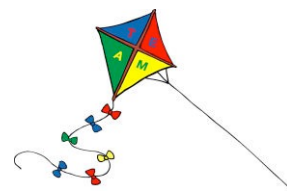


Minutes



Twyford St Mary's Primary School

Minutes of the Meeting of the Governing Body

15th July 2015 18.30

Present:

Bruce Greig (BG)	Chair & Co-opted Governor	*Oonagh Harrison(OH)	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 (JC)	Parent Governor
Jennifer Laute (JLa)	Co-opted Governor	Antonia Godward(AO)	Parent Governor
Cynthia English (CE)	Foundation Governor		
Jenny Lomas (JLo)	Coopted Governor		

In attendance:

Steve Mursell (SM)	LA Clerk
Jane Laurie (JL)	Interim Head Teacher

Apologies:

Steve Bailey (SB)	Associate Member
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Non-Attendees: Nil

* 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.

The chair resumed the normal business of the governing body following discussion of a confidential item:

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Action

1 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting. Apologies were received from Steve Bailey. The Chair explained in detail the circumstances of Mrs Chapman's departure (see confidential note).

2 Leadership Structure

The chair noted that Jane Laurie had been appointed as Interim headteacher, on a 2.5 day a week basis, with the agreement of her governing body to the end of the Autumn term. This appointment had been ratified by both committees at their recent meetings. In the few days that JL had been in school, it had become clear that the school needed someone on the leadership team in school fulltime but without classroom responsibility. Chair therefore proposed appointing Michelle Stephens as Head of School for the Autumn term, on secondment

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from St James Primary School where she is current Deputy Head. Chair proposed that JL move to position of Executive Head for 2 days per week. The chair acknowledged that this represents a large leadership team with the two current assistant headteachers, but this proposal recognises the urgent need to move the school forward ahead of the forthcoming Ofsted inspection.

Governors asked about the financial implications of these proposals as there is only a small surplus of £23,000 carried forward from last year and the current budget is tight. The chair confirmed that the cost of these proposals will take up the surplus carried forward from 2014/15 and together with savings on the current headteacher's salary and projected savings on supply cover; the proposed leadership structure is affordable for the intended time period.

AG entered the meeting at 6.50 p.m.

3 Governor comments

Governors wished to confirm that the proposed head of school will be available at school full time for the Autumn term. The chair confirmed that this had been agreed.

Governors commented that there were examples of schools federating in the local area and whether federation is a way forward for the school to address the leadership structure. The chair confirmed that federation should be considered.

Governors asked if there is a backlog of admin tasks at the school. JL confirmed that there is a backlog that has been identified and with the assistance of a head of school the backlogs will be addressed.

Governors asked if the leadership point for the head of school identified in the financial implications to the school will be increased from September. It was confirmed this is not the case.

Governors asked if the travel expenses offered to the interim headteacher and head of school were included in the financial implication. The chair confirmed that travel expenses were part of these calculations.

Governors asked if the assistant headteachers were aware of these proposals. The chair confirmed that they were.

Governors requested that the minutes reflect the fact that governors recognise the hard work of the assistant headteachers in organising supply teacher cover and other essential tasks in the absence of the headteacher. Also governors recognised the efforts of the office staff in supporting the school in this difficult period.

Governors agreed the temporary appointment of Michelle Stephens as Head of School to the end of the Autumn term.

4 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.

5 Approval of minutes of the FGBM held 20th May 2015 and matters arising

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The minutes were agreed and signed.

6 Actions from Previous Minutes

JLo also needs to complete 5-6 lines about herself for information board and website (JLo) - **ACTION:** completed

A new requirement from September that the school website should include details of Governors names, terms of office and roles etc - **ACTION:** completed

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:** CE book herself on the next available course

HT to ask Jenny Turner from Pupil Behaviour Service if she can put on a session - **ACTION:** Considered time expired – completed

5.1 GB vacancy management – WS to speak to staff regarding staff governor vacancy - **ACTION:** JL to speak to staff

5.1 Associate governor - **ACTION:** BG will speak to SB. It is recognised that whilst he has stepped back from school involvement recently, it would be good to involve him more on the governing body as the school becomes more stable

5.4 Behaviour policy wording - SH to research policies **ACTION:** completed

6 LLP and PPI report – The chair had circulated the PPI report from Ross Irving and the response to the report had been commenced by Louise - **ACTION:** JL will respond to the report

8 Advertisement in TES - **ACTION:** No longer required – completed

8 Pupil Premium toolkit – LH had attended a course and was going to speak to the assistant headteachers about the impact of PP funding. It was confirmed that the school website was updated with a report on PP - **ACTION:** This will be deferred to the new term. It was noted that JLo and JLa have also had training and can support in this matter

9 Budget – The hard copy of the school budget had been signed **ACTION:** completed

10 Governor protocols when visiting schools - **ACTION:** WS will follow this up with CE who has the original document. They will bring forward revised protocols

10 Ofsted statements – It was considered that Ofsted are unlikely to come this term - **ACTION:** BG will work on a document providing guidance for governors to use when interviewed by Ofsted inspectors

11 Nomination forms posted to Google docs - **ACTION:** completed

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7 **Standing Items**

7.1 **Governing Body Vacancy Management**

Governors had raised the question of staff governor membership at a previous meeting.

ACTION: JL to speak to staff to promote the vacancy and seek a volunteer

JL

7.2 **Safeguarding**

SH advised that the deadline for the Safeguarding return is the end of October. She will be joined by JC and together meet with the interim headteacher to complete the return. Governors noted that the important matter of on-line internet security should also be considered to ensure the school has adequate Safeguarding protection measures in place - **ACTION:** SH and JC to complete the form in liaison with JL by 31st October

7.3 **Health & Safety**

An attempt had been made to complete the Health and Safety audit however the paperwork to support the audit had yet to be finalised. The roof had been repaired and staff can now park behind the main building - **ACTION:** JL will complete the Health and Safety audit when the paperwork has been brought up to date

CE confirmed that she had undertaken a health and safety walk-around at the school and confirmed that there were only matters such as a raised paving slab that the caretaker will attend to. It was advised that the repair should be completed quickly.

CE reported on the chain-link fencing behind the school and the need to determine any responsibility for repair - **ACTION:** WS to check responsibility for repair of fencing between the school and Ballards Close

7.4 **Governor Training**

NC advised governors that the whole GB training which is available free under the SLA option, needs to be taken by 31st March 2016. It was suggested that "GT 615 Headship Selection" may be an option for the training. The training is made up of two sessions of identifying selection criteria for the candidate and practical recruitment interviews using aspiring candidates. Governors were advised that training should be booked as soon as possible to ensure a tutor is available for the preferred date.

Governors reflected that they need to be certain of the criteria they are looking for in a new headteacher and requested further details of the content of the two day course. Governors also noted that they would need to reach a conclusion as to whether they will appoint a substantive headteacher or whether the school should be federated with another school.

Regarding the timescale of headteacher appointment, governors understood that they will not be able to recruit a new headteacher for the start of the Spring Term and understood that in reality if a substantive headteacher was the preferred option then recruitment for September 2016 is realistic. Governors felt that they needed to reflect on what their priorities for the school are, and would also seek the assistance of officers from the local authority to seek a solution that is best for the school.

Governors suggested that if recruitment of a new headteacher was not as urgent, then a fall-back option of an alternative topic for a governing body training session should be considered - **ACTION:** It was agreed that the topic area for the whole governing body training session will be agreed at the October meeting.

JL stated that although it has been agreed that she will be at school for the Autumn term, this could be Extended; but that would be with the agreement of her governing body - **ACTION:** In view of the

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uncertainty whether the school should appoint a substantive headteacher immediately or not, any further discussions on the subject will be deferred to the October governing body meeting

NC advised governors that the school has two reserved places on the Autumn training session "Ofsted Framework and the Governing body". The governing body should ensure that the two places are taken up - **ACTION:** The chairs of Resources and Standards and Curriculum committees will attend the training

JLa and SC attended the Governor Forum and wished to update governors on the key issues raised. It was suggested that governing bodies should have a single item agenda once a year to cover matters such as school strategy. With strategy in mind SC described a strategy model that was recommended to governing bodies. Also discussed was the suggestion that governing bodies could suggest a recommended book for all governors to read and discuss at a later meeting. Governors agreed to undertake this - **ACTION:** "Disrupting Class" by Clayton Christensen would be read by governors (TN to obtain copies) and feedback from governors will be an agenda item at the October meeting

7.5 Link Governor Updates

WS as the SEN link governor reported that SH was now overseeing SEN. WS reported that Annie had now returned to school on a phased return. Transition arrangements were reviewed for children moving to Kings School and transition of SEN children between classes was reviewed. Governors were updated concerning individual children with statements.

7.6 Correspondence

The chair had received a letter from NASUWT which had been passed to LH to consider and make recommendations.

8 **Policies – Complaints and Concerns Policy**

TN had made the suggested amendments to the policy and the chair requested that the policy be ratified. OH noted that parent governors who undertake mediation in complaints may have split interests and therefore governors who undertake this mediation should ideally be non-parent governors – **ACTION:** JLo will also volunteer for assistance in mediation as required

There were no further amendments to the policy - **ACTION:** The Complaints and Concerns policy is ratified. TN to place ratified copy in Approved Policies folder on Google Docs

9 **Matters from S&C Committee needing FGB attention**

SC advised governors that at both committees the issue of those staff with co-ordinator responsibilities having sufficient time and resources to enable them to carry out their co-ordinator role effectively was discussed.

Governors noted that the KS2 results had been received but governors had not been updated with the results. JL stated that the results had to be analysed and tabulated and then e-mailed to governors in an appropriate format. Governors requested a summary of how the results looked. JL said that the results appeared as was expected - **ACTION:** JL to tabulate the KS2 results and e-mail them to governors through the chair

10 **Matters from Resources Committee needing FGB attention**

LH updated governors with progress on LSA interviews where final interviews are being held this week to

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complete the LSA team. LH reported that she had identified through interview the candidate's strengths and development points and she will ensure that after the selection process their line manager understands what they are so that their personal development is picked up on. Governors requested that the new LSAs have a good induction in to school and it is noted that the first day of term is Inset day when all 5 LSAs will be inducted - **ACTION:** JL to ensure that the LSAs receive a good induction in to school

BG referred to a member of staff whose resignation was rescinded and requested that a member of the Resources committee ensure that all unresolved items linked to that resignation has been addressed - **ACTION:** JL will ensure that all unresolved matters have been satisfactorily addressed

A priority for the next Resources committee will be to drill down in to the budget lines and ensure that all expenditure is on track

11 Review of overall performance for the year and agree priorities

The chair summarised by saying that it has been turbulent period for the school with the headteacher leaving, however pupil progress has been good throughout the school with year 6 performing better than expected. It is clear there is a lot of admin and management tasks that are outstanding and it is difficult to determine any long term plans for the school at this stage. Governors will have to leave it to Jane and Michelle to guide governors as to what needs to be done in a priority order.

Governors still have a long term desire to offer children at school a more enriched curriculum with different subject areas offered and also a range of out of school activities offered. Governors agreed that these initiatives should be pursued and were still anxious to make some plans, but recognized that long term leadership of the school was the main and first priority.

LH asked the headteacher to summarise what she thought of behavior at school and other general observations in her limited time here. JL summarized by saying there were lots of positives she had observed, but again lots of work to be done where standards have not been maintained and allowed to slip. The main issue to tackle is over leadership where the style of leadership did not instill consistency, but her main aim while at school is to achieve a good Ofsted inspection. Staff manage behavior well but there is a general lack of respect from children to adults and evidence was provided of this by JL and governors by observations. JL has carried out a walk around to all classes to see teaching in action and she has no obvious concerns with the quality of teaching. In summary there needs to be clear leadership and a focus on consistency and behaviour.

Governors asked if the Behaviour policy needs to be reviewed? JL has tried to find the current policy without success - **ACTION:** JL will sit down with staff and carry out a full review of the Behaviour policy

Governors requested that there should be a clamp down on punctuality of children as there were many instances of children arriving late for class.

Governors were self-reflective and wondered if there was anything as a governing body that they could have done to create an effective working relationship with the headteacher and were also concerned that they should be seen by the staff to working in partnership with the school to move forward. BG said that these were valid points and the first priority remains the Ofsted inspection with everyone working together to achieve a good inspection.

Governors questioned how they are as a governing body for an Ofsted inspection and which governors would be available to meet with Ofsted inspectors. **ACTION:** JL will meet with BG and the chairs of the

committees to rehearse governors as preparedness for discussions with Ofsted inspectors - **ACTION:**
BG will draft a briefing document for governors who are interviewed by Ofsted inspectors

12 Marketing plan

BG asked the marketing team of governors for an update on their work to date. TN reported that effective marketing of the school is vital where the school is in "Requires Improvement" and the projected pupil intake is not looking healthy. A marketing brief has been undertaken and governors were advised that the local MP has visited the school and it is proposed that a banner could be displayed at school celebrating the KS2 results. The school is currently full with spaces only in reception year, however they may be movement of families out of the village to affect numbers on roll in the future.

It was proposed that there would be a focus on consistent communication with positive messages being spread both to current and prospective parents. The importance of the community is noted and it is important that there is also consistent communication to the wider community.

TN noted that the school website is not good and the newsletter could also be improved therefore this will be an area of focus. It was proposed that these matters will be put on hold until such time as decisions on leadership of the school are taken. Governors asked who will conduct personal tours of the school for prospective parents and JL confirmed she will do this when at school or Michelle in her absence.

13 Election of officers

BG left the room while the clerk conducted the nomination process and election of chair. In the absence of further nomination BG was duly elected as chair of governors. BG re-entered the room and resumed chair of the meeting.

BG conducted the nomination process and election of vice-chair and stressed to governors the importance of succession planning to key positions on the governing body. In the absence of further nominations, SH was duly elected as vice-chair of governors.

With regard to chairs of committees BG confirmed that LH is prepared to continue as chair of Resources and in the absence of further nomination LH was elected as chair of Resources committee. JLa said that she would continue as chair of Standards and Curriculum committee, but stated that this would be her last year as chair of the committee. In the absence of further nomination JLa was elected as chair of Standards and Curriculum committee.

With regard to vice chairs of committees JLo said that she will continue as vice chair of Resources committee and CE would continue as vice chair of Standards and Curriculum committee. Both JLo and Ce were confirmed as vice chairs of those committees.

Membership of committees were agreed as:

Resources

Chair: Lucy Hutchin

Vice Chair: Jenny Lomas

Members: Bruce Greig, Jonah Watts, Tim Nice, Sandra Cheek and Antonia Godward

Standards & Curriculum

Chair: Jennifer Laute

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Vice Chair: Cynthia English

Members: Bruce Greig, Tim Nice, Jennifer Laute, Nigel Close, Cynthia English, Wendy Sullivan, Jane Chuhan, Sarah Hawkins, Oonagh Harrison and Antonia Godward

BG referred to the HT performance management committee that will continue to be chaired by Sarah Hawkins and Bruce Greig and Sandra Cheek will form that committee although SC stated a desire to step aside from that committee when she is able to. JL said in reality her performance management will be undertaken by a committee of her host school therefore this committee is unlikely to meet in the short term. OH agreed to shadow on that committee with an intention to formally join the committee.

BG stated that all terms of reference for the committees were brought up to date in the current year and it was considered that they did not require further review - **ACTION:** Terms of reference for the above committees were agreed as currently documented.

BG confirmed the current arrangements for governor's panels whereby governors are contacted on an alphabetical basis to confirm their availability for a panel when required.

Governor link roles were confirmed as:

Science – SC

English – SH

Maths - JC

SEND – WS with AG as her shadow

RE – CE

Clerks to committees were confirmed as:

S& C – NC

Resources - BG

14 Meeting dates 2015/16

BG confirmed that FGB will continue to meet on the last Wednesday before each half term and Curriculum and Standards and Resources committees meeting two weeks before the FGB on Wednesday and Thursday respectively.

15 Inset days 2015/16

JL advised governors that the Inset days had been communicated to parents, however there may be a need to move one of the spring Inset day forward to early October to use as preparation for the school when the Ofsted inspection is notified - **ACTION:** JL is given discretion to move the Spring Inset day to the Autumn term

16 Urgent matters for consideration

LH had carried out an inspection of the unofficial fund in respect of collections and charitable donations - **ACTION:** It was agreed that BG could sign off the unofficial account following inspection by LH

JW advised governors that he will undertake a collection on behalf of governors to purchase a gift for Mrs Chapman - **ACTION:** Any governors wishing to contribute should contact JW by 7th August.

Meeting closed 8.40 p.m.

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Date of next meeting

- a. Next full governing body meeting 21st October 2015

Summary of Actions

6	ACTION: JLo will also volunteer for assistance in mediation as required	JLo
6	ACTION: The Complaints and Concerns policy is ratified	JL
7	ACTION: JL to tabulate the KS2 results and e-mail them to governors through the chair	JL
8	ACTION: JL to ensure that the LSAs receive a good induction in to school	JL
8	ACTION: JL will ensure that all unresolved matters have been satisfactorily addressed	JL
9	ACTION: JL will sit down with staff and carry out a full review of the Behaviour policy	JL
6	ACTION: JL will meet with BG and the chairs of the committees to rehearse governors as preparedness for discussions with Ofsted inspectors	JL
9	ACTION: BG will draft a briefing document for governors who are interviewed by Ofsted inspectors	BG
11	ACTION: Terms of reference for the above committees were agreed as currently documented.	BG
13	ACTION: JL is given discretion to move the Spring Inset day to the Autumn term	JL
14	ACTION: It was agreed that BG could sign off the unofficial account following inspection by LH	BG
14	ACTION: Any governors wishing to contribute should contact JW by 7th August.	ALL

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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