
MINUTES OF THE GOVERNING BODY MEETING

DATE: 10th March 2016

TIME: 5.00 pm

PRESENT: Mary Delger (Chair), Mohan Pandian (Vice Chair) Mr P Adair (Headteacher), Ms R Caspersz, Ms S Wilson, Ms I Grant, Ms H Smith, Ms P Dewick, Ms H Haddow, Ms I Gurling

In attendance: S Fida (Clerk/SBM), Melanie Hogan (Deputy), Alan Guy (AHT), Dawn Murphy (AHT).

Pre: Meeting Training on Understanding the Budget Setting Process

Business

1. **Apologies** - Apologies were received from Aisha Chowdhry and from Hitesh Patel
2. **Authorised/Unauthorised Absence** – Governors agreed to authorise both absences.
3. **Governing Body Membership – No changes required**
4. **Terms of Reference** – Discussed committee structure and terms of reference - decision that no changes are felt necessary at this time. To monitor.
5. **Review Register of Business Interests and Declarations of Interest for Meeting** - None declared
6. **Minutes of last full meeting**
Discussed - Chair went through actions – all have been attended to. Governors agreed minutes and these were duly signed by the Chair.
7. **Matters arising from the last full meeting** – None
8. **Minutes of last committee meetings**

The minutes of the committees were circulated ahead of the meeting. The Committee Chairs gave a brief update on matters discussed:

Finance & Resources

- MP carried out a H&S inspection, focussing on site security at the rear. He also reviewed swimming pool safety procedures and was satisfied with the arrangements in place.
- The lettings policy requires a paragraph ensuring compliance with the 'Prevent duty'. Following this Governors agreed to approve the policy

Pupil & Parents

- Head gave update on transport policy.
- The school has produced a flyer for parents to explain their entitlement to transport and direct them to the help available. This will be included in the new parent pack.
- 30% of children are now accompanied to school by parents.
- The council transport spend has reduced from £3.9m to £2.9m whilst pupil numbers have increased.

Staffing,

- MH - update on the Teaching school and issues with recruiting trainee teachers.
- Montpellier have recently been designated a TS.
- The probation policy is being reviewed.
- The committee discussed flexible working requests.
- Benchmarking data was presented and discussed on class staffing.
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Curriculum:

- The committee enjoyed a visit from the school council.
- The committee discussed the VB approach which is based on motivation and reward.
- Heather Smith provided information on the way VB is used in school.
- The Safeguarding group was discussed

School Improvement

9. Head Teacher's Termly Report to Governors

- Report provided ahead of the meeting.
- The Head talked through the main areas of the report.
- AR is to step down as literacy lead – she has transformed literacy and language development. Governors wish to thank her for her hard work and commitment.
- 3 new schools have joined Teaching School.
- There are now 16 SLEs available for deployment – 6 have already been deployed
- School direct – problems recruiting. 8 students are confirmed. 3 more being interviewed. The institute may provide additional candidates bringing the total to around 20.
- Lesson study – Japan uses this adapted for UK. DM provided further information – it is based on a group research approach, with joint group discussion and lesson planning to achieve the best outcomes. Very positive response from staff.
- Updated training offer being planned for next year – will be distributed soon. This is being aimed at teachers in their first 3 years of teaching.
- SEND peer review – 6 have been completed. Very successful. **A Governor asked how this works and how we decide which school to review** – The Head explained that schools request a review.
- **A Governor asked how many reviewers are there** – there are 12 reviewers. The review is based on the Challenge Partner/LLS model.
- Safeguarding – whole school training was provided recently.
- Head to attend event representing SEN schools and partnership working
- CWD team meetings going ahead and actions being agreed. MH & HS attending
- Attendance being closely monitored. **A Governor asked whether there are increased issues with punctuality due to changes with transport** – The Head replied that yes punctuality is becoming a concern.
- **A Governor asked for an explanation as to why pupil progress results show girls numeracy is below the progress of the boys.** The small cohort of girls skews the data comparison. It was agreed that annotation would have been useful. He will ensure that annotations are provided to explain anomalies in future.
- The Data Officer is working on an analysis on intervention strategies e.g. talking partners to show the impact. The results are really interesting as they clearly indicate accelerated progress. The report will be presented at the next curriculum committee.

10. School Improvement Plan (SIP)

- An updated summary was provided with sections for key issues/development, progress and impact. Governors liked the new summary.
- Assessment now includes greater use of 'I can statements' and greater emphasis on age related expectations.
- New categories are: emerging, expected and exceeding.
- The SIP aims to show key school improvement outcomes.

Training and Development

11. Training for Governors –

- Budget training provided at start of session.
- Safeguarding training planned for Summer Term – to include Governor Duties under Prevent.
- Governors who wish to can attend the CPD online Prevent Training at the EEC.

12. Governor Page – My USO. This has been developed and will be presented at the Summer GB.

13. Governor Prevent Duty – a handout was provided on the Governor prevent duty and training is planned for the summer term.

Reports/Decisions/Policies:

14. School Promotional Video – this was shown to Governors at the meeting and the feedback was very positive.

15. Directors Report to Governors

- Governors have received the report. The Head reviewed the most salient points
- Concerns were raised regarding the under reporting of Special Schools SEN progress. The Clerk was asked to email the Asst. Director of schools highlighting this concern
- There is a new governor handbook – available for download from the EGFL
- There is a requirement for all Governors to have an enhanced DBS check – discussion followed on the need for a rolling programme of updating DBS checks – to be added to Staffing agenda for further discussion.

16. Budget Update – an update was provided as part of the training presentation

17. School Virement – A virement form totalling £75k was presented, discussed and approved at the meeting.

18. Cleaning Contract –

- It was recommended by the Chair of Finance & Resources that a new cleaning company be appointed from 01/04/2016.
- The reasons for the change and rationale for the choice were discussed.
- [A Governor asked whether the staff would TUPE over and it was confirmed that yes this was the case.](#)
- After discussion the Chair of Governors signed the contract.

19. Governor Profiles –

- An example of a school website show casing Governor Profiles was present at the meeting.
- The school will put together suggested profiles for individual Governors and once approved these will be inserted as a table and available to view on the school website.
- Deadline agreed – by Summer term GB Meeting

20. Correspondence to the Chair of Governors – No correspondence received.

21. Report of Governors' Visits:

- HH has visited Orange 1 recently.
- SW to visit Purple 4 tomorrow.
- MD visited Red3 today and met with CL to review the single central record
- PD has recently visited purple 1

All Governors gave very positive feedback of their visits. School visits forms to be completed.

22. Dates for the Diary

Committee Meetings:

- Curriculum 9.15am, 20th May 2016
- Pupil & Parents 10.15am, 20th May 2016
- Staffing 9.15am 19th May 2016
- Finance & Resources 10.15am 19th May 2016

Budget ratification Meeting: Tuesday 3rd May 2016 at 5pm

Full Governing Body – Summer Term Meeting:- Thursday 30th June 2016 at 5pm

Other dates for the Diary:

- **Sports day** 19th May 2016
- **Science Fun Day** 24th & 25 May 2016
- **Summer Fete -** 25th June 2016
- **Take One Picture Exhibition** 27th June to 1st July 2016
- **Summer Concert** 13th July 2016

23. Any other business – None.

The meeting finished at 7pm

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Actions Agreed: –

1. The lettings policy requires a paragraph ensuring compliance with the 'Prevent duty'. SF
2. School to ensure that annotations are provided to explain all anomalies in future. AG/HT
3. Analysis of intervention strategies – report to be presented at Curriculum Committee - HT
4. Safeguarding training to be provided in the Summer Term, incorporating Prevent – PA/RC
5. DBS rolling programme to be added to Staffing Agenda – Summer Term – SF
6. Governor Profiles to be written and shared before publishing on School Website – SF
7. Governor USO Page – To be presented at the Summer Term GB – PQ
8. Clerk to email Asst. Director of schools highlighting concerns regarding the under reporting of Special Schools SEN progress. SF