

Full Governing Body Meeting - Luttons School

29 January 2015, 3.15 pm (held at Sherburn School)

Minutes

Present:	Chair Rachel MacDonald (RM)	LA Governor
	Headteacher Alison Stephenson (HT)	Staff Governor
	Joanne Clegg (JC)	Staff Governor
	Rev Andy Bowden (AB)	Community Governor
	Richard Hazelrigg (RH)	Community Governor
	Nicole Hingley (HH)	Parent Governor
	Amy Williams (AW)	Parent Governor
	Dr Barbara Pavey (BP)	LA Governor
In attendance:	Clerk Laura Waites (LW)	

Minute	Detail	Action
1.0115	Welcome and introductions RM welcomed all to the meeting.	
2.0115	Apologies for absence Apologies were received from Vicky Gilson; consented	
3.0115	Declaration of interests, pecuniary or non-pecuniary. RM reminded governors of the need to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda. RM/AS declared an interest in Sherburn School.	
4.0115	Confidential Agenda Items Governors were reminded of the need for confidentiality and that matters discussed in the meeting are not to leave the room. No items were identified which needed to be excluded from minutes to be made public.	
5.0115	Minutes of the last meeting The minutes of the last FGB meeting held on 6 th October 2014 were approved as a correct record and signed by the chair.	
6.0115	Matters Arising and review of actions 34/14 – BP gave an update regarding the finance and resources committee which was noted by governors. 36/14 – AS confirmed staff have been briefed on the reason for governor visits. 47/14 - AS confirmed that the SEF is now complete. 48/14 – The LA support plan is to be covered at the next meeting.	HT
7.0115	Governing Body Reconstitution Update on progress with reconstitution – RM reported that the draft IOG had been sent to NYCC for approval and the GB should be in a position to reconstitute at the next FGB meeting in May 2015. There was a discussion about revising the standing orders / terms of reference of the governing body to reflect the new constitution and LW is to produce a draft for the next meeting. Skills audit summary – RM referred to the previously circulated summary of the skills audit done by all governors. The main gap was legal expertise but otherwise the governing body was well skilled. Q. Does the LA help where there is a shortage of skills? A. There are legal services that the school can buy into and HT covered the new charging arrangements which meant one hour of support was free of charge and additional advice is chargeable.	LW

	<p>HT advised that governor training could be undertaken more collaboratively as this will lower costs and the LA could be asked to tailor training to what a group of schools needed. After a discussion, governors agreed that refresher training was the only area of training needed currently.</p> <p>Governor visits plan - RM reminded all governors to review the visits planner.</p>	<p>HT</p> <p>ALL</p>
8.0115	<p>Health check</p> <p>RM advised governors that the LA offers a health check for governing bodies to give assurance that all governing body arrangements are in place as they should be. After discussion governors agreed that a health check exercise should be done.</p>	RM
9.0115	<p>Governor induction</p> <p>RM reported that Sherburn School have been looking at an induction schedule for new governors. The document is to be circulated to all governors for comments. Initial comments were that the pack should include two way communication and not just be based on reading material; a glossary of terms could be included and there should be an executive summary. It was agreed that JC/RM/AB would meet to review the pack and report back their recommendations at a future meeting.</p>	JC/RM/ AB
10.0115	<p>Head Teacher's Update</p> <p>HT reported on the previously circulated headteacher's update and covered the new safeguarding audit form and safeguarding statement – this shows what safeguarding training for staff is needed.</p> <p>Q. Is it a statutory requirement to have safeguarding training? A. Was every 2/3 years for other staff now up to HT's discretion.</p> <p>There is a need to review policies relating to safeguarding matters such as the bullying policy to ensure they are fit for purpose. The safeguarding audit will be produced every year by the HT. All staff are to receive training every 3 years.</p> <p>HT gave an update on pupils on CPP and meetings held. Two safeguarding issues were reported. One related to photos being taken by parents during the school Christmas production. Governors agreed that there is a need for the school to have clearer guidelines for parents about the use of photographic images. Parents to be reminded about the photographic guidelines. HT to check if the school has a photographic policy in place. The second safeguarding issue involved a pupil from class 1 leaving class and walking home instead of going to the sports club – the school has changed procedures as a result of the incident and now teachers meet parents at the door before pupils cleared to leave.</p> <p>HT reported on that a member of staff was on phased return after a period of long term sickness absence.</p>	
11.0115	<p>Review Pupil Data</p> <p>HT gave an update on the circulated pupil data report which shows the situation as at July 2014 and progress made during the autumn term. PM explained what the data showed and asked the GB if data was presented in a suitable format. Graphs show cohort breakdowns by gender; FSM and expected progress.</p> <p>Q. Can 3-4 pages be produced to show a whole school snap shot of progress / finance / staff etc. Is there something governors could take home for their own reference regarding key indicators or numbers for the school? A. Current reports are to be amended so data is anonymous.</p> <p>Q KS 2 doing well but KS 1 appears to show a concern is that expected or an issue? A HT has reviewed books and done observations and teachers has needed time to catch up; practice in classroom is good.</p>	

12.0115	School Development Plan - Covered in HT report	
13.0115	<p>Policy Review</p> <p>HT reported that the joint policy review group had met and reviewed the following policies and recommend that the FGB accepts them. The complaints document is to be resent as the attachment wouldn't open</p> <p>It was proposed by BP and seconded by RH that the following policies be approved; all agreed. RM to sign the policies:</p> <ul style="list-style-type: none"> Child protection policy Freedom of information Behaviour Teaching and Learning Attendance English Making and presentation Mathematics First aid Curriculum Concerns and Complaints 	
14.0115	<p>Finance</p> <p>BP gave an update on the last Finance Committee meeting and outlined the key points from the previously circulated budget summary sheet. The budget shows the school is in a good financial position. BP reported that the committee had recommended the SFVS for approval; all noted.</p> <p>The school has moved past the reactive stage and is now able to do longer term planning. There is still some apprehension about the long term position regarding the school. DB (bursar) has identified £12k of uncommitted budget and options for spending this including ICT and upgrade to internet, tablets, interactive whiteboard, wi fi projector and homework club.</p> <p>Pupil premium spend was reported in the HT report.</p> <p>There are no issues regarding premises.</p> <p>Governors to contact BP if any questions or more detail needed.</p> <p>The committee meets once a term and the need to have a professional clerk was discussed as the committee has delegated decision making responsibilities; LW to discuss with RM. Terms of reference are to be reviewed.</p>	LW/RM
15.0115	<p>Premises and Health & Safety</p> <p>HT reported that a health and safety visual check was done last term and all issues that were picked up have been dealt with. These included the replacement of fire evacuation signs, emergency lighting in the main school entrance, new fire extinguisher stands, plastic shields for outdoor lighting (could not source any suitable products). The dining room fire hazard was reviewed and two smoke alarms have been installed in the main building which are mains wired.</p> <p>Q When is the fire alarm tested? A Every half term</p> <p>BP/RM to do another risk assessment and visual check next term.</p>	BP/RM
16.0115	Any other business - None reported.	
17.0115	<p>Date of Next Meeting</p> <p>14th May 2015 – joint meeting with Sherburn school at 4.30pm followed by Luttons FGB</p>	

Signed:

Date:

Chair of Governing Body