

C&SD

- details of Sports Premium income and expenditure were explained – along with outcomes.

The meeting praised the level of involvement of pupils in PE activities.

- attitudes of Y6 pupils to SATs were mainly very positive.
- introduction of the new Maths scheme – along with effects.
- exit from the ECaR scheme, along with replacement work.
- staffing, including MI absence rates – tabled at the meeting.

Governors enquired about possible benchmarking against other schools/national datasets.

The headteacher agreed to check the possibility of this.

HT

Governors also asked how the information gathered could be used – hopefully to reduce staff absence figures.

- details of staff appraisal.
- Health and Safety, including the KS2 trim trail, which has been condemned. Measures are in hand to replace this or to secure a second opinion..
- details of the QA visit by Gareth Parsons, (LA) where Grade 2 assessments were given (with one aspect given a Grade 1). Also governor involvement in this.

Governors sought a more readily understandable version of the findings of the report.

Mrs Craik agreed to undertake this task and circulate to all governors.

HC

- details of X factor activities.
- update of the school SEF.
- check of the school website undertaken by Mrs Swain.

The headteacher thanked governors for their searching questions.

GB/24/16 To agree who will support the appraisal governors in conducting the headteacher's annual appraisal process

Mr Rob Collins (LA) will continue in this capacity.

GB/25/16 Appointment of appraisal governors

Mrs Craik, Mrs Kershaw and Mrs Miller will continue as headteacher appraisal governors.

The meeting suggested that a further governor may wish to shadow them – Mrs Lawrenson agreed to do this.

**HT to
update
overview**

Ensuring clarity of vision, ethos and strategic direction

GB/26/16 Update on the school's expansion

The headteacher tabled a chart giving detail of school expansion to 2020/21. This was explained in detail

Governors queried how this fitted in with future plans for phase leaders, increases in staffing – both teachers and TAs, MDSAs, etc.

It was agreed to discuss the school's expansion at each committee this term, with a view to bringing a consolidated paper to FGB in the autumn term.

Cttees

It was agreed to monitor this at the next full governing body meeting.

Agenda

GB/27/16 Reports from the Corporate Director for consideration and action

Keeping Children Safe in Education

Mrs Craik and Mrs Wilson are to meet with the headteacher in relation to this.

**HC,LW+
HT
HT**

The headteacher is to email those governors who do not currently have a DBS check.

Action for governors

1. Governors should ensure that:
 - a) The school safeguarding policies and arrangements are reviewed with the headteacher periodically and at least annually at an appropriate governing body meeting. Please refer to the Safer Working Pre Ofsted Checklist for Schools – Key Issues.

- b) The required safer recruitment checks have been undertaken for all staff, volunteers and governors so that the school Single Central Record (SCR) is complete and accurate. Please refer to the SCR Guidance – March 2016 and the SCR Template Model – March 2016 [Single Central Record \(SCR\)](#) produced by the HR Service.
- c) Staff responsible for the appointment of new employees and volunteers and the administration of the SCR fully understand what information should be checked and how it should be recorded.
- d) Arrangements are made for all new governors appointed from 1 April, 2016 to apply for an enhanced DBS certificate within 21 days of their appointment.
- e) All serving governors apply for an enhanced DBS check by 1st September 2016.

Religious Education in schools

Mrs Brown is to meet with Mrs Hewitt in the near future.

LB+JH

Action for governors

- To review the provision of RE within their school.

School Complaints Policy and Procedure

Mrs Kershaw and Mrs Swain are to attend training on this in the near future.

She informed the meeting that the current policy requires very little alteration. This to go to C&SD.

C&SD

The chair reminded the meeting of the new service offered by governing body services, to investigate complaints.

Action for governors

- Review current complaints policy and procedure in light of updated guidance from the DfE.
- Ensure your governing body has a complaints policy and an agreed procedure, including clear timelines for each stage of the complaints procedure.
- Consider consulting with key stakeholders when reviewing the current policy and procedure.
- Ensure that the policy and procedure is publicised and is readily available to parents or members of the local community.

GB/28/16 Policy update

To approve any policies referred from the previous meeting or committee meetings

All policies are delegated to the relevant committee, with a full list on the governors secure website.

GB/29/16 Approval of in-service training days

The headteacher informed the meeting of proposed dates.

These were formally approved by the meeting.

GB/30/16	Review of delegation and organisation of committees	
	<i>Agree committee structure and membership of committees</i>	
	This to be an item on the autumn term agenda.	Agenda
	<i>Approval of delegation – decision planner 2016/17</i>	
	This to be an item on the autumn term agenda.	Agenda
	<i>Note annual planner 2016/17 to support agenda setting</i>	
	Noted by the meeting.	
	<i>Appointment/re-appointment of link governors</i>	
	This to be an item on the autumn term agenda.	Agenda
GB/31/16	Governor training	
	<i>Report from training co-ordinator including priorities for governor training and development 2016/17</i>	
	Mrs Williams reminded the meeting of her resignation at the end of this term. Governors were asked to consider taking her place.	All govs
	She had circulated a list of all summer term training events to all governors.	
	A training folder had been started – governors were reminded to keep it up to date.	All govs
	Governors were encouraged to regularly log onto the Notts Portal, which had information on training.	All govs
	The chair had circulated a table giving detail of the Governing Body development Plan.	
	He informed the meeting of his attendance at the annual governor conference, along with detail of items covered. Further information from the conference workshops is on the Notts portal.	
GB/32/16	Governor visits and monitoring reports	
	The chair requested that all governors send in monitoring reports for the office to add to the governor secure area of the website.	All govs
	Mrs Brown had visited and met with Ms Hewitt in connection with Foundation subjects.	
	Mrs Swain had visited in connection with Pupil Premium.	
	Mr Smith had made a visit related to maintenance aspects of the school.	
	Mrs Tunney had discussed aspects of SEND, HLN bids, along with an audit of the school SEND code of practice.	
	Mrs Lawrenson had attended in connection with KS1&2 testing arrangements.	

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

GB/33/16 Approval of

Updated finance policy

In spite of the LA policy not yet being available, the school has approved their policy.

Year-end re-forecast for 2015/16

This was dealt with at the F&GP meeting of 22 March, 2016.

Budget 2016/17, including Services for Schools

The meeting formally approved the budget set on 22 March, 2016.

The meeting agreed that there was a need for all governors to have a basic understanding of budgetary matters – not just members of F&GP.

It was agreed that a probable three year projection be presented at the next full governing body meeting.

Agenda

Evidence of governing body impact on school improvement

GB/34/16 What has been done to impact on outcomes for pupils?

The Y6 questionnaire – along with analysis of data.

Investment in middle level leadership posts in school.

GB/35/16 How has the governing body held the school leaders to account?

Searching questions of the headteacher – both emailed in, in relation to his report and throughout this meeting.

Governor link visits made.

Concluding items

GB/36/16 Confirmation of date for 2016/17

The governing body

agreed

Autumn term – Tuesday, 20 September, 2016 at 6.30pm

Spring term – Tuesday, 24 January, 2017 at 6.30pm

Summer term – Tuesday, 16 May, 2017 at 6.30pm

GB/37/16 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.50pm.

Signed(chair) Date

DA/ww