

MINUTES OF MEETING

School: Holly Primary School.
Meeting title: Summer term meeting of the governing body
Date and time: 9th May, 2016 at 6.15pm
Location: At the school

Membership
'A' denotes absence

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

In attendance D J Baker (clerk to the governors)

Action

GB/15/16 School Website

Prior to the commencement of the meeting Mr C Howard gave a presentation on the re-design of the school web site, displaying mock ups of possible home pages for governors to select. He advised that currently the web site was getting between 2 – 3000 hits per month. He responded to questions, advising that the proposed site would be user friendly and operable from a wide range of media. He also referred to the positive feedback received that some parents had been unable to access the site from mobile phones, advising that it would be fully responsive. The development of the new site was estimated to cost £1500, with the school staff acting as site administrators and teachers having easy access to input data and articles. Staff would receive training on appropriate content to upload. He advised it was hoped that the site would go live in September, 2016. Following further consideration, governors approved the design for the home page.

It was agreed that final approval to the layout be delegated to a working party comprising Mr N Smith, Mrs C Flinton and Mrs A Smith

Mr C Howard was thanked for his presentation

GB/16/16 Apologies for absence

There were no apologies for absence

GB/17/16 Declaration of interest

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

GB/18/16 Review of membership

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

The clerk reported that Mrs A Smith's term of office as Co-opted Governor would expire on 30th July, 2016 and that there was currently a vacancy for a co-opted governor.

He suggested that governors could try and gain support for filling their current vacancies by contacting the School Governors One Stop Shop and the Inspiring Governors organisations.

Resolved: That the report be received.

GB/19/16 Minutes

Spring term meeting

The minutes of the spring term meeting held on 22nd February, 2016 having been previously circulated were confirmed and signed by the chair, subject to Mrs Mayhew's attendance being recorded.

Committees and working parties

Finance, Personnel and General Purposes Committee

The minutes of the Finance, Personnel and General Purposes Committee meeting held on 14th March 2016 were not available. The Head Teacher reported on matters considered as follows:-

School Budget 2016/17

The head teacher reported that lengthy deliberations had been given to the proposed budget for 2016/17, advising that this would be further reported on at this meeting.

Pay Committee

The minutes of the Pay Committee meeting held on 9th May, 2016 were received and considered as a confidential item.

Pupils and Strategic Development Committee

It was noted that no meeting of the Pupils and Strategic Development Committee had been held during the term.

GB/20/16 Correspondence

The clerk reported on the following items of correspondence:

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

- Schools Portal – Access arrangements
- Leadership and Governance solutions – In school course
- National Leaders of governance
- H.R. – Safer Working

- Increased nursery provision
- Heads, Chairs and Training Coordinators briefings

School's Portal

The head teacher undertook to circulate details of the password to all governors.

HT

The Nottinghamshire governor magazine (First Summer Term Edition)

- Annual Governors Conference held on 12th March, 2016.
- Nottinghamshire Children's Trust Board – recruitment of members
- Effective Management of Complaints
- Unannounced Behaviour Inspections
- Pupil Absences – Penalty Notices.
- Disclosure and Barring Service checks for governors.
- HR Information relating to staffing reductions
- Survey of Family Support Workers in Schools
- Safeguarding – Private Fostering Arrangements
- Leadership and Governance solutions – in school course.
- Heads and Chair's briefings.

DBS Checks

It was noted that arrangements for governors to obtain enhanced DBS checks were ongoing.

Academy Status

The clerk reported on articles published in both The Times reporting on a government U turn on Academy status and also in The Guardian newspaper reporting that Local Authority Schools outperformed academies. He also reported that the local authority advised schools not to dash for academy status at this time and referred to the various options for the future governance of schools including Federation, Co-operation and other arrangements, details of which were noted.

Safer Working In Schools

The clerk reported on a letter from the local authority HR section to Head Teachers and Chairs of governors relating to issues identified during Ofsted inspections where school's single central records were found to be incomplete or inaccurate, weaknesses in the administration of the record and a failure to complete DBS checks. Schools were recommended to ensure that all safeguarding matters were adhered to and to ensure that the Single Central Record was fully compliant with the regulations. The head teacher advised that the record had been audited and was fully compliant.

GB/21/16**Head teacher's report**

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

Pupils

The head teacher reported that the school was again oversubscribed with 360 pupils on roll. He referred to the gender composition and class organisation adopted. He also reported on the projected number of pupils to be admitted in September, 2016, advising that 40 places had been offered and that 14 families with children already attending the school had their applications for further places rejected by the Local Authority.

A number had lodged appeals against that decision and the result of those appeals was awaited. He responded to questions by advising that appeals would be held between now and August, with the possibility of the school only being aware of the outcomes in September.

Governors recognised the very difficult position in which parents were placed, having several children attending different schools, rendering their position practically impossible. Parent's options included withdrawing one child from Holly and attempting to have all their children admitted to the same school or attempting to convey pupils between schools. Governors were informed that places were available in several other local schools to which children could be admitted.

In response to questions, the head teacher advised that there were currently 20 pupils on the nursery unit waiting list.

Governors would be advised of the position at the next meeting.

Pupil Attendance

The head teacher reported that pupil attendance remained at 96%.and that only 20 pupils had attendance below 90% which was due to illness and families withdrawing their children for holidays during term time despite the best efforts of staff. Efforts to improve attendance would continue to be made.

Pupil Behaviour

The head teacher advised that pupil behaviour remaining extremely good, with no instances of bullying or racist incidents during the term. The imposition of a fixed term exclusion was reported on as a confidential matter.

Staffing

The head teacher reported on staffing changes since the last meeting, advising that Mrs S Plumb, Deputy head teacher had tendered her resignation to take up the post of head teacher at Heatherley Primary school. The post had been advertised externally and interviews were scheduled to be held in the near future. Because of Mrs Plumbe's role as SENCO it would also be necessary to appoint another member of staff to that position.

Mrs Plumbe gave a retrospect of her career at Holly over the last 14 years, when she had been appointed as an NQT since when she had risen to her current post. She thanked the head teacher and governors for the opportunities and experience which had been provided at the school.

The head teacher also reported that Mr Bennett and Mrs Didlick had been appointed as Assistant Head Teachers with effect from 1st April, 2016 and that following interviews 2 teachers had been appointed.

Governors were advised that Mrs V Bramley, Office Manager had given notice of her intention to retire after 30 years' service and that Mrs Hayes had decided to reduce her hours as administrative officer. Both posts had been advertised and a considerable expression of interest had been received. Interviews would be held in due course. The head teacher also advised that the role of Office Manager had been extended to include the administration of the committee structure.

It was noted that the head teacher's support for St Peter's Primary school would end on 31st August, 2016.

Other staffing changes were also noted.

Looked After Children

The head teacher reported that there were currently three Looked After Children in school and referred to the programme of support provided.

Free School Meals

Governors noted that only 6 pupils in school were entitled to free school meals.

Appraisal

Governors noted the cycle of staff appraisals would end this term and that the head teacher would submit his recommendations on appraisal and pay progression for teachers to the Pay Committee.

Self-Evaluation Form

Copies of the school SEF were received by governors who noted the strengths of the school identified.

The head teacher reported on the progress of the current school priorities identified in the SIP, giving an update on the development of the reception class baseline. He also reported on changes to the tests for KS 1 and KS 2 which were due to be held in the near future. In response to questions, he reported on the system of assessment and gradings, advising that the staff were very experienced and were fully capable of identifying pupil's progress. Governors were further informed that following receipt of the new data the school systems would be adapted to reflect the Raise online score systems.

Premises

The head teacher reported on the installation of a new fire alarm system and the successful practice evacuation carried out. Governors noted that the annual PAT testing had been carried out.

In response to questions, the head teacher reported that following damage to the school gates by a milk delivery vehicle, an insurance claim had been lodged and it was hoped that the gates would be repaired in the near future. Currently they were being closed manually.

He also reported that an ex pupil, recently released from custody had attempted to gain admission to school, advising that this had been unsuccessful and action taken to prevent any reoccurrence.

Governors noted that the enclosure of 2 KS 2 classrooms had been completed and that plans for the creation of a central resource area were being prepared. Progress on the calming and changing facility was reported on together with details of the proposed development of the foundation courtyard using the national lottery grant and Devolved formula capital.

Academy Status

The head teacher advised governors that as advised by the Local Authority, there was no rush to seek academy status. He was however investigating the possibility of collaboration with other similar schools which would be reported on at a future meeting.

Staff Code of Conduct

The head teacher reported that the revised code of conduct for staff had been agreed and acknowledged by all staff. In response to questions, he advised that this Code included reference to social media and contact between staff and pupils.

The head teacher was thanked for his report

GB/22/16 Head teacher's annual appraisal process

The head teacher referred to the schedule of qualified persons to act as independent advisor to appraisal governors which had been provided by the Local Authority. Governors asked for further details of the experience of each nominee prior to making an appointment and

it was agreed

1. That consideration of this be deferred until the next meeting
2. That the clerk obtain further particulars of the nominees for consideration.

CLERK

GB/23/16 Appointment of appraisal governors

Resolved: That the Chair, Vice Chair and Mrs Westwell be appointed as appraisal governors.

GB/24/16 Reports from the Corporate Director

Keeping Children Safe in Education

The clerk reported on Ofsted Inspector's focus on safeguarding matters and on a number of key issues which had been identified during previous inspections which had a detrimental effect on the school as follows:-

- Incomplete or inaccurate school's single central records
- weaknesses in the administration of the record
- A failure to complete DBS checks as appropriated

He referred to the updated HR policies and guidance available on the School's Portal and also to the Safer Working Pre Ofsted Checklist for Schools which was available, recommending that this be completed prior to any inspection.

He recommended Governors ensure that the following actions were complete:

That the school safeguarding policies and arrangements be reviewed with the head teacher periodically and at least annually

That the required safer recruitment checks have been undertaken for all staff, volunteers and governors so that the school Single Central Record is complete and accurate.

To ensure that 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.

That 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 and that all serving governors apply for an enhanced DBS check by 1st September 2016.

The head teacher advised that the Single Central Record had been audited and was fully compliant and that as previously reported arrangements for obtaining enhanced DBS checks for all governors was proceeding. It was noted that the school's safeguarding policies were reviewed by the Pupils and Strategic Development Committee.

Resolved: That the report be noted and referred to the Pupils and Strategic Development Committee for further consideration as necessary.

PSDC

Religious Education in schools

The clerk presented the report, advising that a further report on Collective Worship would be presented at the Autumn term meeting. He advised that the Nottinghamshire Agreed syllabus for Religious Education had been approved by the Southwell Diocesan Authority and referred to the aims of the Nottinghamshire syllabus for RE and recommended governors to ensure that

- The provision of RE within their school was reviewed regularly
- To consider the appointment of a link governor for RE which could encompass SMSC and/or British Values.
- To ensure that the head teacher reports on the provision of RE at least once annually.

Resolved: That the report be noted and referred to the Pupils and Strategic Development Committee for further consideration as necessary.

PSDC

School Complaints Policy and Procedure

The Clerk reported on revised guidance from the DfE relating to school complaints procedures, advising that governors ensure that the approved complaints policy is readily available together with the approved procedures for handling complaints, including clear timelines for each stage of the complaints procedure being included in the documentation.

The head teacher reported that the school's complaints policy and procedure had been reviewed and approved recently and advised that details of the policy were included on the school's web site. Copies of the policy and procedures were also available on request within school.

Resolved:

That the report be noted.

GB/25/16

Policy update

Governors noted that the review of school policies was referred to the appropriate committee with delegated power to consider and approve them as necessary.

Policy Checklist 2016/17

The clerk reported on the policy checklist for 2016/17, drawing governor's attention to the suggested policies and the arrangements for their review and approval. The head teacher advised that school policies were reviewed on a regular basis, adding that with staff changes to come, it would be necessary for a number of policies to be amended to reflect changes to the designated persons. The schedule was referred to all committees as appropriate for use in the review of school policies.

GB/26/16 Approval of in-service training days

Resolved: That consideration of this be deferred until the next meeting to enable a programme of training to be arranged. Details of the proposed dates would be circulated to governors as soon as possible.

AGENDA**GB/27/16 Review of delegation and organisation of committees**

The clerk drew governors' attention to the annual review of committee membership and to the current organisation

Resolved

(1) that the following committee structure be adopted::

- Finance, Personnel and General Purposes Committee (FP&GP)
- Pupils and Strategic Development Committee (PSDC)
- Discipline Committee.
- Pay Committee

(2) That the attendance of three governors would be required to make any meeting quorate, and that the appointment of chair be delegated to each committee at its first meeting.

(3) that governors be appointed to committees as follows:

Finance, Personnel and General Purposes Committee

Chair and vice chair (ex officio); Mr A Hickling, A Gerus, Mr N Roebuck Mrs S Plumbe and the head teacher.

Pupils and Strategic Development Committee

Chair and vice chair (ex officio) ; Mrs S Milner, Mrs C Flinton, Mrs A Smith, Mrs J Mayhew, Mrs H Westwell, Mrs S Plumbe, and the head teacher.

Discipline Committee

Membership of the Discipline Committee to be drawn from all eligible governors.

Pay Committee

Vice Chair, Mr A Hickling, Mrs C Flinton and the head teacher

Approval of delegation – decision planner 2016/17

The clerk reported on the various amendments to the decision planner/Scheme of Delegation for 2016/17. Following consideration of the suggested amendments, it was agreed that these be incorporated in the decision planner for 2016/17 which would be circulated to all governors prior to its further consideration at the next meeting

Annual planner 2016/17

The clerk presented the annual planner for 2016/17 setting out the normal agenda items to be considered on a termly basis for use as an aide memoire designed to assist Governors in planning their agenda for future meetings.

Appointment/re-appointment of link governors

resolved

1. That Link governors be appointed as follows:

SEN/gifted and talented	Mrs S Milner
Pupil Premium	Vacant
Safeguarding	Mrs A Proctor
Looked After Children	Mrs A Proctor
Complaints	Mrs C Flinton
Child protection	Mrs A Proctor
Health and safety	Mr A Hickling
Training	Mrs C Flinton
RE	Mrs S Milner
Appraisal	Chair, Vice Chair and Mrs H Westwell
Foundation Stage	Vacant
Years 1 and 2	Mrs H Westwell
Years 3 and 4	Mr A Gerus
Years 5 and 6	Mrs H Westwell
School Sports Funding	Mr Hickling and Mr A Gerus

2. That further consideration be given to the appointment of link governors at the next meeting.

AGENDA

Role of Link Governors

The clerk was requested to obtain a guide to the role of link governors.

CLERK

GB/28/16

Governor training

Report from training co-ordinator including priorities for governor training and development 2016/17

Mrs Flinton, Training coordinator referred to her emails requesting governors to provide details of any training undertaken to enable her to produce a baseline spread sheet of governors training. In response to a question, the clerk advised that the local authority had in the past provided training co-ordinators with details of training undertaken and he was requested to enquire if that service was still available.

It was noted that all Governors had undertaken the on line Prevent Channel training. The head teacher reported on proposals to use in service training days to undertake training on "From Good to Outstanding" and "Prejudice in the Community" to which governors were invited to attend.

To consider arrangements for governing body self evaluation

The clerk advised that the local authority could carry out a full evaluation of governance and produce a detailed report if required. This was noted.

GB/29/16 Governor visits and monitoring reports

The Chair reported on her frequent visits to the school in connection with the school budget and staffing matters.

Mrs S Milner reported on her visits as SEN link governor.

All governor visits were recorded in the register and reports considered by the appropriate committee.

GB/30/16 Financial Matters

School budget – 2016/17

This was considered as a confidential matter

School Finance Policy

It was noted that the School Finance Policy would be reviewed at a future meeting.

Year-end re-forecast

Governors noted that the year end re-forecast had been considered as part of the budget report

Services for Schools

Governors noted that the Local Authority Services to School's prospectus had been considered as part of the budget process

GB/31/16 Impact on outcomes for pupils?

Governors impacted on outcomes for pupils through 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. The roll and effectiveness of governors was confirmed with governors having a sound understanding of the school's performance and priorities.

GB/32/16 Holding the school leaders to account?

Governors held school leaders to account by frequent observational visits, reports on which were received 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. Governors had developed higher levels of skill and expertise through training which enabled them to mount greater in depth challenges to the senior management team.

GB/33/16 Confirmation of dates for 2016/17

Resolved: That future meetings be held as follows:

Autumn term – 31st October, 2016 at 6.15pm

Spring term - 20th February, 2017 at 4.00pm

Summer term – 8th May, 2017 at 6.15pm

GB/34/16 Other Business

Deputy Head Teacher

The Chair reported that Mrs S Plumbe had submitted her resignation to take up the post of head teacher at Heatherley Primary School with effect from 1st September, 2016. Governors paid tribute to the outstanding contribution Mrs Plumbe has made to the school during her lengthy service, referring particularly to her work as SENCO and extended best wishes to her in her new role.

Office Manager

The head teacher reported that Mrs V Bramley, the office manager had given notice of her intention to retire from that post with effect from 31st August, 2016. He advised that she had been employed within the school office since the school opened with over 30 year's continuous service. Governors placed on record their appreciation of the outstanding service Mrs Bramley has made to the management and general life of the school over a lifetime's work during which many changes had occurred to the administrative roll undertaken by her. It was agreed that governors be invited to contribute towards a suitable gift to be presented to Mrs Bramley at a suitable event as a token of governors' appreciation.

GB/35/16 Determination of confidentiality of business

It was

resolved

That with the exception of reports relating to the school budget and individual pupils, all papers and reports be made available as necessary.

The meeting closed at 7.35pm.

Signed(chair) Date

DJB/ww

