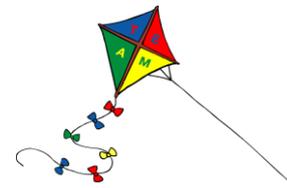


# Minutes



Twyford St Mary's Primary School

Minutes of the Meeting of the Governing Body

7<sup>th</sup> October 2015 18.30

## Present:

Jane Laurie	Executive Head Teacher	Sandra Cheek	Co-opted Governor
Bruce Greig (BG)	Chair and 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	Jenny Lomas (JLo)	Co-opted Governor
Jennifer Laute (JLa)	Co-opted Governor	Jane Chuhan	Parent Governor

## In attendance:

Steve Bailey (SB)	Associate Member
Jenny Spirit (JS)	Clerk
Ann Truman (AT)	School Improvement Service
David Harkess (DH)	Area Director School Improvement Service
Richard Walter (RW)	Diocese School Advisor

## Apologies:

Cynthia English (CE)	Foundation Governor
Oonagh Harrison (OH)	Parent Governor
Sarah Hawkins (SH)	Foundation Governor
Antonia Godward (AG)	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 and Governors introduced themselves to the visitors from the School Improvement Service. Apologies were noted and received from Oonagh Harrison, Sarah Hawkins, Cynthia English and Antonia Godward.

### 2 Head Teacher Recruitment (with Ann Truman – Adviser from Hampshire County Council

Previous to the meeting a timeline for recruitment developed by AT had been circulated to all governors. During the meeting a Headteacher recruitment pack was circulated. AT outline the process and guided governors through the decisions that need to be made.

Jane Laurie entered the meeting at 18:42.

AT highlighted that the Governing body need to decide what they need the new head to be able to do aside from the normal expectations for such a role. She noted that the SIS

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can advise and guide however it is the Governing body that are the body responsible for appointing the Headteacher. She noted that a panel of governors, (normally around 6) would need to be selected from the whole governing body, and that once those persons had been decided upon should not be changed. All members would need to follow the process through as it would be those members who had ultimate responsibility for the appointment. There would need to be a variety of governors selected to be involved in the panel i.e. not all of one type and one must be Safer Recruitment trained.

AT advised that an advisor from the School Improvement Service will work with the panel to establish what the governing body would like from the role. They will also help to put an application pack together. It was noted that the governing body are required to select the ISR (pay scale) range for the post. Salary was suggested to generally be dependent upon the pupil numbers for the school. One governor asked how the Governing body could go about deciding on the scale, AT advised looking at salary ranges in the adverts for schools of a similar size. It was highlighted that HCC normally advertise the salary range in monetary terms as the point scales have changed.

One Governor asked about the possibility of federation and sharing the Executive head as per current arrangements. DH advised that federation was a model of governance, i.e. one governing body governing over more than one school and is not a model of school leadership. A vote was proposed that the school have one single head, and all agreed.

AT described the interview process, which would normally be over two days. The first day being to determine a shorter list and the second to delve more in to the leadership and a presentation. The interview would consist of the selected panel of governors and three staff from the School Improvement Service.

One governor asked how many applications should be expected. AT advised that this would depend on a number of factors e.g. what other roles are available at time of advert and where the salary is pitched. One Governor asked whether there was a known pool that the SIS know of who could be asked to apply. AT responded that the SIS do not head hunt, but they can alert potential applicants via the Hampshire Jobs website, and that a 'teaser' alert can be added to this site to advise potential applicants that an advert for a role will appear soon.

One Governor asked if AT can make a comment on Deputy Heads that are known to them, AT responded that the SIS cannot advise on their competence.

AT advised organising the two sessions Headship Selection for the whole governing body training. AT flagged that the governing body would need to decide whether to use the Education Personnel recruitment service to coordinate the process including sending application packs, managing the process on the closing date, undertaking reference checks, maintaining confidentiality etc.

She advised that at the end of the interview process the full governing body must meet immediately after interviews to agree the selected candidate's appointment.

AT highlighted that there would be a period of time between advert and closing date when potential candidates might visit the school. Communication to staff and parents should flag the need to maintain confidentiality for any potential Head teachers that may visit.

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One governor asked if the timeline could be quicker. It was highlighted that if an existing head was appointed they need to give a terms notice, so the deadline for an Easter start would be 30<sup>th</sup> January 2016.

AT highlighted the potential pitfalls other schools may have had in the process involved in head teacher recruitment, including not producing good quality packs and setting unrealistic aims. DH reminded the governing body that selling the school to prospective school to a prospective Head is different to marketing the school to parents. One governor suggested creating a list of the top three things we would like the head to complete.

AT flagged up that the governing body would need to organise/decide on the following and report back to her:

- Organise the two day headship selection training with Governors Services as soon as possible **ACTION:** Clerk to book with governors services
- Decide whether or not to use the Education Personnel service (approx. £1000) for the recruitment process
- Whether the suggested timeline meets our needs (all agreed to the draft outline sent prior to the meeting)
- When we would like the 'teaser' to go on the Hampshire jobs website

A question was asked regarding how to engage the senior staff of the school in the process, AT confirmed that it was up to the governing body to determine how to manage that process.

DH and RW left the meeting.

### **3 Head Teacher Recruitment – continued (GB discussion)**

AT was asked to stay at the meeting to support the discussion regarding setting the salary point scale.

The Chair noted that at the present moment the salary range was from point 23-35 approximately £50-£58K. One governor noted that the range had been increased from a lower level during tenure of the previous HT. AT advised that we need to make sure there is differential between the pay scale of the deputy head and the head teacher. After discussion a suggestion was made to set the ISR between £50 and £60K in order to attract the right candidate. It was confirmed that this was within the constraints of the existing budget. It was thus agreed to set the salary range between point 26 and 38 (£52,533 to £60,877).

AT left the meeting at 20:00.

The Chair asked each governor whether they would like to be part of the panel. It was agreed that the panel would consist of the following six, with a quorum of 5:

- 1) Bruce Greig (Chair and Co-opted governor – safer recruitment trained)
- 2) Sarah Hawkins (nominated by JW) not present at meeting **ACTION:** BG to contact and ensure SH happy to be part of recruitment panel.
- 3) Steve Bailey (Associate Governor)
- 4) Lucy Hutchin (Parent Governor)
- 5) Time Nice (Parent Governor)

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- 6) Oonagh Harrison (Parent Governor) not present at meeting **ACTION:** BG to contact and ensure OH happy to be part of recruitment panel.

A discussion was had around the pros and cons of using the Education Personnel Service and all agreed to use them for the process.

In terms of working out what the governing body wants the new head teacher to do, the panel will discuss this and circulate to all members of the governing body for approval. Long term plans to be developed with the new head teacher. If any governor has any specific suggestions to email BG. The governing body agreed that it would be good to attract a head that has a continued interest in teaching.

One governor requested that advert should specify that candidates be practising Christians. It was agreed that the selected candidate would need to confirm how they will build relations with the church and community, but did not necessarily have to be a practicing Christian. It is usually noted on the job specification that the candidate would need to uphold the Christian values of the school and it is thought that this would most likely either attract either a practicing Christian or someone that upholds Christian values.

#### **4 Standing Items**

##### **4.1 Annual Declaration of pecuniary interests**

The Clerk handed round declaration forms to all governors for completion at the start of the meeting and all were completed and passed to the school office via JL. **ACTION:** Clerk to ensure pecuniary interest forms are completed for those not present at today's meeting (CE, OH, SH, AG).

##### **5.2 Approval of minutes from previous meeting (15<sup>th</sup> July 2015) and matters arising**

Governors had emailed chair with minor corrections over the summer, but these corrections were not available at the meeting. The Clerk also flagged that the action table number sequence had gone awry and a few actions had been missed. **ACTION:** BG to amend minutes to include minor emailed corrections, sign and file in office

##### **5.3 Action points arising from previous meeting (15<sup>th</sup> July 2015)**

6 – CE to undertake NSPCC Online Safer Recruitment training – Action complete

6 (5.1) JL to speak to staff regarding Staff Governor vacancy – Action complete, no volunteers came forward

6 (5.1) 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 – Action complete

6 (6) JL will respond to the PPI report – Action ongoing. JL noted that Angela Wedgwood, from HIAS visited recently to look at behaviour in school did not observe any low level disruption.

6 (10) WS will follow this up with CE who has the original document. They will bring forward revised protocols (policy for governors visits to school) – **ACTION:** ongoing

6 (10) BG will work on a document providing guidance for governors to use when interviewed by OFSTED inspectors – Action complete.

7.1 JL to speak to staff to promote the (staff governor) vacancy and seek a volunteer- Action complete

7.2 Safeguarding return – SH and JC to complete the form in liaison with JL by 31<sup>st</sup> October – In hand, JL advised that this is currently being completed

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7.3 JL will complete the Health and Safety audit when the paperwork has been brought up to date – In hand, MS (Head) ran through list at Resources Committee meeting

7.3 WS to check responsibility for repair of fencing between the school and Ballards Close – WS had meeting on Saturday with Alan Brewer who has done repairs with wire and holly as Ballards close does not have any money.

7.4 It was agreed that the topic area for the whole governing body training session will be agreed at the October meeting – the Headship Selection topic has been selected and Clerk to book (see 3 above).

7.4 OFSTED Framework and the Governing body training – The chairs of Resources and Standards and Curriculum committees will attend the training – LH has attended and JL to attend a later session

7.4 “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 - - Action partially complete in that many governors had read the book, but there was no time in this meeting to discuss it **ACTION:** discussion to be added to future agenda

8 JLo will also volunteer for assistance in mediation as required (Complaints and concerns policy) – Action complete

8 The Complaints and Concerns policy is ratified. Changing named person to JL on policy, JC asked to be taken off, TN to place ratified copy in Approved Policies folder on Google docs - Action complete

9 JL to tabulate the KS2 results and e-mail them to governors through the chair – Outstanding, JL has seen results **ACTION:** Ongoing

10 JL to ensure that the LSAs receive a good induction in to school - Action complete

10 JL will ensure that all unresolved matters have been satisfactorily addressed (regarding staff member whose resignation was rescinded – Action complete. JL noted that another LSA has resigned but we are not recruiting to replace and arrangements have been discussed at Resources committee.

11 JL will sit down with staff and carry out a full review of the Behaviour policy – Action complete, to go through Committee first.

11 JL will meet with BG and the chairs of the committees to rehearse governors as preparedness for discussions with OFSTED inspectors – Action complete

11 BG will draft a briefing document for governors who are interviewed by OFSTED inspectors - Action complete

13 Terms of reference for the above committees were agreed as currently documented.

15 JL is given discretion to move the Spring INSET day to the Autumn term

16 It was agreed that BG could sign off the unofficial account following inspection by LH (Unofficial Fund) – Action complete

16 Any governors wishing to contribute should contact JW by 7<sup>th</sup> August (collection for Mrs Chapman)

5.4 Adopt MOPP an Manual of Finance Practice and Procedure

All agreed with the one exception regarding pay progression (so that our previous position on pay progression be maintained in the updated pay policy). Recommendation from Resources Committee with regards cost of living increase and increase to the main scale maximum were ratified. **ACTION:** BG to update Pay Policy accordingly

5.5 Adopt HCC Choices and Governor Good Practice

All agreed to adopt

5.6 Governing body vacancy management

The Clerk advised that the associate member role is due to expire on 20<sup>th</sup> Jan 2016.

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**ACTION:** Clerk to put on agenda for next meeting.

5.7 Safeguarding

All agreed to amendment to the policy as per email circulated by SH prior to the meeting, including the new section on allegations against children.

5.8 Health and Safety

No issues flagged.

5.9 Governor Training (including whole governing body training topic)

Clerk to arrange Headship Selection training with governors services in line with the recruitment timescale.

5.10 Correspondence

- A thank you was received from Lin and Angie to say thank you for the gifts from the office.
- JL has been a governor for 8 years and was presented with an award.

5 Urgent Matters for consideration

Further to agreement of the timeline for Head teacher recruitment it was proposed that Michelle Stephens continue as Head until Easter Term. Michelle and St James have been approached and confirmed agreement. JL would continue to pop in occasionally as a mentor. All agreed.

Agreement of the admissions policy appears to be missed from the agenda – all agreed to adopt.

JL noted that the governing body would need to ratify the amended budget prior to the next FGB. The governing body who are not part of the Resources committee will meet on 26<sup>th</sup> November immediately after the meeting around 3pm ACTION: LH to confirm time. The clerk noted that the meeting would need to be quorate so at least half of the FGB members would need to attend.

It was noted that the school Admin Officer will be retiring at the end of term. JL and MS will meet with her to work out what is needed prior to advertising the role. JL noted that the role will need to be appointed to before the end of term and interviews will be on 15<sup>th</sup> November. JL suggested including a member of the governing body on the panel and to let her know if interested.

6 Date of next meeting – 8<sup>th</sup> December 2015 6.30pm

The date of the next FGB meeting was amended from the 16<sup>th</sup> December to 8<sup>th</sup> December.

### Summary of Actions

Ref (item no.)	Action	Initial
2	<b>ACTION:</b> Clerk to book with governors services (WGB training Headship Selection topic)	JS
3	<b>ACTION:</b> BG to contact and ensure SH happy to be part of HT recruitment panel.	BG
3	<b>ACTION:</b> BG to contact and ensure OH happy to be part of recruitment panel.	BG
4.1	<b>ACTION:</b> Clerk to ensure pecuniary interest forms are completed for those not present at today's meeting (CE, OH, SH, AG).	JS
5.2	<b>ACTION:</b> BG to amend minutes to include minor emailed corrections, sign and file in office	BG
5.3 (6,10)	WS will follow this up with CE who has the original document. They will bring forward revised protocols (policy for governors visits to school) – <b>ACTION:</b> ongoing	WS
5.3 (7,4)	<b>ACTION:</b> discussion to be added to future agenda ("Disrupting Class" by Clayton Christensen would be read by governors (TN to obtain copies) and feedback	TBC
5.3 (9)	JL to tabulate the KS2 results and e-mail them to governors through the chair – Outstanding <b>ACTION:</b> Ongoing	JL
5.4	<b>ACTION:</b> BG to update Pay Policy accordingly (increase to cost of living and main scale maximum)	BG
5.6	<b>ACTION:</b> Clerk to put on agenda for next meeting (associate member term of office ending)	JS

#### 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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