

School: Holly Primary School.
Meeting title: Autumn term meeting of the governing body
Date and time: 31st October, 2016 at 6.15pm
Location: At the school

Membership
'A' denotes absence

| | |
|---|---|
| | Mrs A Proctor (Chair) |
| | Mr N Smith (Vice-chair) |
| | Mr D E White (head teacher) |
| A | Mr A Gerus |
| A | Mrs C H Flinton (Training Co-ordinator) |
| A | Mrs H R Westwell |
| A | Mr A Hickling |
| | Mr Roebuck |
| | Mrs A Smith |
| | Miss S McGuinness |
| | 2 Co-opted governor vacancies |
| | 1 Parent Governor vacancy |

In attendance D J Baker (clerk to the governors)

GB/36/16 Apologies for absence Action

Apologies for absence were received from Mrs C H Flinton (Family Commitment) and Mr A Hickling (Family Commitment).

In response to questions, the Clerk reported that he had received no communication from either Mr Gerus, who had not attended full governing body meetings for over 6 months or from Mrs Westwell. The importance of governors attending meetings regularly and contributing to the school was noted.

resolved

1. That the governing body consent to these absences.
2. That the clerk write to Mr Gerus and Mrs Westwell reminding them of governor attendance requirements.

CLERK

GB/37/16 Declaration of interest

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

Review and update Register of Business Interests

The clerk reminded governors that they were required to annually review and update the register of business interests held at the school. New style forms, copies of which had been sent to all schools and were published on the schools Portal were available if needed. Existing forms could be signed and dated if still valid; new forms would need to be completed if individual circumstances had changed. Forms were circulated and completed by all governors present at the meeting and the head teacher undertook to arrange for those absent to complete the forms as soon as possible.

H/T

GB/38/16 Review of membership

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

The clerk reported that Mrs S Milner had resigned as a Co-opted Governor with effect from 31st August, 2016 and that Mrs S Plumbe had resigned as staff governor with effect from 31st August, 2016 on taking up the post of head teacher at another school. Subsequently Miss S McGuiness, who had been appointed as Deputy Head Teacher, had been elected as staff governor on 1st September, 2016. He also reported that Mrs A Smith's term of office as Co-opted Governor would expire on 1st November, 2016 and that there were currently vacancies for 2 co-opted and 1 parent governor. He suggested that governors could try and gain support for filling their current vacancies by contacting the School Governors One Stop Shop.

Consideration was given to the needs of the governing body together with the difficulties which had been experienced in filling vacancies with suitably qualified and experienced governors with the skills required. The possibility of re-constituting the governing body would be considered further at the next meeting.

Resolved:

1. That the report be noted.
2. That the clerk convey governors' appreciation of her service to Mrs Milner.
3. That consideration be given to the re-constitution of the governing body at the next meeting.

**CLERK
AGENDA**

Declaration of Eligibility

Miss McGuiness completed the required declaration of eligibility.

GB/39/16 Minutes

Summer term meeting

The minutes of the summer term meeting held on 9th May, 2016 having been previously circulated were confirmed and signed by the chair.

Matters arising

GB/27/16 - .Approval of Decision Planner

The clerk reported that following its revision at the last meeting, copies of the decision planner had been circulated to all governors.

Resolved: That the Decision Planner/Scheme of Delegation be approved and adopted.

GB/25/16 - Approval of Policy Checklist

It was noted that the Policy Checklist for 2016/17, which acted as an aide memoir had been referred to all committees with delegated power to consider and approve school policies.

GB/26/16 – In-service Training Days

It was noted that in service training days had been held as follows:

5th September, 2016.

6th September, 2016.

21st October, 2016.

Consideration was given to the remaining training and it was

Resolved: That in service training days be held as follows:
10th February, 2017.
5th June, 2017.

Committees and working parties

Pupils and Strategic Development Committee

The minutes of the Pupils and Strategic Development Committee meeting held on 10th October. The Head Teacher reported on matters considered as follows:-

School Web site and Communications systems.

In response to a question, the Head Teacher reported that over 200 families had accessed the Yammer programme. He also reported that it had proved impossible to remove e-mail addresses from the system although there had been no complaints regarding this. He confirmed that the school newsletter was also posted on the school website.

Pupil Premium

It was noted that a detailed report on the effectiveness of the pupil premium grants had been considered by the committee with full details having been published on the web site. Since the introduction of universal free school meals, there had been a decline in the number of parents registering their entitlement to a range of benefits which would entitle the school to claim pupil premium grants. A letter reminding parents of their entitlement to a range of benefits and recommending them to register that entitlement, thus enabling the school to claim pupil premium grants which would enhance the curriculum provision for their children had been sent.

School Improvement Plan

Copies of the updated school improvement plan had been circulated and the priorities identified considered in detail by the Committee. It was noted that the report would be updated as necessary.

Next Meeting

It was agreed that the next meeting of the committee be held on 9th January, 2017.

Finance, Personnel and General Purposes Committee

It was noted that no meeting of the Finance, Personnel and General Purposes Committee had been held during the term, although arrangements had been made for meetings to be held on 28th November, 2016 and 13th March, 2017.

GB/40/16

Correspondence

The clerk reported on the following items of correspondence:

The Nottinghamshire governor magazine, copies of which had been emailed to all governors and in which the following matters were highlighted:

(First autumn term edition)

- Appointment of Jane Mansell as Head of Governor Services
- National Data base of Governors
- NGA Survey of Governors opinions
- Evidence of identity for governors

- Use of Personal and Work emails
- FFT Webinars
- Safer Working – Changes to regulations
- School Teachers Pay and Conditions Document 2016
- Standard for Teachers Professional Development
- Governor Training
- Use of Reasonable Force
- Use of Education Penalty Notices
- Admission Arrangements 2017/18
- Changes to school travel entitlement
- Consultation on Mandatory reporting of Child Abuse & Neglect
- New Primary Mental Health Worker Role
- Extended Free Childcare Entitlement
- Integrated Children's Disability Service.
- Heads and Chairs Briefings

The Nottinghamshire governor magazine, (Second Autumn term edition)

- Story Writing Competition
- Governor Services Team details
- DFE Consultation on Schools
- Change of School Name
- Recruitment of Governors
- Compliance with statutory duties
- School Web site
- HR Information on Safer Working practices
- Safeguarding in Education
- Admission Arrangements
- Free School Meals
- Pupil Premium - Closing the Gap Strategy
- English as a second Language – Census
- National Child Measurement Programme
- Heads, Chairs and Training Co-coordinator Briefings

Children Missing School – New Regulations and Statutory Guidance
The Head Teacher confirmed that he had received copies of the statutory guidance and that the school's procedures were fully up to date.

Free Travel Criteria

The clerk outlined the new criteria for access to free school transport which had been adopted by the local authority.

Pupil Premium Strategy Update – Web site compliance

The clerk reported on the revised regulations relating to the publication of data regarding pupil premium and in response to questions, the head teacher advised that the school web site had been audited recently and was fully compliant with the new regulations.

Social Services Support for Schools – Contact details

Safer Working in Schools – Prohibition from Teaching check.

The head teacher reported that the schedule of people banned from teaching had been examined thoroughly with all members of staff being checked against the list. He confirmed that all staff were fully entitled to teach and that all necessary checks

were carried out in school with the single central record being updated as necessary. Governors noted that all applicants for posts were thoroughly checked.

Admission Arrangements

Governors referred to the revised admission arrangements adopted by the local authority and referred to difficulties experienced with siblings being denied places in school. In response to questions, the head teacher referred to a number of cases where parents, having been refused admission for a sibling child had subsequently withdrawn their children from school, seeking admission elsewhere. The disruption and detrimental effect on children's education caused by this was noted. Responding to further questions, he advised that some children lived over 8 miles from the school, in some cases having moved from the catchment area after admission to the school. Governors expressed their sympathy and concerns for families this change in policy caused.

Extended Child Care Provision

The head teacher reported that in response to the provision for extended childcare, he had requested additional accommodation be provided in school to accommodate pupils with the intention of offering parents the 30 hours free childcare. He confirmed the practical problems with the school site and advised that he had explored a number of options, including either leasing or purchasing accommodation locally or extending the school year by opening the school on a year round basis to provide the required childcare although this would require changes in staff contracts and other issues.

He had also expressed an interest in the school joining the local authority pilot scheme. As an initial response to requests from parents he had advised them of childcare providers in the local area.

Legal Update

The clerk reported on a recent legal case resulting from a failure to disclose a potential safeguarding risk which resulted in the dismissal of a teacher. The position was noted.

GB/41/16 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 there were currently 340 pupils on roll and referred to the gender composition and class organisation adopted, details of which were noted.

Pupil Attendance

The head teacher reported that pupil attendance for 2015/16 was 95.42%.and that during the autumn term it had risen to 96.83% despite some families withdrawing their children for holidays during term time contrary to the best efforts of staff. In response to questions and challenges, he advised that currently no penalty notices had been issued and that RAG rated letters were sent to parents informing them of their child's level of absence and the detrimental impact this absence had on their education. Governors were informed that levels of attendance improved during the year and that efforts to improve attendance would continue to be made. He also referred to the Ofsted classifications for pupil attendance from which it was noted

the school was classed as above average

Responding to further questions, the head teacher advised that the school had purchased the Scholarpack scheme for recording attendance with pupils self registering on line using their I Pads. The programme enabled staff to obtain data on levels of attendance and track absences and other matters easily. He advised that Scholarpack was a locally based company which was able to provide a good level of support for the school and that the school received a bonus of £500 for each recommendation which was taken up by other schools.

Pupil Behaviour

The head teacher reported that pupil behaviour remaining extremely good, with no instances of bullying or racist incidents during the term although it had been necessary to impose fixed term exclusion for persistent disruptive behaviour and violence against staff which was reported on as a confidential matter. Two other pupils were presenting challenging behaviour which was being addressed by staff. This was considered further as a confidential matter.

Staffing

The head teacher reported on staffing changes since the last meeting, including the appointment of Miss McGuinness as Deputy Head Teacher and Miss Hyslop as Office Manager together with Mrs Tyler as part time Admin Assistant. In response to questions, he reported that the new office staff were very impressive and had already implemented a number of schemes, including putting the school forward for an on line payment system to enable parents to make payments for school meals, school trips and other matters on line. He also advised that the recently appointed teachers had settled well and had made an excellent start. Governors noted that two apprentice teachers had commenced in September, 2016 and were being supported by the West Notts College. He referred to the potential impact of the new apprentice levy on schools.

Looked After Children

Governors noted that there were currently no Looked After Children in school

Special Educational Needs

The head teacher reported that 46 pupils were in receipt of special needs support and in response to questions advised that the numbers had increased over the term. Governors were advised on the provision made in school which was noted. Responding to further questions, the head teacher reported on the provision from the Speech and Language Service across school at a cost of £10,000 per annum. He referred to a detailed case study which was noted.

Appraisal

Governors noted the cycle of staff appraisals being conducted in accordance with the revised local authority policy which had been adopted.

Free School Meals

The head teacher reported that there were currently 21 pupils classed as ever 6 pupils, whose parents had claimed a range of benefits during the past 6 years and so were entitled to free school meals and for whom Pupil Premium funding was received and in response to questions, reported on the classification which was noted.

School Improvement Plans

The head teacher reported on the update of the School Improvement Plan, copies of which had been circulated, referring to the current priorities which had been identified. He also circulated a robust working plan which had been developed. In response to questions, the head teacher reported on the support provided by him to St Peter's school and the level of ongoing support provided. It was noted that this support would be discontinued when St Peters joined an academy chain. Governors were fully involved in the monitoring of the plans which would be reported on further at the Pupils and Strategic Development Committee.

School Campus

In response to questions, the head teacher reported that the school gates had been repaired following the damage caused by the milk delivery vehicle with a claim being made against the company's insurance policy. He reported on 2 complaints from neighbouring households regarding the school trees, advising that the local authority arboriculturist had inspected the trees, finding them to be healthy. Governors noted that an estimate to prune the trees had been obtained at a cost of £400 per tree. Governors considered this to be excessive and unaffordable, when the trees were in good health and had been pruned previously. Responding to further questions, governors were advised that the fence had blown down and had not been repaired. The head teacher was requested to check the ownership of the fence which was beyond the school security fencing. Governors were advised that a cat flap had been cut in the fence which permitted a cat to access the school campus and foul the grounds which was considered a health hazard for pupils. The head teacher referred to the condition of the school drains, advising that the local authority had engaged Dyno Rod to carry out a detailed survey at no cost to the school. In response to governor questions, he advised that despite efforts, the school car park was too small to accommodate all the necessary vehicles and as a result quotations for its enlargement were being obtained with a view to the work being carried out during the summer break 2017. He also reported on the establishment of an environmental outdoor experience for pupils through the assistance of a local business which would provide professional development opportunities for staff and discounted provision for pupils.

School Budget 2016/17

Governors noted that the school budget was operating inline with expectations and that the local authority finance officers were scheduled to visit the school to discuss the mid year budget reforecast which would be reported to the Finance and General Purposes Committee. The head teacher reported that the loan taken out to purchase IT equipment was due to be repaid shortly and that consideration could be given to replacing the smart boards or other equipment. Discussions were ongoing with the iboard touch team regarding the possibility of the school becoming a centre of excellence.

School Policies

Following detailed consideration, the following policies were approved and adopted:

Whole School Policy on Child Protection.

Smoke Free Policy

It was noted that all key school policies had been reviewed, updated and published on the web site.

Polish Pupils

In response to a question, the head teacher reported on the number of pupils of Polish origin in school, advising that a support network had been established in the local community.

Violence to Staff

Governors noted that it had been necessary for the head teacher to issue a warning notice to a parent regarding his violent and aggressive behaviour towards staff. This would be closely monitored and further action taken as necessary.

Mansfield and District Children's Profile

The head teacher reported on the children's profile which had been developed by the head teacher at Leas Park Junior School, details of which were noted.

The head teacher was thanked for his report.

GB/42/16 Head teacher's annual appraisal process

It was reported that arrangements would be made for the head teacher's appraisal meeting to take place in the near future. Consideration was given to the appointment of an independent advisor and It was

Resolved: That Mr C Drake be requested to act as independent advisor.

GB/43/16 Appointment of appraisal governors

It was noted that at the last meeting, the Chair, Vice Chair and Mrs Westwell had been appointed as appraisal governors.

GB/44/16 Reports from the Corporate Director**Collective Worship**

The Clerk presented the report, referring to the statutory requirement for all schools to conduct a daily act of collective worship which should be of a broadly Christian character. He also reported that whilst the act of collective worship could be conducted as part of a school assembly, a school assembly alone did not constitute the collective worship. He referred to the right of parents to withdraw their children from collective worship and that staff could also withdraw themselves from the service. In response to questions, the head teacher advised that one Muslim family had withdrawn their child from acts of collective worship and that he met the family annually to discuss the child's withdrawal from such activities as Christmas performances, hymn singing and other aspects. The parents had confirmed their withdrawal in writing. Responding to further questions, he advised that whilst acts of collective worship were being held, the pupil in question studies other subjects in another room.

Governors were required to ensure that the school's policy on collective worship met the statutory requirements, to ensure that arrangements were in place if parents or staff exercise the right of withdrawal and to understand the contribution collective worship makes to promoting British Values and the impact it has on pupils' Spiritual, Moral, Social and Cultural development. Governors challenged the head teacher regarding the promotion of British Values and were informed that this was promoted during assemblies during which an appropriate theme was followed.

In response to questions, the head teacher confirmed that the school policies and

practices were fully compliant with the regulations.

It was agreed that the matter would be considered further when the school policy on Religious Education was reviewed by the Pupils and Strategic Development Committee.

PSDC

Integrated Children's Disability Service

The Clerk presented the report, referring to the introduction of the new integrated Children's Disability Service which had been developed following consultation with families advising on the changes which included the provision of a duty contact point for all queries across both education and social services and changes to the EHC process designed to establish an integrated service for all with disability.

Governors were requested to ensure that information regarding the new Integrated Children's Disability Service, Transitions Protocol and Information, Advice and Support Service is cascaded to relevant school colleagues who should also be informed of the services' launch events being held.

The head teacher confirmed that the school SENCO was fully aware of the new service.

Schools Causing Concern – Coasting Schools

The Clerk presented the report, advising that schools considered to be coasting could be referred to the Regional School's Commissioner. He outlined the circumstances under which a school would be classed as coasting and therefore liable for intervention.

In response to questions, the head teacher confirmed that the school was classed as being good and that the school's data confirmed that the school would not be identified as a coasting school.

PSDC

Governors noted the report and current position which would be kept under review in the Pupils and Strategic Development Committee.

Teachers Pay Scales September 2016

The Clerk presented the report relating to the teacher's pay and conditions document which had been agreed and published on 11th August, 2016 and which set out details of the teachers pay award to be implemented with effect from 1st September, 2016. Details of the pay award had been communicated to all schools on 24th August, 2016. He advised that unless governors decided not to accept the recommendations, the 1% pay increase would be applied automatically to all pay points and allowances in the October Payroll, backdated to 1st September for all teachers, including the head teacher and other teachers paid on the leadership range.

In response to a question, the clerk confirmed that subject to the governor's acceptance of the proposals in table A to the report, no further action was required with the pay award being implemented automatically. It was noted that the revised Pay Policy had been approved and adopted.

The clerk also reported on a number of training courses available for governors, details of which were noted.

Resolved: That the teacher's pay award as set out in Table A in the Teacher's Pay and Conditions Document 2016 be accepted for implementation with effect from 1st September, 2016.

| | | Action |
|-----------------|---|--------------------------|
| GB/45/16 | Safeguarding children in education governors' compliance checklist | |
| | <p>The clerk reported on the annual compliance checklist and the importance of completing the checklist for return to the local authority before 16th December, 2016. He advised that the checklist had been revised and enhanced to take account of new regulations. In response to questions, the head teacher confirmed that all the required actions were in place and that the school was fully compliant with the new regulations. It was noted that all training had been undertaken. Full details of the pro forma and the school's responses were referred to.</p> <p>The head teacher presented the completed pro forma which was approved for return it to the local authority within the required timeline.</p> | CLERK |
| GB/46/16 | Governor training | |
| | <p>In the absence of Mrs Flinton, Training coordinator, no formal report was received. It was noted that arrangements had been made for safeguarding training to be carried out in conjunction with Heatherley Primary School on 16th November, 2016, details of which had been circulated to all governors. Governors were encouraged to undertake appropriate training when possible.</p> <p>Governing body self-review</p> <p>The clerk recommended the governing body to undertake a self review on a periodic basis, advising that the local authority could conduct a formal review if requested following which a report and action plan would be produced for governors. The Chair confirmed that a self review/skills audit had been conducted previously and that arrangements would be made for a further review in due course.</p> | |
| GB/47/16 | Appointment of Link Governors | |
| | <p>It was noted that the resignation of Mrs Milner had created a number of link governor vacancies details of which were noted. The head teacher reported on guidance available from the local authority. It was agreed to establish a working party, comprising the Chair, Head and Deputy Head Teachers to review the role of link governors and report further to the next meeting.</p> | CH/H/T AGENDA |
| GB/48/16 | Governor visits and monitoring reports | |
| | <p>It was reported that whilst no formal observational visits had taken place during the term, a number of governors had visited the school, details of which were recorded in the register.</p> <p>Arrangements would be made for the health and Safety link governor to conduct the termly inspection during the term.</p> | |
| GB/49/16 | Financial Matters | |
| | <p>Updated finance policy</p> <p>Governors noted that the school Finance Policy had previously been reviewed and approved at a meeting of the Personnel, Finance and General Purposes Committee and would be further reviewed at a future meeting of the committee.</p> <p>Scheme for Financing Schools</p> <p>The clerk reported on a forthcoming consultation on the scheme for funding schools and it was agreed that this be referred to the Personnel, Finance and General Purposes Committee for consideration.</p> | PF&GP |
| | | PF&GP |

Schools financial value standard (SFVS)

The clerk reminded governors that the SFVS had to be reviewed on an annual basis and returned to the local authority by 31st March, 2017. It was noted that this would be considered by the Personnel, Finance and General Purposes Committee and returned to the Local Authority as required.

PF&GP

Governors consistent financial reporting out-turn statement

The clerk referred to the requirement for schools to complete a BO2 return where the carry forward exceeded 8% of the budget, setting out the proposed use of funds carried forward.

The head teacher confirmed that this had not been necessary

Formula Funding Consultation

The clerk reported that the local authority proposed to conduct a consultation on the formula funding process during the autumn term. It was agreed that this be referred to the Personnel Finance and General Purposes Committee for consideration.

PF&GP

GB/50/16 Governor 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 in respect of which the head teacher was required to provide convincing proof and evidence of progress.. The roll and effectiveness of governors was confirmed with governors having a sound understanding of the school's performance and priorities.

GB/51/16 Holding 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. By seeking responses to governor's questions on why things were done, how those activities worked and when interventions happened. 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/52/16 Confirmation of dates for 2016/17

Resolved:

1 That future meetings be held as follows:

Spring term - 20th February, 2017 at 4.00pm

Summer term – 8th May, 2017 at 6.15pm

2. That arrangements be made for governors to meet staff at 1pm prior to the meeting to be held on 20th February, 2017.

AGENDA

GB/53/16 Determination of confidentiality of business resolved

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

The meeting closed at 7.40pm.

Signed(chair)

Date