

LUTTONS COMMUNITY PRIMARY SCHOOL

Governing Body Meeting

Monday 6th October 2014 at 6pm

PRESENT	Chair Headteacher	Rachel Macdonald (RM) Alison Stephenson (AS) Rev Andrew Bowden (AB) Richard Hazlerigg (RH) Kerry Jarvis (KJ) Nicole Hingley (NH) Amy Williams (AW) Vicky Gilson (VG) Dr Barbara Pavey (BP)	LA Governor Staff Governor Community Governor Community Governor Staff Governor Parent Governor Parent Governor Parent Governor LA Governor
	Clerk	Roland Stokes(RS)	

The meeting started at 6pm

Item	Minute	Action
26/14	Apologies for absence and to determine whether any absences should be consented to. All members of the FGB were present	
27/14	Declaration of interests and reminder of governor protocol The Clerk invited governors to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda. RM and AS declared an interest in any matters involving collaboration as RM was chair of Sherburn Primary School and AS was the headteacher. RS reminded the FGB that as governors the discussions in the meeting had to be treated with confidentiality and the public record of meetings is the approved minutes.	
28/14	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection Item 18/14 from the minutes of the meeting on 4th July 2014 will be dealt with as a confidential item.	
29/14	Governing Body. RS advised the meeting that RH's term of office finished on 1st September 2014 and he had received a letter of resignation from Kerry Jarvis, effective from 24th October 2014. AS advised the meeting that she would progress the election of a new staff governor. RS asked if there were any suitable candidates for the vacant community governor position and was advised that RH had been proposed for the position. RH left the room. After a discussion the meeting	AS

	<p>unanimously elected RH as a community governor.</p> <p>Proposed: RM Seconded: AW</p> <p>Governors thanked KJ for her work on the governing body.</p>	<p>KJ</p>
<p>30/14</p>	<p>Election of Chair and Vice Chair.</p> <p>RS advised the meeting that the recommended procedure for the election of the Chair and Vice Chair had been circulated with the agenda.</p> <p>The meeting discussed the length of office for the Chair and Vice Chair which can be from one to four years. RS advised the meeting that the length of office for both positions is a compromise between providing continuity, succession planning and introducing change. However as the governing body will be reconstituted within the next year a one year term of office would be appropriate. After a discussion the meeting unanimously agreed that the term of office for the Chair and Vice Chair should be one year.</p> <p>Proposed: KJ Seconded: NH</p> <p>RS asked if there were any governors who wished to nominate themselves for the position of Chair. RM indicated that she would wish to be considered for the position – there were no other nominations. RM left the room. After a discussion which noted the very positive influence RM has on the GB and School the meeting unanimously agreed that RM should be elected as Chair</p> <p>Proposed: RH Seconded: AB</p> <p>RM asked if there were any governors who wished to nominate themselves for the position of Vice Chair. RH indicated that he would wish to be considered for the position – there were no other nominations. RH left the room and after the GB noted the sterling work RH had previously done as Vice Chair the meeting unanimously agreed that RH should be elected as Vice Chair</p> <p>Proposed: RM Seconded: KJ</p>	
<p>31/14</p>	<p>Notification of Urgent Other Business.</p> <p>There was no urgent other business.</p>	
<p>32/14</p>	<p>Governors Strategic Direction.</p> <p>RM advised the meeting that the GB needed to review the strategic direction of the school and identify the priorities for the immediate future. RH provided the meeting with a diagram which encapsulated the four main issues/targets of the school. The meeting discussed the diagram and agreed to progress the following broad aims:</p> <p>Collaboration with Sherburn - Complete the contractual arrangements for the Headteacher, via an MOU with Sherburn, and determine the best way</p>	

	<p>forward with regard to any further collaboration.</p> <p>Ofsted - Prepare for Ofsted with the priority being that each child in the school achieves their full potential.</p> <p>Pupil Numbers - Increase pupil numbers through marketing activities such as advertising and open days.</p> <p>Administration - Maintain control of the budget and ensure that the school has appropriate staff.</p> <p>It was agreed that these 4 areas will be used to develop a strategic action plan for the GB and the school. It was noted that the diagram would be a good "aid memoir" for all governors and would be enhanced if a summary of pupil progress data could be put on the reverse of the sheet.</p>	<p>RH, AS, RM</p>						
<p>33/14</p>	<p>Collaboration.</p> <p>This item is covered by a confidential minute.</p>							
<p>34/14</p>	<p>Committees.</p> <p>As part of item 33/14 the meeting agreed that the following committees/groups will be established:</p> <ul style="list-style-type: none"> ➤ Finance and Resources ➤ Planning Meeting <p>After reviewing the Terms of Reference for the Finance and Resources Committee the GB unanimously agreed to adopt them.</p> <p>Proposed: BP Seconded: VG</p> <p>It was agreed that the members of the Finance and Resources committee will be BP, RH, RM, VG and AS.</p> <p>After reviewing the Terms of Reference for the Planning Meeting the GB unanimously agreed to adopt them.</p> <p>Proposed: AW Seconded: NH</p> <p>It was agreed that both committees would elect their own chair.</p>							
<p>35/14</p>	<p>To appoint Link Governors.</p> <p>A document outlining the remit of Link Governors and the protocol for visits had been circulated with the agenda. The meeting discussed and approved the document and agreed the following Link Governors:</p> <table border="1" data-bbox="316 1888 1241 2089"> <thead> <tr> <th>Area of Responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>SEN</td> <td>Barbara Pavey</td> </tr> <tr> <td>Attendance</td> <td>Nicole Hingley</td> </tr> </tbody> </table>	Area of Responsibility	Governor	SEN	Barbara Pavey	Attendance	Nicole Hingley	
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36/14	<p>Arrangements for Governor Visits Across the Year.</p> <p>It was agreed that link governors should aim to visit the school twice a year and would complete a visitors report. It was noted that most governors regularly visit the school for a number of other reasons. NH asked if staff could be made aware of the reason for governor visits and that it is not to assess the standard of teaching or staff - AS agreed to brief staff on the reason for governor visits.</p> <p>Governors discussed the need to plan visits and make sure they are spread out over the year. It was agreed that RM would produce a visits planning sheet giving suggested dates.</p>	<p>AS</p> <p>RM</p>																		
37/14	<p>Register of Business Interests.</p> <p>Governors completed the pro-forma register of business interests.</p>																			
38/14	<p>Register of Hospitality.</p> <p>The register of hospitality is located in the office.</p>																			
39/14	<p>Dates and Times of Governing Body and Committee meetings for 2014-15</p> <p>The meeting dates of the Finance and Resources Committee and Planning Meeting will remain as published on the programme distributed with the agenda. As a result of item 33/14 the dates of the other meetings will need to be reviewed.</p>																			
40/14	<p>Policy Review Schedule</p> <p>A list of NYCC Policies had been circulated with the agenda and a copy of each policy is held in the office. These policies have been adopted by the GB (Item 23/14) which will be informed as and when they are updated by NYCC.</p>	AS																		

41/14	<p>To approve as a correct record the Minutes of the meeting held on 4th July 2014.</p> <p>The minutes of the meeting held on 4th July 2014 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: AW Seconded: VG</p>	
42/14	<p>To consider matters arising from the minutes of 10th February 2014 and for which there is no separate agenda item.</p> <p>Item 18/14: collecting ephemeral data - This information had been presented to the School Improvements Committee.</p> <p>Item 20/14: Budget Review - The budget will be reviewed once it has been updated.</p> <p>Item 21/14: Introduction of 2 and 3 year olds. - The school has four 3 year old pupils with another 2 joining later in the year. The age range of the school has been changed to include 2 and 3 year old children.</p> <p>Item 22/14: Sports Equipment - The surplus sports equipment has been disposed of.</p> <p>Item 24/14: Reports on Governor Visits - The gates are now locked.</p>	BP, RM
43/14	<p>Reconstitution of the Governing Body.</p> <p>RM advised the GB that as a result of Statuary guidance from the Dfe the GB had to be reconstituted and a new Instrument of Government produced. As this has to be completed by 1st September 2015 it was appropriate to make a number a decisions at this meeting. A briefing note on the Reconstitution of Governing Bodies had been circulated with the agenda. In reviewing the briefing note governors noted that the minimum size of a governing body is seven members and that governing bodies should be no bigger than they need to be to have all the skills necessary to carry out their functions. It was agreed that the new governing body will have 9 members composed of:</p> <ul style="list-style-type: none"> ➤ 3 Parent Governors ➤ 1 Headteacher ➤ 1 Staff Governor ➤ 1 LA Governor ➤ 3 Co-opted Governors <p>RS would have a draft of the new Instrument of Government, approved by NYCC, available for the next meeting</p>	RS
44/14	<p>Policies.</p> <p>Several of the policies had been distributed with the agenda and all had been reviewed by the policy group. As a result of item 33/14 the Delegation Policy and Budget Management Policy needed to be reviewed again. As a temporary measure, until the Budget Management Policy has been amended and approved, it was agreed where no item exists in the budget the headteacher shall be allowed to enter into a financial commitment of up</p>	

to £1,000. Sums over this amount should be referred to the Finance and Resources Committee, or in the case of an urgent matter, the Chairperson thereof.

School Pay Policy: This is based on a NYCC document and after a discussion it was unanimously agreed that the policy would be adopted by the Governing Body.

Proposed: NH
Seconded: RM

Appraisal Policy This is based on a NYCC document and after a discussion it was unanimously agreed that the policy would be adopted by the Governing Body.

Proposed: NH
Seconded: VG

Lesson Observation to support Appraisal Policy: This is based on a NAHT document and after a discussion it was unanimously agreed that the policy would be adopted by the Governing Body.

Proposed: RM
Seconded: NH

Standing Orders for Procedural Workings of the Governing Body: RM advised governors they should be familiar with the Code of Practice at the back of the document and work to the standards outlined in the code at all times. **After a discussion it was unanimously agreed that the policy would be adopted by the Governing Body.**

Proposed: AW
Seconded: NH

Educational Visits: After a discussion it was unanimously agreed that the policy would be adopted by the Governing Body.

Proposed: AB
Seconded: RH

EYFS: After a discussion it was unanimously agreed that the policy would be adopted by the Governing Body.

Proposed: BP
Seconded: KJ

Governors Visits: After a discussion it was unanimously agreed that the policy would be adopted by the Governing Body.

Proposed: VG
Seconded: RM

Sex and Relationships: After a discussion it was unanimously agreed that

	<p>the policy would be adopted by the Governing Body.</p> <p>Proposed: AB Seconded: KJ</p>	
45/14	<p>Safeguarding</p> <p>RM confirmed to the meeting that the safeguarding audit has been completed and the appropriate documentation has been forwarded to NYCC.</p> <p>There has been one safeguarding incident when a child managed to exit a building and move unsupervised into the playground after a club had finished. The supervisor of the club had been distracted at the time. The appropriate procedures were followed with the parents of the child being immediately informed of the incident. The incident was fully investigated, all of the appropriate paperwork completed (near miss form, etc) and an additional layer of security has been added to ensure it cannot happen again.</p> <ul style="list-style-type: none"> ➤ Comment: RM noted that one of the important elements of any safeguarding incident was to learn from the incident and ensure that it does not happen again. <p>The GB unanimously agreed the review of the safeguarding audit with the above incident in mind.</p> <p>Proposed: RH Seconded: KJ</p>	
46/14	<p>Headteachers Report.</p> <p>The headteachers report, along with the SDP, had been circulated with the agenda. In discussing the report governors asked a number of questions and made several comments:</p> <ul style="list-style-type: none"> ➤ Question: AB asked about the significant number of staff absences in 2013/14? - AS advised the meeting that the high number of absences were due to an exceptional set of circumstances and would not expect the situation to be repeated. It was noted that the high number of absences can have an impact on staff morale. AS agreed that this could happen but AS and the staff regarded April 2014 as a new start and had approached the year accordingly. ➤ Comment: RM commented on the resilience of the staff given the circumstances of last year. ➤ Comment: RM noted that £250 is being spent on providing milk for all under 5's. This is regarded as a very positive move. ➤ Question: AB noted that maths is still an issue and wanted to know why, and what is being done about it? AS advised governors that the pupils ability seems to plateau - particularly with regard to problem solving and dealing with real life problems. Part of the solution has been to provide challenging real life problems for the pupils on a regular basis. ➤ Question: RM asked for more details on the progress of the "Closing 	

	<p>the Gap" bid. AS advised the meeting that the bid has been successful with the matched funding being provided from Pupil Premium funds. The money would be used to purchase a number of "Chrome Books".</p> <p>➤ Question: RM asked about the progress of Personalised Staff CPD as part of Sports funding - A sports specialist will be visiting the school to assess what staff development is needed with a view to delivering it on a staff training day.</p>	
47/14	<p>Ofsted Self Evaluation Plan.</p> <p>A copy of the SEF was distributed with the agenda. AS has updated the original SEF which has been reviewed by RM and Lou O'Brien from NYCC. The SEF now reflects the current position of the school.</p> <p>➤ Comment: BP commented that the SEF does not make clear that there were a succession of temporary headteachers over a 15 month period which made a difficult situation even worse.</p> <p>It was agreed that AS would re-write the SEF in the new format with support from governors.</p>	All Members
48/14	<p>LA Support Plan</p> <p>A copy of the LA Support Plan was distributed with the agenda. It was agreed that it would be appropriate to ask the LA to review the document</p>	AS
49/14	<p>Governor Training.</p> <p>A copy of the training provided by NYCC had been circulated with the agenda. It was agreed that a number of governors would benefit from two programmes being run by the cluster - Beyond the Basics and Recent Changes in Education. BP asked to be kept informed of any training on finances.</p>	
50/14	<p>Reports on Governor Visits.</p> <p>The report by BP on a SEN focused visit to the school had been distributed prior to the meeting. Governors noted that it is planned to adopt Sherburn's SEN system and have termly meetings between the Sherburn SENCo and BP. Catherine Crowther acts as the SENCo for Luttons.</p>	
51/14	<p>Date and Time of next meeting</p> <p>RM will circulate the date of the next meeting to governors.</p>	All

Meeting ended at 8pm

Signed.....

Date.....