

A

CHESWARDINE PRIMARY SCHOOL

GOVERNING BODY MEETING

THURSDAY 11 OCTOBER 2018 AT 5.00 PM

AUTUMN TERM 2018

Otto Blank (chair) Claire Denny
Rachael Williams (acting headteacher) Helen Griffiths
Johanna Brown Davinya Reddall

In Attendance

Helen Woodbridge - clerk to the governors

1. Apologies for Absence

Received from	Reason for Absence	Consent for Absence
Sarah Jones	Maternity leave	Yes
Jill Mackintosh	Illness	Yes
Sharon Stallard	Holiday commitment	Yes
Keith Wilson	Work commitment	Yes

2. Governors' Details

Governors checked that their contact details (including emails) were correct and noted their term of office ending dates.

3. Governor Appointments, Induction and Training

3.1. Governor Appointments

a) There were no new governors.

Governors discussed the current vacancies and unanimously agreed to co-opt Claire Denny thus creating a vacancy for a parent governor. This was proposed by Davinya Reddall and seconded by Otto Blank.

An election process for a new parent governor is to be held.

b) **Appointment of Associate Member**

The chair reported that a letter of resignation had been received from Jill Mackintosh.

Governors acknowledged that another associate member could be appointed if the need arose in the future.

c) Governors noted that Sarah Jones' term would end on 15 October. The acting headteacher advised that an election process for a staff governor would be held.

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4. Declaration of Item(s) to be discussed under Any Other Urgent Business

No items were identified for discussion as any other urgent business.

5. Declaration of Interest in any item on the agenda

No governors declared an interest in accordance with Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, in any item listed on the agenda or identified for discussion as any other urgent business.

6. Register of Business Interests – Annual Declaration

The governors reviewed and signed their declaration of business interest form for a further twelve months and noted that a nil return was required.

7. Publication of Governor's Details

School Website

The governing body made arrangements for Fiona Smith to check and update all governor details on the school website.

Getting Information About Schools (GIAS) (formerly Edubase)

The governing body also made arrangements for the acting headteacher to arrange for required governor information to be uploaded to GIAS.

8. To Report Action Taken Under Emergency Powers by the Chair or Vice-Chair

It was reported that it had not been necessary for the chair or vice chair to take action under their emergency powers.

9. Minutes

9.1. To receive and confirm minutes of previous meeting

- a) The minutes of the meeting held on Thursday 28 June 2018 were approved and signed. A copy has been placed in the minute book.
- b) The minutes of an Extra Ordinary meeting held on 12 September 2018 were approved and signed. A copy has been placed in the minute book.

9.2. Matters arising from the minutes

Report back on summary of actions/activities following the last meeting

7.2a, 6.2a	The chair and Keith Wilson had not yet considered the Shropshire Code of Conduct documentation. This is ongoing.
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	<p>Claire Denny and Davinya Reddall had attended the meeting around the SDP.</p> <p>The realignment of the OMER sheets to the SDP had now been superseded by the new monitoring system.</p>
8.3	Governors are sending apologies to the headteacher if they cannot attend meetings.
9.1	<p>Texts are being sent when there is a new issue of the 'Mail on Monday'.</p> <p>The acting headteacher reported that a mathematics workshop for parents would not be held until the calculation policy has been updated.</p> <p>The acting headteacher is monitoring staff performance.</p> <p>The acting headteacher confirmed her thorough knowledge of the Ofsted Common Inspection Framework and advised that the framework will be updated in 2019.</p>
9.2	Approval of the 2018/19 SDP is an agenda item.
11	The acting headteacher was reminded that she could raise anything that would help on headteacher well-being with Sharon Stallard.
14	Governors assumed that information around the KS1 Football team winning the 'World Cup' had been sent to the Advertiser.
16	Claire Denny had contacted Chris Mathews at the LA re school organisation/federation and this issue is being kept under consideration.
17	<p>Claire Denny is yet to undertake an online Child Protection course.</p> <p>LAC link governor training is to be attended by the headteacher and chair.</p> <p>It was agreed that health and safety training should be arranged when more governors are in place.</p>

No other matters arising from the minutes were identified.

10. Committee Items

10.1. Review of Committee Structure and Membership

- a) The governing body considered the current committee structure and membership and decided that the Milestones Committee would be suspended for the time being. (Governors who had left the governing body were removed from committees.)

Finance and Facilities	
Members – all governors	
Headteacher Otto Blank Joahanna Brown Claire Denny (chair) Helen Griffiths Davinya Reddall Sharon Stallard Keith Wilson	
General Purposes (Members of this committee would deal with appeals)	
Members	Reserves
Otto Blank Johanna Brown Sharon Stallard	Davinya Reddall Helen Griffiths Keith Wilson
Staffing, Curriculum and Standards	
Members – all governors	
Headteacher Otto Blank Joahanna Brown Claire Denny (chair) Helen Griffiths Davinya Reddall Sharon Stallard Keith Wilson	
Health, Safety and Premises	
Members	Reserves
Headteacher Otto Blank Claire Denny Johanna Brown	
Early Years Committee	
Members	Reserves
Sarah Jones/Georgina Tranter Nursery staff members Leanne and Claire (Advisory) Headteacher Johanna Brown (chair) Davinya Reddall Amanda Blank (clerk)	
Complaints Committee	
Members	Reserve
Otto Blank (chair) Claire Denny Johanna Brown LA Clerk (clerk)	Helen Griffiths

Staff Dismissal/Staff Discipline	
Members	Reserve
Davinya Reddall Helen Griffiths Claire Denny (chair)	Keith Wilson
Pupil Discipline	
Members	Reserves
Sharon Stallard Keith Wilson Claire Denny (chair)	Davinya Reddall Helen Griffiths
Salaries, Performance Management and Employment Issues Committee	
Members	Reserves
Headteacher (Adviser) Claire Denny (chair) Helen Griffiths Keith Wilson	Davinya Reddall Sharon Stallard

- b) The governing body decided to allow each individual committee to elect its chair where not indicated above.
- c) The governing body appointed the following clerks to the committees:-

Committees	Clerk
All committees except Complaints and Early Years Complaints Early Years Salaries, Performance Management and Employment Issues Committee	Fiona Smith LA Clerk Amanda Blank Appoint their own clerk at each meeting

- d) The governing body decided not to appoint any associate members to committees.

10.2. Review of current terms of reference and delegation of functions to committees

- a) The governing body reviewed its current terms of reference which are produced and kept by the school and committees were asked to consider these at their first meeting.
- b) The governing body confirmed the amounts of money for single item expenditure and virement as follows;

	Single item expenditure	Virement
Headteacher	Up to £5,000	Up to £5,000
Finance committee	From £5,000 to £10,000	From £5,000 to £10,000
Governing body	Above £10,000	Above £10,000

- c) The governing body decided to delegate responsibility for the purchase of LA traded services for the financial year 2019/20 to the headteacher.

10.3. Appointment/re-appointment of link governors

It was agreed to appoint the following governors:

Special Educational Needs, Equality and G&T	Otto Blank and Helen Griffiths
Training and Development Governor	Headteacher
Looked after Children (LAC) and Child Protection - Safeguarding	Otto Blank and Davinya Reddall
Safer Recruitment	Stuart King and Claire Denny
Pupil Premium	Claire Denny
Sports Premium	Keith Wilson
Website Monitoring	Keith Wilson
SIP Priority 1 Outcomes	Claire Denny and Davinya Reddall
SIP Priority 2 Effectiveness of Leadership and Management	Otto Blank and Keith Wilson
SIP Priority 3 Teaching, Learning and Assessment	Claire Denny and Helen Griffiths
SIP Priority 4 Personal Development, Behaviour and Wellbeing	Johanna Brown and new staff governor

It was suggested that governors could meet with governors from Hinstock as part of their development.

10.4. Safer Recruitment trained governor

The acting headteacher and Claire Denny confirmed that they had attended and passed the safer recruitment training.

10.5. Minutes of Committees (to include any supporting papers)

a) Staffing, Curriculum and Standards Committee

Minutes of a meeting held on 18 July 2018 had been received and were considered. A copy has been placed in the minute book.

b) Milestones Committee

Minutes of a meeting held on 12 June 2018 had been received and were considered. A copy has been placed in the minute book.

c) Finance and Facilities Committee

Minutes of a meeting held on 13 June 2018 had been received and were considered. A copy has been placed in the minute book.

11. School Performance

11.1. Headteacher's Report

The headteacher's report was received and considered. A copy has been placed in the minute book.

The acting headteacher confirmed that the SEF and the SIP had been developed with staff and governors.

She went through the complicated staffing position and advised governors on the risks particularly in a KS1/Reception class for the headteacher to be without a TA – in her view this would be too dangerous. Costs are being controlled as much as possible but some staffing reductions have not been made. She reported that the TAs are being flexible and helpful and added that a temporary TLR point has been given to the lead teacher until Christmas.

The acting headteacher advised of a forthcoming safeguarding audit by the LA.

Comments made by Keith Wilson were shared.

Helen Griffiths asked if the policies were up to date. The acting headteacher advised that she is currently checking these and getting the key policies updated. She suggested a rolling programme for updating policies.

Governors identified parental engagement as an issue.

The acting headteacher advised that an Early Years expert from Hinstock would be visiting shortly (to provide some cover) and would be able to offer some pointers. She added that the staff from both schools are beginning to work together.

Governors thanked the acting headteacher for her useful and informative report.

11.2. Performance Management of staff – Head's written report

The acting headteacher advised that the deadline for this is 31 October 2018. Governors agreed that the report would be received by the Salaries, Performance Management and Employment Issues Committee at their Autumn term meeting.

11.3. Governors' Activity in Monitoring School Performance

The following link governor reports were received and considered by the governing body.

It was confirmed that the monitoring visit planned for 16 October would focus on the SIP/Ofsted priorities.

Davinya Reddall advised that she will be considering performance in early years and will arrange to visit.

11.4. School Improvement Plan (SIP)

The governing body reviewed and approved the SIP. This was proposed by Claire Denny and seconded by Johanna Brown.

The acting headteacher updated governors on actions/developments:

Eve Morris (AFA Coach and Ofsted Inspector) will be working with Robert Taylor on writing across the school.

SSIF funding is being used to support throughout the SIP.

Robert Taylor is working with Cathy Rutherford on metacognition.

Staff have attended the SSIF workshop and there have been positive outcomes for teachers.

The acting headteacher stressed to governors that their focus needs to be on the Ofsted priorities. She reminded them of the need for feedback by 7 December 2018.

11.5. Setting Targets and Evaluation

The acting headteacher advised that she has met with the school improvement adviser and staff members re pupil progress and targets have been set. Two meetings per term have been scheduled to review these.

Governors asked about improving performance in mathematics. The acting headteacher advised that she has carried out two lesson observations and one was strongly good. She added that the SLE had made a difference. Booster classes for Year 6 are in place and attainment data is improving.

12. Pupil Exclusions

The headteacher reported that there had been no fixed period exclusions during the previous term.

13. School Development Plan

This was addressed at agenda point 11.4

14. Collaborative working and governance (formal collaboration, federation and Multi-Academy Trusts) *

This has been discussed with the LA and is currently under consideration.

15. Work/Life Balance and wellbeing of the Headteacher

The following points were noted in relation to Work/Life balance and wellbeing:

The acting headteacher was more concerned for the wellbeing of the teaching and support staff. Teachers are currently overwhelmed and they are now being challenged. However, there is some positive feedback and appreciation for the direction being provided.

Governors agreed to consider what they could do to show their appreciation for the staff.

16. Annual Health and Safety Self-Monitoring Checklist (Originally called the Health & Safety Audit)

- a) The governing body confirmed that the Premises, Security and Health & Safety Committee had carried out the annual health and safety self-monitoring checklist. The headteacher agreed to check when this needed to be done again.
- b) The governing body confirmed that their Premises, Security and Health & Safety Committee terms of reference includes an annual health and safety self-monitoring checklist.

17. Admission Policies 2020/21 - Community & Controlled Schools (in-year admissions)

The governing body confirmed that a suitable policy was in place and determined that the arrangements would remain unchanged for 2020/21.

18. Promoting the School

Claire Denny confirmed that the website was now up and running.

The acting headteacher advised of the £7k grant from the Healthy Pupils Capital Fund. The clerk agreed to request that a copy of the original bid be sent to the acting headteacher.

19. Feedback from HMI Monitoring Visit (16 July 2018)

The chair confirmed that the report had been received and a letter sent to parents. All the action points had been built into the SIP.

20. Governor Development

No governors had attended training since the last governing body meeting.

Governors agreed to consider training (including learning 'on the job') relevant to their new roles.

21. Information, Training and Development

The governing body noted this term's appendix booklet items:-

1. New Governor Induction Checklist
2. The appointment of designated Link Governors
3. Collaborative working and governance
4. Admissions Arrangements
5. Changes to Teachers Pay - Revised School Teachers' Pay and Conditions Document 2018 & Shropshire Model Pay Policies & Ranges
6. Revised Keeping Children Safe in Education guidance to come into force from 3 September
7. New Training Dates for Autumn 2018
8. Training Dates for 'Safer Recruitment' and 'A Practical Approach to Head Teacher Performance Management'

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9. LAC Link Governor for Looked After and previously Looked After Children - Statutory Responsibilities, Reporting and Scrutiny for Looked After and previously Looked After Children's Education
10. CPD for Governors
11. National Governance Association (NGA)
12. Chairs' Agenda Briefing
13. Audit Services Governor Checklist
14. Local Admissions Forum (LAF) – update on activities since last term
15. Schools Forum – update on activities since last term / Governor involvement

22. To set the dates and times of governors' meetings, committee meetings and governors' visits for the next twelve months

It was agreed that meetings for the next twelve months would be held as follows:

Governors' meetings		
Spring Term	7 March 2019	5.00 pm
Summer Term	27 June 2019	5.00 pm
Autumn Term	tba	

Committee meetings		
14 November 2018	Staffing, Curriculum and Standards Committee	8.00 am
21 November 2018	Finance and Facilities Committee	8.00 am
12 December 2018	Salaries, Performance Management and Employment Issues Committee	8.00 am
12 December 2018	Staffing, Curriculum and Standards Committee - Data	8.30 am
15 January 2019	Early Years committee	8.00 am
16 January 2019	Premises, Security and Health and Safety Committee	8.00 am
27 February 2019	Finance and Facilities Committee	8.00 am
12 March 2019	Early Years committee	8.00 am
20 March 2019	Staffing, Curriculum and Standards Committee	8.00 am
10 April 2019	Staffing, Curriculum and Standards Committee - Data	8.00 am
8 May 2019	Premises, Security and Health and Safety Committee	8.00 am
14 May 2019	Early Years committee	8.00 am
12 June 2019	Finance and Facilities Committee	8.00 am
10 July 2019	Staffing, Curriculum and Standards Committee	8.00 am
17 July 2019	Staffing, Curriculum and Standards Committee - Data	8.00 am

23. Any Other Urgent Business

No items had been identified for discussion as any other urgent business.

The meeting closed at 6.50 pm.

Chair:

Date:

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Summary of actions/activities following the meeting

Agenda Item Number	Task	Responsibility
3.1	Arrange parent governor and staff governor election processes.	Acting headteacher
7	Check and update all governor details on the school website. Arrange for required governor information to be uploaded to GIAS.	Fiona Smith Acting headteacher
9.2, 7.2a, 6.2a	Consider the Shropshire Code of Conduct documentation.	Chair and Keith Wilson
9.2, 17	Undertake an online Child Protection course. Attend LAC link governor training. Health and safety training should be arranged when more governors are in place.	Claire Denny Chair Headteacher
11.2	Provide a performance management report to Salaries, Performance Management and Employment Issues Committee.	Acting headteacher
11.3	Arrange to visit Early Years.	Davinya Reddall
11.4	Hit deadline of 7 December for providing feedback from monitoring to the acting headteacher	Governors
15	Consider what can be done to show governors' appreciation for the staff.	All governors
16	Check when the Health and Safety checklist needs to be completed again	Acting headteacher
18	Request that a copy of the original Healthy Pupils Capital Fund bid be sent to the acting headteacher.	Clerk
10.3/20	Consider meeting with governors from Hinstock and consider training (including learning 'on the job') relevant to new roles.	All governors

Chair:

Date:

