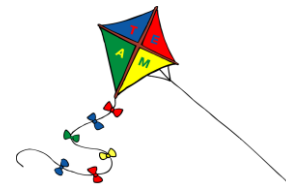


Minutes



Twyford St Mary's Primary School

Minutes of the Meeting of the Governing Body

20th May 2015 18.30

Present:

Bruce Greig (BG)	Chair & Co-opted Governor	Oonagh Harrison	Parent Governor
Sandra Cheek (SC)	Co-opted Governor	Lucy Hutchin (LH)	Parent Governor
Sarah Hawkins (SH)	Foundation Governor	Tim Nice (TN)	Parent Governor
Nigel Close (NC)	Foundation Governor	Jonah Watts (JW)	Foundation Governor
Wendy Sullivan (WS)	Local Authority Governor	* Jane Chuhan	Parent Governor
Jennifer Laute (JLa)	Co-opted Governor		

In attendance:

Jenny Spirit (JS) Clerk

Apologies:

Steve Bailey (SB)	Associate Member	Cynthia English	Foundation Governor
Louise Chapman (HT)	Head Teacher	Jenny Lomas	Coopted Governor

Non-Attendees:

Antonia Godward Parent Governor

* Additional info e.g. entered/left meeting at time etc.

An explanation of all the acronyms used in these minutes can be found at the end of the document.

Item

Action

1 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Cynthia English, Jenny Lomas, Steve Bailey and Louise Chapman.

2 Declaration of Pecuniary Interests

The chair reminded all members of the requirement to declare any pecuniary or other related interests in any of the agenda items that have not already been noted. None were noted. The Clerk confirmed that all forms for governors for this academic year have now been completed.

3 Approval of minutes of the FGBM held 1st April 2015 and matters arising

The minutes were agreed and signed.

4 Actions from Previous Minutes

- 4 (4, 6.11) BG to support HT with Google docs (amending Guidance on children with medical conditions from draft to approved) (BG): Action Complete.
- 4 (4.10) JLo also needs to complete 5-6 lines about herself for information board and website (JLo). **ACTION:** outstanding/it is not known whether this has been completed

JLo

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by JLo or not yet. A discussion followed regarding the new requirement flagged up in the Governors and Clerks Newsletter which meaning from September the school website should include details of Governors names, terms of office and roles etc.

ACTION: TN to put Governors information in to table for the school website.

TN

A discussion also followed regarding the new requirement to publish the register of pecuniary interests **ACTION:** TN to check the level of information required to be published

TN

JC entered the meeting 18.38

- 4 (4.15) OFSTED Statements to be added to agenda for next meeting (JS) Action Complete
- 4 (5.4) BG to ask again (ref donation from JLo's bank (BG) incomplete **ACTION:** JLo to check if funds still available and to organise donation if appropriate. **JLo**
- 4 (4.8) CE and HT will also complete the NSPCC online Safer Recruitment Training. Also to inform Clerk once complete so that Governors Services database can be updated to reflect training completed. **ACTION:** Outstanding **CE/HT**
- 5.4 BG to send link to Governors Handbook to all governors (BG) Action Complete.
- 5.4 JC to undertake the complaints handling training and let NC know once completed (JC) Action Complete.
- 6 LH to update Complaints and Concerns policy with named mediation governors (LH)
- 6 TN to review document ready for ratification at next meeting (complaints and concerns policy) **ACTION:** Ratification of Complaints and Concerns policy to be tabled for next FGB meeting on 15th July (JS) **JS**
- 6 It was agreed to amend flow chart to 'write to the Chair of Governors' (as opposed to write to governing body - complaints and concerns policy) (TN) See above.
- 9 BG to contact Jo Cottrell to see if her report can be reconciled with previous reports from other agencies (LLP report – ref report on behaviour) (BG) To be discussed under item 6
- 9 HT to ask Jenny Turner from Pupil Behaviour Service if she can put on a session (to aid parents understanding of children with complex needs) (HT) **ACTION:** Not known whether completed – therefore ongoing (HT) **HT**

5 Standing Items

5.1 Governing Body Vacancy Management

The Clerk confirmed that there are no vacancies due to arise on the body until September 2016. Concern was expressed that our Associate Member has not been in attendance at a meeting for approximately eighteen months. It was suggested that the governing body identify issues that he could help us with. **ACTION:** BG to contact SB and discuss input. **BG**

One governor also raised the question of staff governor membership. One suggestion was to invite staff to attend Standards and Curriculum meetings, or invite them to view minutes and offer insight. **ACTION:** WS to speak to staff at Staff meeting to explain more about Governors' role and encourage someone to volunteer to be staff Governor. WS to liaise with HT. **WS**

5.2 Safeguarding

SH noted that although the audit is scheduled for summer term on the annual management plan, the deadline is not until Autumn so she will be meeting with the HT a few times before September to complete.

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5.3 Health & Safety

It was noted that further to the concrete lumps falling off the roof it had been fixed and that staff can now park behind the main building.

5.4 Governor Training

JC has completed the online complaints handling. She is also booked to attend Governors Induction on 5th June.

LH attended the Strategic Finance in Schools training.

SH attended Governors Support for Good Behaviour training. At the training it was highlighted that if a school is RI due to behaviour, the school could have an unannounced inspection at any time. All paperwork is required to be ready and available even if people are not in attendance on that day e.g. a SENCO. It was also brought to light that our behaviour policy should have some wording relating to searching a child e.g. for a weapon. **ACTION:** SH to look at resources received from training to see if there is some model wording that could be used for searching of a child.

SH

JLo and SC are on waiting list for summer conference, if any other governor would like to take their place on the waiting list instead let either of them know.

5.5 Link Governor Updates

Some reports have been given in Committee meetings.

- WS has not arranged a date to come in to school **ACTION:** WS to organise.
- **ACTION:** SH to organise meeting with Sarah
- SC has met but not written up her report **ACTION:** SC to complete before next Standards and Curriculum Committee meeting.

SH

5.6 Correspondence

No correspondence was received.

6 LLP report and Primary Phase Inspection report

At the last FGB meeting BG was tasked to speak to Jenny Cottrell to try and reconcile her recommendations about behaviour with other (more positive) evidence that governors had. BG reported that after discussing the report at length with the Jenny Cottrell he found that he was left agreeing with her recommendations. BG noted that he had previously taken the view that the school had some challenging children but did the best it could to manage those children. BG reported that his conversation with the LLP had left him unsure whether the school really was doing the best that it could to manage behaviour.

BG had therefore requested an inspection from a County Council Primary Phase Inspector to take place prior to this FGB meeting. The report was not circulated before this meeting as BG only received the final version the day prior to this meeting. **ACTION:** BG to circulate PPI report received from Ross Irving. BG reported that the PPI's report was broadly positive and while it included some recommendations about behaviour management it did not go quite as far as the LLP report in suggesting we needed to revise our whole school behaviour strategy. Suggested recommendations included ensuring that we communicate strategy with staff so that everyone knows what is happening. He also suggested communicating external advice clearly to all staff that need to know and to monitor individual pupils' behaviour to ensure their individual behaviour is improving,

BG

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rather than just looking at overall Golden Time losses.

BG observed that such recommendations would seem uncontroversial if they had come just after our OFSTED inspection, but they felt more serious given that nearly two years had passed since the school was judged RI for behaviour and given that the school's own assessment was that behaviour was already very well-managed.

BG noted that the HT disagrees quite strongly with his interpretation of these reports and that Governors could not really discuss the reports fully without the HT present.

Governors felt very concerned that as behaviour is one of the main reasons that the school has RI status that addressing this issue cannot wait. As the HT was not in attendance at this meeting it was agreed to call an extraordinary meeting to discuss this issue and find a way to move forward. **ACTION:** BG to contact HT to advise of the request for an extraordinary Governing body meeting.

BG

The purpose of the meeting will be to go through both reports and give the HT an opportunity to respond and agree an action plan. **ACTION:** HT to provide a written response to the two reports prior to the meeting to be circulated by the 1st June 2015.

HT

The meeting is scheduled for 18:30 on 3rd June 2015.

7 Matters from S&C Committee needing FGB attention

One Governor asked whether the school had adopted the new attainment levels for Early years assessment as HCC has selected one from many that are available. At the moment the school is continuing to do what has always been done until further guidance is received (due 1st July). It will also be discussed in more detail at the next S&C meeting. It was also noted that Governors need to come prepared to discuss the annual priorities plan for the committee.

8 Matters from Resources Committee needing FGB attention

Although a recruitment process has taken place the school has been unable to recruit an Assistant Head at this point at this moment in time. One candidate was offered the role after recent interviews but declined to accept the role. Advertising the role again will commence again immediately after half term. It was highlighted by the Chair that we are unlikely will find someone who can start in September; however it is hoped that a suitable candidate will be in post by October half term. Communication with parents regarding recruiting to the role was discussed. It was agreed that the message would be that although it is unfortunate that we have not been able to recruit as of yet, the due process needs to be followed in order to obtain the best candidate for the school.

A discussion of advertising the role followed. The status of the advert being entered in to the Times Education Supplement was unknown. **ACTION:** LH to speak to Lin Brewer in HT absence and also to offer help with progressing the advert.

LH

One Governor asked why Mrs Pooley has resigned. The reasons for this currently unknown.

LH noted that it is felt that the school has been running on a minimum numbers of LSAs. The HT has a plan to up the numbers to three extra. There are two leaving so five posts would need to be advertised. It is felt that these extra LSA would mean that all children

would have fairer access to learning support. It would however mean an in-year deficit of £5,000 for next year (covered by approx. £24,000 of money carried forward from previous years). However it was flagged up that pockets of money can be saved in other places e.g. by possibly not having an Assistant Head for a while. One governor asked which classes or children the additional LSAs would be supporting. It was noted that some are allocated to certain children only e.g. for behaviour support so additional LSAs would mean a broader distribution amongst other children. One governor asked how recruitment advertising would be paid for and it was noted that there is sufficient resources.

One Governor asked how the governing body would know how the LSAs are being used and how whether Teachers would be using them in a way they wish to able to. It was noted that it would be the responsibility of the HT to find out and agree measures of success and report back.

LH highlighted that at her recent Strategic Financial planning training it was flagged that we should be monitoring how we spend the pupil premium and how it is benefiting each child and felt that the report which Resources receives from HT did not fully demonstrate how Pupil Premium was planned and what impact it had. LH noted that a toolkit was mentioned at the training to help with planning and monitoring of Pupil Premium **ACTION:** LH to find out more about it. Once the information has been completed it will also be published on the school website.

LH

9 Ratify Budget for current financial year

The budget was proposed as follows:

	2015-2016	2016-2017
In year surplus	2369	(20243)
Surplus (Deficit) brought forward	24861	27230
Cumulative Surplus (Deficit) C/Fwd	27230	6987

Since the proposed version was prepared and printed, Resources committee had agreed a further ~£7k spend on LSAs, changing the in-year position for 2015/16 from a surplus of £2k to a deficit of approximately £5k, and increasing the deficit in each subsequent year by approximately £7k as compared to the printed version.

Budget with that additional £7k LSA spend in each of the three years was agreed. **ACTION:** BG to obtain hard copy of amended budget from admin officer for signature

It was highlighted that where the HT has been off this week, she is the only one with the authority to raise purchase orders and sign cheques. All agreed that the Assistant Heads should also be given authority to sign cheques and raise purchase orders in the absence of the HT.

10 OFSTED Statements

Example OFSTED summaries for outstanding schools were circulated prior to the meeting. The governing body discussed what information would be useful to learn from these. Particular themes and phrases had been often been repeated in the statements for these schools including: robustly challenge school leaders, asking probing questions but also making suggestions, Governors involvement day to day and visits to school.

A discussion followed about gauging what their level of involvement should be when visiting school e.g. making suggestions and observations and how best feedback. WS noted that there was in the past a written protocol for Governors' visits to school, which may need updating.

It was agreed that a written protocol would help governors. **ACTION:** WS to search for old documentation regarding governor visit protocol. **WS**

A governor asked whether general guidance should be circulated to Governors to assist them with handling questions from an OFSTED inspector. BG noted that he had circulated a 'crib sheet' immediately prior to the last OFSTED inspection. Governors said it would be helpful to have something sooner, rather than at the last minute. **ACTION:** BG to prepare and circulate an 'if OFSTED come tomorrow ...' document **BG**

11 Nominations for Officers for next academic year

Our new annual management plan schedules election of officers to be in the final meeting of the academic year. At the start of the July meeting we will conduct our election of officers. If anyone would like to nominate themselves or somebody else a nomination document will be added to Google docs. **ACTION:** BG to create nomination form on Google Docs. **BG**

12 Marketing Strategy

- Increase PAN (number of YR admitted per year) from 20 to 25

The current pupil admission number is 20 and the HT has suggested it be increased to 25. One Governor highlighted that there was approximately 30 pupils for a recent year intake. As the HT was not present the Governing body could not ascertain whether 30 is a suitable number or not. It was however agreed that the suggested PAN now be 25, but should the HT and HCC agree this could be raised to 30.

Marketing update

The plan has not progressed since the last meeting. LH showed governors an article that was in the Hampshire Chronicle regarding Steve Bryan's visits to the school and a quote from the HT regarding the school's SATS results.

LH highlighted that they still need to talk to staff about the open evening and will pick this up next half term.

13 Urgent Matters for consideration

None were raised.

16 Date of next meeting

- Extraordinary meeting 3rd June 2015 at 6.30pm.
- Next full governing body meeting 15th July 2015

Summary of Actions

4, 4 (4.10)	ACTION: outstanding/it is not known whether this has been completed by JLo or not yet (completion of 5-6 lines bio about herself for information board and website to be sent to HT (JLo).	JLo
4, 4 (4.10)	ACTION: TN to put Governors information in to table for the school website.	TN
4, 4 (4.10)	ACTION: TN to check the level of information required to be published	TN
4, 4 (5.4)	ACTION: JLo to check if funds still available and to organise donation if	JLo

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	appropriate.	
4, 4 (4.8)	ACTION: Outstanding - CE and HT will also complete the NSPCC online Safer Recruitment Training. Also to inform Clerk once complete so that Governors Services database can be updated to reflect training completed.	CE/HT
4 (6) 6	ACTION: Ratification of Complaints and Concerns policy to be tabled for next FGB meeting on 15 th July (JS)	JS
4 (9)	ACTION: Not known whether completed – therefore ongoing. HT to ask Jenny Turner from Pupil Behaviour Service if she can put on a session (to aid parents understanding of children with complex needs)	HT
5.1	ACTION: BG to contact SB and discuss input.	BG
5.1	ACTION: ACTION: WS to speak to staff at Staff meeting to explain more about Governors’ role and encourage someone to volunteer to be staff Governor. WS to liaise with HT.	WS
5.4	ACTION: SH to look at resources received from training to see if there is some model wording that could be used for searching of a child.	SH
5.5	ACTION: SH to organise meeting with Sarah (Link Governor update)	SH
6	ACTION: ACTION: BG to circulate PPI report received from Ross Irving.	BG
6	ACTION: BG to contact HT to advise of the request for an extraordinary Governing body meeting.	BG
6	ACTION: HT to provide a written response to the two reports prior to the meeting to be circulated by the 1 st June 2015.	HT
8	ACTION: LH to speak to Lin Brewer in HT absence and also to offer help with progressing the advert (Assistant Head advert in Times Ed)	LH
8	ACTION: LH to find out more about it (pupil premium toolkit mentioned in training)	LH
9	ACTION: BG to obtain hard copy of amended budget from admin officer for signature	BG
10	ACTION: BG to prepare and circulate ‘if OFSTED come tomorrow...’ document	BG
10	ACTION: WS to search for old documentation regarding governor visit protocol.	WS
11	ACTION: BG to create nomination form on Google Docs (election of officers)	BG

Glossary of Terms used in these minutes and associated documents:

ELSA	Emotional & Literacy Support Assistant	FGBM	Full Governing Body Meeting
FFT	Fischer Family Trust	FSM	Free School Meals
FMSIS	Financial Management Standards In Schools	HCC	Hampshire County Council
GDC	Governors’ Discipline Committee	HT	Head Teacher
HLTA	Higher Level Teaching Assistant	KS1/KS2	Key Stage 1 (Years 1&2) KS2 (Years 3-6)
INSET	In-Service Education and Training	LLP	Leadership & Learning Partner
LA	Local Authority	PAN	Pupil Admission Number
LSA	Learning Support Assistant	SEF	Self Evaluation Form
PPA	Planning, Preparation and Admin	SEN	Special Education Needs
PTA	Parent Teacher Association	SFVS	Schools Financial Value Standard
SENCO	Special Education Needs Coordinator	SLA	Service Level Agreement
SIP	School Improvement Plan	TOR	Terms of Reference
TLG	Training Liaison Governor		

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