

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Tuesday 8 November 2016 at 6.15pm.

PRESENT:

Graham Curling (Chair)	Beki Vargassoff (Headteacher)
Tammy Best	Nichola Carroll
Katie Coates	Samantha Ellis
Rachael Grimes	Cllr Peter Gruen
Debbie Hillerby	Jane Peacock
David Wisnia	

IN ATTENDANCE: Barbara Walker (Clerk – Governor Support Service)

1.0	APOLOGIES	ACTION
1.1	Apologies were received and accepted from Tony Wildgoose and Sam Childe. The Clerk agreed to update the attendance record for governors and forward this to the Chair.	Clerk
2.0	MEMBERSHIP MATTERS	
2.1	It was noted that the term of office for Councillor Gruen as LA governor was due to end on 13 January 2017. The re-appointment of Cllr Gruen had been confirmed.	
2.2	The Chair reported that the term of office for David Wisnia, Debbie Hillerby and Sam Childe (co-opted governors) were due to end on the 21 May 2017. It was noted that David Wisnia and Sam Childe had indicated that they did not wish to stand for re-election. The Clerk had forward two applications from people interested in becoming governors. It was agreed that the Chair, Vice Chairs and Headteacher would review the applications received and invite them to visit the school.	GC, TB, PG & Head
2.3	Governors discussed the issue of the skills audit and any possible gaps that there may be in skills and training required. Tammy Best agreed to contact Tony Wildgoose to chase up a copy of the report produced.	TB
3.0	GOVERNOR DEVELOPMENT	
3.1	Training - Governors had recently attended the following training sessions: <ul style="list-style-type: none"> • Complaints – Katie Coates • Finance – Tammy Best • Attendance – Jane Peacock. Information circulated from the training • Effective Committees – Jane Peacock. Information circulated from the training • GEL online training – Nichola Carroll had completed a number of modules from the resource. GEL was considered useful as could be undertake at the governors own pace. It was suggested that every governor should undertake a module as part of their own development. <p>It was agreed that future reports from training attended should include the date and name of governor.</p> <p>The Clerk agreed to check the number of courses already taken as part of the clerking Gold package (Clerks note: three courses had been used to date)</p>	Clerk
3.2	National Governors Association (NGA) – The Chair reminded governors	

	that the governing body subscribed to the NGA which also had online resources available. It was proposed that the governor training could be linked to the school training plan. T Best agreed to discuss this with the Headteacher.	TB/ Head
3.3	RAISE online – The Headteacher reported that a new RAISE online document would shortly be available and proposed that governors have an understanding on the headline data. The Headteacher agreed to circulate a summary of the document when received.	Head
3.4	Ofsted – A point was made on the need to be Ofsted ready and governing body prepared for the process. The Chair agreed to circulate information to remind governors of their responsibilities ahead of Ofsted including a copy of the current Governance Handbook which listed the full responsibilities of the governing body. The Chair also agreed to send details of the statutory policies that Ofsted would expect governors to have in place and the relevant section of the Inspection Handbook with information on Leadership and Governance.	Chair
3.5	Attendance – Governors had been circulated with information from the training attended. It was noted that there were no changes required	
4.0	MINUTES OF LAST MEETING	
4.1	Resolved: <ul style="list-style-type: none"> That the minutes of the meeting held on 12 July 2016 were agreed as a correct record. That the Chair was authorised to sign the minutes. 	
5.0	MATTERS ARISING	
5.1	Item 18.04 – Acting Headteacher Governors recorded their thanks to the Deputy Headteacher for all the work done as acting Head. The Chair reported that he had personally thanked the Deputy Head on governors' behalf.	
6.0	AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BODY Governors discussed whether virtual participation in meetings was permitted and the form this could take. It was generally felt that other methods should be allowed provided they took place in a safe manner and not a distraction to the meeting. Participation via agreed virtual methods would count the governor towards the quorum. Resolved: <ul style="list-style-type: none"> That governors agreed to allow in principal other methods including skype and tele conferencing to be considered when a significant vote was required. 	
7.0	CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE	
7.1	Delegated powers and terms of reference Resolved: <ul style="list-style-type: none"> That governors agreed to adopt the LA model terms of reference and all powers that could be delegated would be delegated. 	

- That the Resources Committee be given delegated powers to set the annual budget on behalf of the governing body.

7.2 Delegation to Headteacher

Resolved:

- That governors agreed to delegate to the Head all appointments other than the Head and Deputy Head.

8.0 AREA INCLUSION PARTNERSHIP

The Headteacher explained that she had not yet received the budget and summary report. A copy of the information would be circulated to governors when received. Governors were asked to email any questions to the Headteacher

Head

9.0 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

9.1 Resolved:

- That authority be delegated to the Head teacher to vire sums up to £5,000 and to enter into contracts up to the value of £5,000.

- 9.2
- That signatories for authorisation of orders and invoices be approved as follows: **Orders:** Headteacher, Deputy Headteacher, Superintendent, Chair of Governors and Chair of Resources Committee. **Invoices:** School Business Manager, J Glover and D Scargill.

- 9.3
- That the local authority's financial regulations and standing orders be adopted.

- 9.4
- That the Chair on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds e.g. school fund.

10.0 HEADTEACHER'S REPORT – previously circulated

Governors had been circulated with a copy of the Headteacher's report prior to the meeting plus other documents including the executive summary, data headlines and SEF document. The following points were raised

10.1 Executive data summary

Q) What evidence was there to show improvements in Writing for Year 1 and Year 5 boys? A) The Headteacher reported that the summative data was not yet available. The assessment week was taking place the following week then the teaching and learning data would be produced. A Raising Attainment Plan (RAP) would be put together and individual needs of pupils reviewed to ensure making good progress. The Teaching and Learning Committee would also review the data in more detail at their next meeting.

T&L
Cttee

10.2 Data headlines 2016

Governors had received a copy of the data headlines and were informed that the key areas of focus were included in the summary.

10.3 SEF

Governors praised the document which was felt to provide detailed information about the school. The Headteacher explained that she had input into the document before starting at the school also the previous SIA had

	been involved. It was agreed that the SEF needed to be updated to include the current personnel. The Head agreed to update the document.	Head
10.4	Attendance In response to a question raised on the current attendance levels the Headteacher reported that the actual figure was not available but was above 95%. The school target was noted as 96%. The Headteacher agreed to send governors details of the current attendance figures.	Head
10.5	Quality of teaching A query was raised on the levels of good and outstanding teaching. The Headteacher explained that with the introduction of new schemes this was difficult to judge at the current time. There were a number of teachers judged as good and where requires improvement the Headteacher was confident that they would be moved to good when the schemes were fully embedded.	
10.6	Pupil Premium (PP) data Governors were informed that the Raise online data had just been received which would be analysed and a summary report provided to the Pupil Support Committee.	Head
10.7	New website The Headteacher reported that the new website was due to go live the following week. The new website would include all current policies and other statutory information. The policies were being updated to ensure correct before adding to the website. In answer to a question asked regarding the website including the required information needed by Ofsted, it was explained that a holding page would explain the position.	
10.8	Staffing In response to a question raised on the handover position for the Assistant Headteacher's maternity leave, the Headteacher explained that the plans were being discussed to cover the SENCO/ PP role. Governors would be provided with further details when a plan had been considered. The Deputy Headteacher recruitment process would be put in place first before finalising the Assistant Headteacher arrangements.	
10.9	Curriculum Development A question was asked regarding the enrichment tracker. It was noted that the Pupil Support Committee had discussed this item at their last meeting. The Headteacher agreed to send a copy of the tracker to all governors. The information had been sent out to stakeholders to feedback on which staff would review and then shared with governors.	Head
10.10	Health and Safety A query was raised regarding on relevant staff being qualified to carry out the necessary risk assessments. It was noted that the Superintendent did not have the qualification. The Headteacher offered to undertake any relevant training if required and seek advice from the Health and Safety Team on training needs. <i>S Ellis left the room for discussion on the next item.</i>	Head
10.11	Deputy Headteacher recruitment	

Governors discussed the process for recruiting a new Deputy Headteacher including forming a panel. It was agreed that the panel would include the Headteacher, Graham Curling, Peter Gruen and Katie Coates. The cost of the advert was expected to cost in the region of £5,000. The Headteacher was currently drafting an advert. It was agreed that the input of the LA HR team would not be required and school could manage the process. It was agreed to discuss further the recruitment process at the next meeting.

11.0 COMMITTEE REPORTS

11.1 Teaching and Learning

- The minutes of the meeting held on 4 October 2016 had been circulated.
- The Headteacher reported that she had been informed by the LA that the school would not need to take a bulge year for September 2017. There had been a number of parents recently coming to visit the school interesting in sending their child to Fieldhead Carr. The LA had been contacted to ask that should 30 extra pupils be admitted could the school have the bulge year, as yet a response had been received. The issue of the modular build was raised and Councillor Gruen explained that he was in discussions with the LA regarding projected pupil numbers.
- The two year old provision was considered required and been supported by the LA Early Years team.

11.2 Pupil Support

- The minutes of the meeting held on 18 October 2016 had been circulated.
- The committee had recommended three policies for approval by the governing body. These would be discussed under item 13.0.

11.3 Resources – 11 October 2016

- The minutes of the meeting held on 11 October 2016 had been circulated.
- The committee had discussed the current position regarding the expansion and had agreed option 2 was preferred. Councillor Gruen reported that the proposed expansion was currently at the feasibility stage.
- It was pointed out that as part of the benchmarking process the deployment of Teaching Assistants was being reviewed in particular with the expansion planned.
- The committee had discussed the Appraisal and Pay policies and recommended approval to the governing body with minor amendments made. These would be discussed under item 13.0.
- The health and safety walk was still to be carried out. G Curling had offered to carry out the health and safety walk should T Wildgoose be unavailable. The electrics survey had taken place.

12.0 ABSENCE AND ATTENDANCE REPORT

- Governors had been circulated with a report from Jane Peacock as attendance governor covering lateness and illness. Governors thanked Jane for the report.
- In response to a question asked on the current levels of lateness the Headteacher agreed to forward governors details also to include the information in future Head's report. The Headteacher reported that 'Soft Start' was working well and helping to get pupils into school quicker and reduce late figures. It was pointed out that as Lisa Stevens had been unable to attend the recent Pupil Support Committee and the current attendance figures would have presented at that meeting. It was suggested that timing of meetings were reviewed next year to allow for more accurate data to be provided.

13.0 POLICY REVIEW

13.1 Child Protection Policy

It was agreed to amend the policy to include the lead and deputy lead member of staff for CP.

Resolved:

- That governors approved the Child Protection Policy.

13.2 Keeping Children Safe in Education (KCSiE)

A copy of the guidance document had been circulated.

Resolved:

- That governors agreed to adopt the guidance.

13.3 Pay Policy

A copy of the policy had been circulated and discussed by the Resources Committee.

Resolved:

- That governors agreed to adopt the Pay Policy

13.4 Appraisal Policy

The draft policy had been circulated to governors. The Resources Committee had recommended that governors consider the changes made to the policy. It was agreed that the policy would be circulated to governors for comments then a decision made by a simple majority.

13.5 Complaints Policy

A point was raised on making governors aware of any ongoing complaints and that they were being dealt with appropriately. It was suggested that an item included on the agenda to indicate the number of complaints and their current stage.

Resolved:

- That governors agreed the Complaints Policy.

14.0 APPROVAL OF THE SCHOOL DEVELOPMENT PLAN (SDP)

14.1

- Governors had been circulated with a copy of the SDP which had been discussed by each committee and rag rated by the Senior Leadership Team (SLT).

detail and report back to the next meeting.

**GC, TB
& PG**

17.0 CHAIRS BUSINESS

17.1 Governors newsletter

The Chair mentioned that another newsletter needed to be considered to be sent out next term.

18.0 CLERKS BUSINESS

The Clerk reported that the governor briefing meetings were currently under review.

19.0 ANY OTHER BUSINESS

There was no other urgent business to be discussed.

20.0 DATES AND TIMES OF NEXT MEETINGS

The dates of the meetings for the forthcoming academic year had been agreed previously as:

Teaching and Learning	24/01/2017	25/04/2017
Resources	31/01/2017	16/05/2017
Pupil Support	07/02/2017	09/05/2017
Main GB	21/02/2017	06/06/2017

All at 6.15pm

The Chair closed the meeting at 8.35pm

2016-11-08 Minutes Fieldhead Carr Primary School