



Full Governing Body Meeting

Monday 17th July 2017

Chaired by: Jill Skidmore

Clerked by: Laura McNulty

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

Action:

136 16/17 **Introduction and Welcome**

JS welcomed all to the Governing Body meeting at 7:45pm – slightly later than usual as the Governors had been completing the SEF and Skills Audit.

137 16/17 **What we are hoping to achieve this evening**

Governors hope to achieve a successful conclusion to a superb year.

CB asked how stakeholders who aren't parents are kept informed of school news. KO replied that there is lots of relevant and up to date information on the school website that can be accessed by all members of the public. Additionally there are articles in local papers mentioning particular successes. Governors discussed how links could be improved between pupils and the Governing Body – could a Governor sit on the student council?

Governors discussed the question posed to Governors at the top of the agenda:

'Do Governors understand the role of a Governor?'

JS talked through the roles and responsibilities which centre on the strategic management of the school. JS read from the Governor handbook (available online and a hard copy from LM), and from the definition given by the NGA:

- 'Each individual Governor is a member of a governing board, which is established in law as a corporate body. ... The role of the governing body is a strategic one; its key functions are to: set the aims and objectives for the school, set the policies for achieving these aims and objectives.'

138 16/17 **Any other business**

None

139 16/17 **Apologies**

Helen Smith (HS) and Sue Bamping (SBam) sent apologies which were accepted.

Agreed

140 16/17 **Governing Body Membership**

The Trustees are meeting in July, when it is hoped that they will be able to recommend a Governor to fill the current vacancy.

141 16/17 **Declaration of Business Interests**

There were no declarations of business interests in this meeting.

142 16/17 **Minutes of previous meeting**

Minutes of the meeting held on 22nd May had been previously distributed. The minutes were agreed as correct and signed by JS.

Agreed

143 16/17 **Confidentiality**

Governors agreed that minute number 117 16/17 – Personnel Committee minutes should be marked as confidential.

Agreed

- 144 16/17 **Matters arising and actions**
 (113 14/15) Consider purchase re B Gregory – ‘Bill’s Bell’. Ongoing.
 (061 16/17) Source Prevent Training – Completed and discharged.
 (061 16/17) New furniture request to H&S committee. Completed and discharged.
 (066 16/17) Bring benchmarking data to July meeting. Completed and discharged.
 (085 16/17) Trustees to fill vacancy. Completed and discharged.
 (106 16/17) KO to book DCC for Governor training. Completed and discharged.
- 145 16/17 **Committees:**
Curriculum Committee – Chair SBe
 CL read through the minutes. The committee had looked in detail at the organisation, and strategies for recording and reporting safeguarding incidents and concerns. Governors discussed this further including the retention of data, online data, e-safety, and security lanyards.
- Finance Committee – Chair JS**
 Not met. KO talked through the 4 year budget outline. JS talked through additional costs incurred by the replacement of the hall floor which is likely to cost the school about £17,000, some of which may be refunded by insurance at a later date. Governors thanks KO for the ongoing time and effort required to get this problem sorted.
- Personnel Committee – Chair JS** **Agreed**
 JS talked through the minutes. Governors agreed the suggested changes to contracts for LS, LR and AW.
- Health and Safety Committee – Chair JS** **Agreed**
 KO explained that the Audit had been completed and would be presented to Governors in the new school year. Governors have agreed (via email) to the purchase of a new boat activity centre for the school playground, and chairs and tables for the upper junior classroom. These should arrive in September. Children are to vote on a name for the boat. Governors are excitedly awaiting their suggestions!
- 146 16/17 **Buildings**
 Discussed under Finance and H&S. Skips are booked and work is due to start removing the old contaminated floor on the first Saturday of the Summer holidays – 22nd July. It should be completed and usable by September.
- 147 16/17 **Headteacher’s Report**
 KO read through the report which had been previously distributed. JS noted the poor attendance figures. High levels of ‘illness’ amongst a few families. KO has requested that the EWO visits school to advise how the school can aid these families to improve attendance, explain accountability, and signpost possible medical assistance. Governors discussed the statistics and possible reasons for absence.
- SAT’s results were available but will be discussed further in the Autumn term.
- 148 16/17 **Admissions** **Agreed**
 3 children from one family possibly wish to join the school in September. Their family are moving into the village. Governors agreed that following confirmation from DCC, the school would be happy to accept these children into years 2, 4, and 6.

- 149 16/17 **Policies**
The following had been previously distributed and were accepted and adopted by Governors without amendments: **Agreed**
- Transfer
 - Complaints
 - Separated Parents
 - Managing Allegations Against Staff
 - Appraisal
 - Redundancy and Restructuring
 - Lettings
 - Private Fostering
 - Debit Card
 - Maternity
 - Professional Competence of Teachers
- The following policies were deferred to September:
- Governor Expenses
 - Computer Disaster Recovery
 - Home School Agreement
 - Accident
 - Confidentiality & Handling Sensitive Issues
- 150 16/17 **Sports Funding and Pupil Premium**
Information was available and discussed under Headteacher's Report.
- 151 16/17 **School Improvement Plan**
KO explained that 'seeing a-new' has not been completed due to the limited space in school (re hall floor). Many book scrutinies have been completed resulting in useful and relevant feedback and amendments. Diversity and British Values will be the focus for the next academic year and will be part of the cluster development plan.
- 152 16/17 **Chairs Report**
Nothing to report.
- 153 16/17 **Extended Services / Explorers**
CP explained that Explorers are now recruiting for a new manager. They will be opening five nights a week from September. The AGM will be held on 19/9/17. A new Chair will be required but it is hoped that the other officers are able to commit to another year.
- 154 16/17 **SEF and Skills Audit**
Completed by all Governors present. The results will be collated and presented to the September meeting.
- 155 16/17 **Benchmarking**
KO provided results from different academic years from this school so that Governors could compare different cost centres. This type of benchmarking proved more relevant than just comparison against different establishments. Governors discussed the variations.
- 156 16/17 **Parent View**
There are only 8 results so data is not available for discussion. KO to add to September newsletter, prompting parents to go online to complete.
- 157 16/17 **Governor Photos**
To be completed in the new academic year.
- 158 16/17 **Budget**
Discussed earlier.
- 159 16/17 **Virements, Approvals, Disposals and Transfers**
KO requested that three exceedingly old classroom PC's be disposed of. Governors unanimously agreed. **Agreed**

- 160 16/17 **SEND**
Discussed under Headteachers Report
- 161 16/17 **Safeguarding**
KO informed Governors that the Safeguarding Audit had been looked at and discussed as part of the Heads Cluster meeting
- 162 16/17 **Governor Visits**
Governors have attended various school events including the coffee morning, PACES day, and the school trip.
- 163 16/17 **Correspondence and Information for Governors**
KO has organised DCC to come to school to host Governor training in September – date TBC.
- There is also Safeguarding Training to be held in school on 4/9/17 from 1-3pm.
- 164 16/17 **AOB**
Nothing to discuss.
- What have we achieved that will make a difference to the children in our school?**
Governors acknowledge another fantastic academic year with many amendments, improvements and changes managed superbly by our excellent head teacher, and strategically led wonderfully by our proactive and involved Governing Body.

The meeting ended at 10:15pm.

Date of next meetings:

- Monday 25th September 2017**
- Monday 27th November 2017**
- Monday 29th January 2018**
- Monday 12th March 2018**
- Monday 21st May 2018**
- Monday 16th July 2018**

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