



School: Holly Primary
Meeting title: Spring term meeting of the governing body
Date and time: 22nd February, 2016 at 4.00pm
Location: At the school

Membership
'A' denotes absence

A	Mrs A Proctor (Chair)
	Mr N Smith (vice-chair) (In the Chair)
	Mr D E White (head teacher)
	Mrs T M Fletcher
A	Mr A Gerus
A	Mrs C H Flinton (Training Co-ordinator)
A	Mrs H R Westwell
	Mr A Hickling
	Mr Roebuck
	Miss S Plumbe
	Mrs A Smith
	1 Co-opted governor vacancy
	1 Parent Governor vacancy

In attendance

Mr D Bennett (Staff Observer)
Ms A Middleton (Staff Observer)

D J Baker (clerk to the governors)

GB/01/16 Apologies for absence Action

Apologies for absence were received from Mrs A Proctor (work), Mrs H R Westwell (work) and Mrs C Flinton (holiday).

resolved

that the governing body consent to these absences.

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

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

The clerk reported that vacancies existed for 1 Co-opted and 1 Parent Governor and that Mrs A Smith's term of office as a co-opted governor would expire on 1st November, 2016. The resignation of Mrs Fletcher with effect from 25th November, 2015 was noted. The Head teacher advised that the parent governor vacancy had been advertised with no applications being received It was agreed that the vacancies be kept under review with further consideration being given at a future meeting

GB/04/16 Minutes

The minutes of the autumn term meeting held on 2nd November, 2015 having been previously circulated were confirmed and signed by the chair.
Matters arising

GB/35/15 – Register of Business Interests

The head teacher confirmed that all governors had reviewed their statutory declarations of business interests.

GB/40/15 – Minutes

That the clerk was requested to arrange for the minutes to be sent to governors with the agenda convening meetings.

CLERK

Committees and working parties

Finance, Personnel and General Purposes Committee

The minutes of the Finance, Personnel and General Purposes Committee meeting held on 30th November 2015 were received.

It was noted that the next meeting would be held on 14th March, 2017 at 6.00pm.

Pupils and Strategic Development Committee

The minutes of the Pupils and Strategic Development Committee meeting held on 11th January, 2016 were received.

GB/05/16 Correspondence

The clerk referred to the following items of correspondence:

The Nottinghamshire governor magazine (first Spring Term Edition) in which the following matters were highlighted:

21st Century Governance – an article by Sir Michael Wilshaw relating to the increased importance of governors and their strategic role together with the requirement for appropriate training to be undertaken. It was noted that a detailed survey into the effectiveness of governance was being conducted with a report being published in 2016.

Budget Consultation for 2016/17 together with details of the government's spending review and the authority's continued involvement in the fair 40 funding campaign.

Annual Governors conference to be held on 12th March, 2016.

It was reported that 2 places were available for governors.

Embracing the Future Forum

Leadership and Governance Solutions seminars

The Prevent Duty

The Chair reported that she had completed the training course and it was noted that the head teacher would do so in the near future.

Membership of Education Admission Appeals Panels
Heads and Chair's Briefings

Good and Outstanding Schools

The clerk referred to the 'Embracing the Future' forum for good and outstanding schools held on 22 February at Eastwood Hall, Eastwood when the range of leadership options available for schools would be addressed. The head teacher reported that both the Chair and he had attended.

Spending Review 2015

The clerk reported on the Authority's continued efforts to improve school funding as part of the Fair 40 funding group. The Clerk advised on the difference in funding between Nottinghamshire schools and those in other counties.

Training Co-ordinators Newsletter, detailing training available.

Ofsted Inspection Handbook

Governors considered the benefits of undertaking training on the revised Ofsted inspection criteria.

GB/06/16

Head teacher's report

The head teacher presented his report, copies of which had been previously circulated, highlighting the following matters

School Visits

The head teacher reported on the successful school visits, including the year 6 visit to the Harry Potter house.

Pupils

The head teacher reported that there were currently 360 pupils on roll and referred to the gender composition and class organisation adopted. He advised that the nursery unit was also full and advised on the possible number of applicants for places at Easter when only 2 places would be available. In response to a question, he advised that the nursery unit was designed to have 35 pupils both morning and afternoon in 2 sessions. The creation of a waiting list and admissions criteria which would be used in the event of the school and nursery being oversubscribed. The criteria made provision for pupils with special circumstances, including specific medical needs and traveller children. No appeals against admission decisions had yet been lodged. Responding to further questions, the head teacher advised on the possibility that some pupils would never be admitted to the nursery unit because of the high pressure on places. Governors questions plans to manage the nursery when government proposals to increase nursery entitlement to 30 hours were implemented and were informed of the extreme difficulty for the school coping within its existing accommodation.

Governors noted the high numbers in school which would be kept under review.

Pupil Attendance

The head teacher reported on consistently high level of pupil attendance, currently being 96%. Staff monitored absences closely and it was noted that 23 pupils attendance fell below 90% due to illness and families withdrawing their children for holidays during term time despite being challenged by the head teacher and staff. In response to questions, governors were advised that it had been decided not to impose penalty notices on parents for the time being and that so far, no school within the Garibaldi family had taken this action. The imposition of fines could damage the good relationships between school and parents. Responding to further questions, the head teacher referred to the 8 pupils whose attendance had dropped below 85% advising that this was in part due to split families being involved where both parents took their child on holiday at separate times. Governors noted the position.

Pupil Behaviour

The head teacher advised that pupil behaviour remaining extremely good, with no exclusions, bullying or racist incidents during the term.

Staffing

The head teacher reported on staffing changes since the last meeting, advising that after the departure of Mrs Green, Mrs Wylie had been appointed as mid day supervisor and an advert had been placed internally for a member of staff to strengthen the school breakfast club team. Following the advertisement for 2 full time teaching posts, shortlisting had taken place with 6 applicants being invited for interview for the KS2 post and 2 for the Foundation year position. Interviews would be held in the near future.

It was noted that internal adverts would be published for the 2 Assistant Head Teacher posts. In response to questions, the head teacher reported on proposals to cover maternity leave, offering the post initially to part time staff within school, failing which the leave would be covered through supply staff or a supply agency. It was hoped to recruit a person known to the school.

He also reported on the low level of staff absences, referring to 1 case where attendance management procedures had been involved, since when the member of staff concerned had returned to work satisfactorily.

Replying to further governor questions, the head teacher reported that Miss S Bull had tendered her resignation to take up a post at another school and that it was not possible to offer a retention package.

Pupil Premium/Sports Grant

In response to questions, the head teacher advised on the level of pupil premium and sports funding received and also on the rationale for its use together with details of the impact made in closing the gap. Full details of this were published on the school web site.

Looked After Children

The head teacher reported that there were currently 3 Looked After Children in school and referred to the programme of support provided, as a result of which the pupils were making good progress.

Appraisal

Governors noted the cycle of staff appraisals and that the Pay Committee was scheduled to meet on 9th May, 2006 to review the appraisal systems and quality assure pay decisions. The head teacher advised that at the end of the Summer term, he would submit his recommendations on appraisal and pay progression for teachers to the Pay Committee.

In response to questions, governors were advised that Miss Plumbe had established targets for teaching assistants and would conduct their annual appraisal process. She advised that appropriate training was provided for them.

Standards and Achievement

Governors noted that the Raise on Line and Inspection Dashboard had been considered in detail by the Pupils and Strategic Development Committee at its meeting on 11th January, 2016. The current priorities identified in the SIP were noted and would continue to be monitored by the Committee.

Health and Safety

It was noted that Mr A Hickling had carried out a health and safety inspection and had noted the small amount of asbestos present in school which caused no problems or hazard. In response to a question, Mr Hickling advised that the presence of asbestos had been uncovered whilst works was being carried out. He advised that following a tree survey some pruning work had been carried out by the local authority at no cost to the school.

Reference was made to the staff car park which had flooded during heavy rain and also to the lack of parking spaces available. It was estimated that to provide an additional 6 spaces would cost in the region of £10,000 and this would be considered further at a future meeting of the Finance, Personnel and General Purposes Committee. Responding to questions, governors were advised that the school drains had been blocked due to the incursion of tree roots. The head teacher undertook to ascertain whether this was covered under the school's insurance policy. It was reported that a retaining wall required replacement at a cost of £4,000 and this would be considered further.

FPGP**HT**

School Support

The head teacher reported on his support for St Peters Primary School, advising that he provided support on 2 days per week with his salary costs being invoiced to St Peters with the additional income being available for use within the school. This would be considered further by the Finance, Personnel and General Purposes Committee when it was hoped to develop a list of spending priorities. In response to questions, he advised that currently he was able to manage the work load without detriment to Holly. Governors again questioned his work/life balance and were advised that whilst his commitment to Holly came first professionally, his family life was a priority. The support at St Peters also provided good professional development and the sharing of good practice and ideas for development, some of which he had introduced at the school. Responding to further questions regarding the timescale of support, he advised that the present head teacher at St Peters had tendered their resignation and that the post had been advertised and that therefore he anticipated the support would continue until July, 2016.

FPGP

Governors challenged the head teacher regarding the impact on other staff at Holly Primary and were advised that Miss Plumbe acted as Head Teacher during his absence as well as her current role as SENCO. Arrangements were in place to ensure that the arrangements were not detrimental to pupils and in the event of both the head teacher and Miss Plumbe being absent, a system of cover was in place which had been proven to work well. Parents would be advised of the arrangements via the school newsletter.

Governors again questioned the head regarding St Peters and were informed that currently St Peters required improvement and without a quick improvement might be placed in Special Measures. He referred of the committee structure in place, advising that this could be evaluated as a possible option at Holly.

Having been invited to provide support for St Peters, the head teacher advised on the possible establishment of links with other schools.

Assessment

Mr D Bennett gave a presentation on Assessment without Levels, advising on the development of new tests based on a standard point's level of 100 and the use of the Sheffield statistic system to measure progress. He advised on changes to the national curriculum due by 2020 and the programme of guided reading and writing which were assessed termly. Staff were due to consider the new scheme at their meeting next week.

In response to questions, Mr Bennett advised that the new tests were harder for pupils and also referred to the demoralisation of some pupils as a result. Further questions were responded to by Mr Bennett who advised that the pass/fail standard had not yet been advised on and on the likelihood that the standard of 100 points could be adjusted to reflect the position. He also advised on the system of baseline assessment on pupils admission used at Garibaldi. He also advised that pupils did tests on a termly basis with some being externally moderated to ensure their robustness.

The head teacher reported that pupils at Holly were proceeding well, despite starting from a higher than average baseline. He also advised that currently testing cost Holly £2,000 per annum.

The presentation was received with thanks

School Budget

It was noted that the school budget remained healthy and was operating in line with expectations. The annual School Financial Value Standard had been reviewed and approved by the Finance, Personnel and General Purposes Committee.

School Accommodation

The head teacher reported on proposals to develop the school campus with adaptations to the two KS2 classrooms to provide a sensory room. It was noted that a lottery grant of £10,000 had been awarded to promote outdoor work. The possible development of the courtyard would also be investigated.

School Meals

It was noted that to cope with increased numbers, lunchtime sittings had been staggered.

School Policies

Following a detailed review, the following policies were approved and adopted:
Managing Violence and Abusive Visitors
Spiritual, Moral and Social Policy.

Special Educational Needs

Miss Plumbe reported on the provision for pupils with special educational needs, advising that details of CPD training for staff would be published on the web site. In response to questions, governors were informed of the costs involved in providing staff training which mainly related to the provision of supply cover for staff attending courses, although most courses were held in house.

The head teacher was thanked for his report

GB/07/16 Report from the Corporate Director

Governing Body Code of Conduct

The clerk presented the report highlighting good practice for governing bodies to adopt a code of conduct, identifying the purpose of the governing body, appropriate relationships between individual governors, the whole governing body and the leadership team of the school and expected standard of behaviour to promote effective team working. He also recommended that to confirm their acceptance of the revised Code, governors append their signatures to the master document.

The head teacher reported that the school's code of conduct had been revised recently. Governors would be requested to confirm their acceptance of the revised Code by signing the master document.

GB/08/16 Governor training

In the absence of the training coordinator the head teacher reported on his attendance together with the Chair at the from Good to Outstanding seminar, referring to the various options for the future management of the school, including academy status, Federation, amalgamation and partnership working. With the Governments proposal that all schools should be an academy by 2020 it was appropriate that consideration should be given to the future management structure. In response to a question, the head teacher advised that only 21 primary schools had converted to academies, most of which had been forced on them following an Ofsted Inspection. The local authority offered to provide a presentation for governors and it was agreed that a suitable presentation be held for governors.

GB/09/16 Governor visits and monitoring reports

Governors reported on their observational visits, details of which were recorded in the register.

Reference was made to the Health and Safety inspection when a number of minor issues had been identified and the health and safety tracker updated accordingly. In response to questions, it was noted that no urgent issues had been identified and whilst there was asbestos in school, this was under the tiles and therefore created no hazard providing it remained sealed in.

Mrs S Milner had undertaken observational visits in connection with Rapid Reading and vulnerable groups.

The head teacher invited governors to participate in school visits whenever possible.

It was agreed to review the role of link governors at the next meeting.

AGENDA

GB/10/16

Financial Matters

School Budget 2016/17

The Clerk reported that the draft budget for 2016/17 had been released recently and that in accordance with delegated powers this could be referred to the Finance Personnel and General Purposes Committee. In response to a question, the clerk advised that the school budget had to be approved prior to 31st May, 2016. The head teacher responded to further governor questions, regarding expenditure in previous years and undertook to provide details of the schools detailed budgets for the past 3 years to enable governors to identify the development of trends in expenditure as part of the review process. It was agreed that consideration and approval of the draft budget be referred to the Finance personnel and General Purposes Committee meeting for consideration and approval.

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Schools Financial Value Standard

It was noted that the schools Financial Value Standard had been approved by the Finance Personnel and General Purposes Committee and would be returned to the local authority by 31st March, 2016 as required.

Finance Policy

It was noted that the Finance Policy had been approved by the Finance Personnel and General Purposes Committee.

Year end re-forecast 2015/16

It was noted that the local authority finance unit would visit the school following which the school's year end re-forecast would be reported to the Finance Personnel and General Purposes Committee

FPGP

Services for Schools

The clerk referred to the Local authority services to schools buy back prospectus and it was agreed that this would be referred to the Finance Personnel and General Purposes Committee as part of the budget process.

FPGP

Other Business

School Lettings

The head teacher referred to the existing letting of the school hall to the local scout group who had requested an additional booking of the hall on Wednesday evenings. He advised that the school caretaker had expressed concerns over the management and control of the scout troop in the school buildings. In response to questions, the head teacher advised that currently £30 per letting was charged with the caretaker receiving £17.50 with the school costs for heating and lighting being met from the balance. Governors considered this level of fee to be too little and this would be looked at further at a future meeting. As part of the letting, groups had use of the school hall, toilets and water boiler. He advised that currently there were 2 lettings each week with the school being used until 9pm. Governors expressed some concern for the caretaker's work/life balance and length of hours worked and were advised that the caretaker had voiced no concerns. The possibility of engaging an additional supervisor to cover the lettings would be looked into.

Governors questioned the arrangements for ensuring that confidential materials remained secure and it was noted that doors could be locked as necessary to ensure security.

Further questions relating to the use of the school by the scout group for a storage facility were reported on for which currently no fee was charged in accordance with the school's policy of being a community school. The head teacher advised that the scouts had requested additional storage and had been advised that this was not possible.

Governors were informed that in the event of the lettings fee being increased, this would impact on the local scout group which would have to increase its level of subscription to a level which might deter some children from attending. Governors expressed their sympathy towards the request and the head teacher was requested to liaise with the group scout leader to obtain further information.

It was agreed that this be considered further by the Finance Personnel and General Purposes Committee following which formal agreements be entered into.

Staff Transport of Pupils after School

Governors questioned the practice of teachers using their private vehicles to transport pupils after school hours and were advised that the school policy had not impacted on staff to date. The question of the increased level of insurance costs was considered with governors agreeing that staff should not be responsible for any additional costs.

It was agreed that the school re-imburses staff for any additional insurance costs involved.

GB/11/16

Impact on outcomes for pupils

Governors impacted on school improvement and the outcome for pupils through the provision of appropriate resources, review of staffing and staff training, consideration of progress reports, analysis of data, including the Data Dashboard and Raise on Line reports, observational visits linked to subject areas, review of school policies, challenges to the head teacher and staff and review of pupil attainment.

GB/12/16 Holding the school leaders to account

Governors held school leaders to account by frequent observational visits and close links with staff, regular challenges to the senior leadership team, questioning reports and data provided, discussions on the strategic direction of the school and information regarding school achievements and activities.

GB/13/16 Confirmation of date for 2016

Resolved: That the Summer term meeting be held on 9th May, 2017 at 6.15pm

GB/14/16 Determination of confidentiality of business

It was

resolved

That all papers and reports be made available as necessary.

The meeting closed at 5.40pm.

Signed(chair) Date

DJB/ww