



Full Governing Body Meeting

Monday 26<sup>th</sup> September 2016

Chaired by: Jill Skidmore

Clerked by: Laura McNulty

Present: Jill Skidmore (JS) Chair; Karen O'Connor (KO) Headteacher; Sharon Redfern (SR); Mary Teeboon (MT); Sarah Bellicoso (SBe); Caroline Boam (CB); Cat Labio (CL); Caroline Payne (CP); Sue Bamping (SBam) and Laura McNulty (LM) Clerk;

**Action:**

001 16/17 **Introduction and Welcome**

JS welcomed all Governors on such a dark and damp night to the meeting and the start of another academic year.

SBam welcomed all with a moments silence followed by a prayer.

002 16/17 **What we are hoping to achieve this evening**

Governors agreed that it was hoped that this meeting would be productive and positive, setting a great start to the new academic year.

003 16/17 **Any other business**

KO mentioned that it is likely / possible that the school will have an Ofsted inspection this year.

004 16/17 **Apologies**

Helen Smith (HS) and Simon Bates (SBat) had sent apologies for their absence, which were accepted.

**Agreed**

005 16/17 **Governing Body Membership**

JS has been approved by DCC to act for another term of office as an Authority Governor. Governors were all delighted and thanked JS for her time, commitment and valuable knowledge. Governors agreed unanimously to accept this appointment.

**Agreed**

HS's term of office has ended. She has extremely kindly, with the support of the Trustees, agreed to stay for another term of office. Governors were all delighted and thanked HS (in her absence) for her willingness, and valuable expert knowledge. Governors agreed unanimously to accept this appointment.

**Agreed**

Re-election of officers:

JS agreed to stand for another two years as Chair of Taddington Governing Body. With no other interest and much gratitude, Governor unanimously agreed this position. In his absence but with his approval SBat was nominated to stand as vice-chair. Again, with no other interest and sincere gratitude, Governors unanimously agreed this position.

**Agreed**

**Agreed**

After further clarification it has been confirmed that following the end of EW's term of office there is now a vacancy for a Parent Governor. KO to send out the necessary documentation to parents. JS and KO requested that LM send out a letter of thanks to EW for her four years of support, knowledge and enthusiasm as a Parent Governor.

**KO  
LM**

006 16/17 **Declaration of Business Interests**

All present completed the 'Declaration of Pecuniary and Personal Interest' forms. HS and SBat to complete at next meeting.

**HS  
SBat**

There were no declarations of business interests in this meeting.

- 007 16/17 **Minutes of previous meeting**  
Minutes of the meeting held on 4<sup>th</sup> July had been previously distributed. The minutes were agreed as correct and signed by JS. JS thanked LM for doing a good job. **Agreed**
- 008 16/17 **Confidentiality**  
Governors agreed that minute numbers 149 15/16 – Personnel Committee, and 161 15/16 – SEND were to be marked as confidential. Public minutes to be displayed on the school website. **Agreed**
- 009 16/17 **Matters arising and actions**  
(047 14/15) Take laptops to LMS – the hard drives have now been removed from the computers, which can now be donated to LMS or binned. Update: LMS do not want the hardware but KO's husband will take the laptops to his school (Poynton High School) to be taken apart and studied by the students. They will then be disposed of.  
(113 14/15) Consider purchase re B Gregory – Governors discussed options and asked SBat to suggest a bell for placement in the school bell tower – 'Bill's Bell'! Matter still outstanding.  
(144 15/16) Contact RB re replacement for EW – confirmation that EW was a parent Governor so RB is not required to be involved. Discharged.  
(163 15/16) Provide dates for Governor visits – completed and discharged.
- 010 16/17 **Committees:**  
**Curriculum Committee**  
Not met yet this academic year.  
**Finance Committee**  
Not met yet this academic year.  
**Personnel Committee**  
Not met yet this academic year.  
**Buildings, Health and Safety Committee**  
Not met yet this academic year.  
**Timetable for Committee meetings**  
Distributed by KO. CP requested a change of times for the Buildings Committee to meet as those offered conflicted with work commitments. KO to reschedule. JS, SR and CB asked if notable school dates could be included (school lunch week, MacMillan Coffee Morning etc). JS suggested that all school events that welcomed the community could be advertised using the village email chain – notifications to taddingtoninstitute@gmail.com. **KO**
- 011 16/17 **Headteacher's Report**  
KO talked through the report which had been previously distributed. The salient points being:  
  - New child in year 1
  - NOR = 50
  - Letter from DCC to confirm that a child with SEN presently in year 6 can remain at Taddington for year 7. JS asked what additional provision would be required. KO replied that a contingency bid for additional funding had been submitted. Academically this poses no issues with some curriculum areas requiring a slight adjustment. KO to speak to DCC Personnel re keeping LR as SENTA as it may not be as simple as extending her contract. This child will not take SATS at the**KO**

end of this year but will feature in the schools statistics affecting overall impression of results.

- Attendance – last year 95.1% which is low. Governors are concerned over media statements that DCC will no longer fine parents for taking their children on holiday during term time, and how this will have a likely negative impact on attendance. KO explained that whilst this was in the media, it had not been confirmed, and the school were still following guidelines for ‘exceptional circumstances’. KO is to send out a letter to clarify this to parents. The first three weeks of term showed an average attendance of 97.7%. KO
  - A Caretaker has been appointed – Mr Paul Wood who is proving to be excellent.
  - Pupil Premium – budgeted for three children but presently only receiving for two. Will be receiving for six children from April. KO proposed a temporary overspend to benefit all children now, with the knowledge that the funding will come in next financial year. JS and all Governors unanimously agreed. KO will create a plan for how to use this money to maximum pupil advantage, including a nurture group. JS expressed interest in the likely impact and thought it to be an excellent idea. KO to feed back with outcomes at the end of the year. Agreed  
KO
  - KO suggested that Curriculum Committee analyse the recent SATS results data to thoroughly understand strengths and weaknesses.
  - PFA to fund new ipads. JS asked what the likely running costs for these would be. KO explained minimal if group licences were purchased.
- JS thanks KO for another useful, pertinent and relevant report.

*SBam left the meeting at 8:40pm*

012 16/17 **Sports Funding and Pupil Premium**  
**Sports Funding**

KO talked through how the amount of funding may be doubling. Nothing official had been received to support this but three reliable sources had confirmed it. Watch this space... KO is to investigate further. Assuming that the budgeted funding is accurate, KO will book a sports club to provide after-school tuition – three quotes have been requested.

**Pupil Premium**

Discussed under 011 16/17

013 16/17 **Policies**

Three policies were deferred to the November meeting, leaving four policies and the school brochure for approval. These had been previously distributed and were accepted and adopted by Governors without amendments:

- Inclusion
  - Literacy
  - School Brochure
  - Homework
  - Safeguarding
- Agreed

CP asked how the homework policy was disseminated to parents; how were they aware of what the expectations were? KO suggested that a summary could be added to the website, but that in general parents and children were informed by the class teacher. KO

014 16/17 **School Improvement Plan**

Previously distributed in different formats. To be discussed in depth at November meeting.

015 16/17 **Chairs Report**

Nothing to report.

016 16/17 **Extended Services**

The new after school club is to be called ‘Explorers’. A fundraising barn dance made

approximately £600 profit but was poorly supported by parents. The committee are interviewing next week for two members of staff. If suitable personnel cannot be found then the committee have a back-up plan of opening for limited hours with volunteers from the committee who have relevant childcare qualifications. There is still a large amount of admin to complete including policies, contracts, DBS' etc. The club is hoping to open after half term on 31<sup>st</sup> October 2016. JS suggested notifying all parents in the village including those who choose to send their children to other Primary Schools. KO talked through the 'transfer of control' procedure which would give the after-school club responsibility for the school buildings whilst the club is open. Governors were no in favour of this idea and felt that it is more appropriate to 'let' the school hall to the club, initially on a free of charge basis, but with a possible future rental income if the club prospers. Governors unanimously agreed to the club renting the use of the hall, initially for no charge. LM is to add this as a standing yearly agenda item for future discussion.

**Agreed**

017 16/17

**Uniform**

KO explained that school does not have a uniform policy which makes it difficult to approach families who are failing to abide by the guidelines. KO suggested the formation of a working party to create a policy and decide on areas such as colours and choice of suppliers. MT, SR, KO, SBe, CP and JS volunteered – feedback at November meeting.

018 16/17

**Parent View**

KO explained that nine results had been received so far, but ten were required as a minimum before feedback was released. KO to add to next newsletter

**KO**

019 16/17

**Governor Photos**

Replacement/new Governor photos are required for the board in school. Governors agree to come into school on 20<sup>th</sup> October and sit for the school photographer.

020 16/17

**Budget**

KO talked through the budget report handed out at the meeting. There is an unlikely but possible deficit budget in 2020. Figures are conservative, based on small intakes of children and high spending. JS stated confidence that the school is in a strong financial position. Finance Committee monitor closely. The figure for Teaching salary has been affected by maternity cover which is refunded.

021 16/17

**Virements, Approvals, Disposals and Inventory**

Nothing to report. The inventory is to be checked on 29/09/16.

022 16/17

**SEND**

Nothing to report.

023 16/17

**Safeguarding**

KO explained that there is another updated Safeguarding Policy to read and sign with a new, personalised, 'Statement of Intent'. Governors agreed the following:

- Action Plan
- Keeping Children Safe in Education
- Safeguarding Policy

**Agreed**

EW had the responsibility of being the Safeguarding Governor. CB volunteered to take on this role. Governors unanimously agreed and thanked CB for this undertaking. SBe suggested playing the 'Signs and Symptoms of Abuse' DVD before the next Governing Body meeting. KO agreed. KO invited any Governor to visit her if they want more information on school policies or procedures, or had any queries.

**Agreed**

024 16/17

**Governor Visits**

Timetable on calendar. It is preferable if Governors can take the opportunity to visit

as often as possible, and are very welcome in school.

025 16/17 **Correspondence and Information for Governors inc Training**  
Nothing to report.

026 16/17 **AOB**  
Nothing to report.

**What have we achieved that will make a difference to the children in our school?**

A productive and supportive first meeting of the school year.

The meeting ended at 9:30pm.

Date of next meetings: **Monday 28<sup>th</sup> November 2016**  
**Monday 30<sup>th</sup> January 2017**  
**Monday 27<sup>th</sup> March 2017**  
**Monday 22<sup>nd</sup> May 2017**  
**Monday 17<sup>th</sup> July 2017**

All meetings start at 7:30pm and are held in Taddington School.