



GOVERNING BODY 2014-15

| Meeting 2 - Minutes | | | | | |
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| Date/Time: | Thursday 4 th December 2014 6.30pm – 8.15pm | | Location: | School | |
| Attendees | Initials | | Attendees | Initials | |
| LA – 1 | | | Co-opted - 10 | | |
| Vacancy | | | Katie Ljungdahl | KLj | |
| | | | Sabina Mangosi Regan | SMR | (Chair) |
| Parent – 2 | | | Jenny Mikkelsen | JMi | (Vice-Chair) |
| Katie Rodney Smith | KRS | | Jane Spencer | JSp | |
| Joana Santos | JSa | | Ian Todd | ITo | |
| | | | Susan Burningham | SBu | |
| Headteacher - 1 | | | Graham Webber | GWe | |
| Michael Dillon | MDi | | Robin Birn | RBi | |
| | | | Jamie Holloway | JHo | |
| Staff – 1 | | | Lorna Francis | LFr | |
| Julie Smith | JSm | | Total 14 of 14 | | |
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Bold = absent

| Also attended | Initials | |
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| Sonia Cromeey | SCr | Deputy |
| Hannah O'Brien | HOB | Clerk |
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| Apologies | Initials | |
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| Julie Smith | JSm | |
| Sonia Cromeey | SCr | Deputy |
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| No | Item: | Owner | Due |
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| 1. | WELCOME AND APOLOGIES FOR ABSENCE | Chair | |
| | Apologies were received from Julie Smith and Sonia Cromey. | | |
| 2. | DECLARATIONS OF INTEREST | Chair | |
| | No declarations of interest were made. | | |
| 3. | MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING | Chair | |
| 3.1 | <p><u>Minutes of the Meeting of 25th September 2014</u></p> <p>The Minutes of the Meeting of 25th September 2014 need amending. Changes to be made and minutes to be brought back to the FGB.</p> | HOB | |
| 3.2 | <p><u>Matters arising and actions</u></p> <p><u>(i) Action point 3 – Complete Declaration of Interest forms</u></p> <p>Completed during the meeting and given to HOB to log and file.</p> <p><u>(ii) Action point 4 (i) – MDi to email Ruth to remove "schools.uk" link to website</u></p> <p>Completed.</p> <p><u>Action point 4 (ii) – Ensure SEF documentation is available in Governors' folder</u></p> <p>Completed.</p> <p><u>(iii) Action point 5 (i) – Governors to produce a Summary Report of CPD training</u></p> <p><u>The committee agreed that Governors' are to report a summary when they are the only Governor that has attended a CPD training session.</u></p> <p><i>KLj will circulate a summary of all CPD training completed by the end of term.</i></p> <p><u>Action point 5 (ii) – Co-ordinate CPD training opportunities and ensure that CPD Reports received from Governors are circulated and placed on the website</u></p> <p>CPD training opportunities have been circulated. <i>KLj and</i></p> | HOB | |
| | | All | |
| | | KLj | |

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| | <p><u>(ix) Action point 13 – Circulate to Governors and place Attendance Targets on website once the figures were received from the EWA</u></p> <p>The committee discussed whether these figures should be placed on the website. MDI and SMR to check whether Attendance Targets should be placed on the website.</p> <p><u>(x) Action point 14 – Readvertise Music Teacher position</u></p> <p>Completed and appointment made.</p> <p><u>(xi) Action point 15 – Formally ratify SBu as LA Governor at next FGB meeting</u></p> <p>Matter carried forward as SBu is unwell.</p> | <p>MDi/SMR</p> <p>SMR</p> | |
| 4. | CLERK’S REPORTS AND INCLUDING SCHEDULE OF TRAINING ATTENDED BY GOVERNORS | Chair | |
| | <p>The Chair explained to the committee that Raise Online training can only be undertaken by three governors each financial year however there is a session at the school on Monday 15th December; Interpretation of Data run by Brenda Spencer that governors can attend.</p> | | |
| 5. | REPORTS FROM CAC, F&R & E&C COMMITTEES | Chairs | |
| | <p><u>Engagement and Communications Committee (KLj)</u></p> <p>RBi is applying for funds from the Foyle Foundation for the library, if successful up to £10,000 could be granted which would then be matched by the PTA. The website now has a better functioning calendar with a downloadable app which parents can download for news and dates. A three day maths project took place where children from different schools gathered to make ten different 2-3 minute videos about maths concepts. MDi will look into further funding for future projects if it proves popular.</p> <p><u>Finance and Resources Committee (KRS)</u></p> <p>The pupil roll dropped by three which means less funding for the school than was projected so spending needs to be slightly careful. The Pride Catering contract is being extended by a year to bring in line with the rest of the LA; the tender will then be put out together. MDi updated the committee about the PFI/ICT tender. A meeting was held yesterday and the legal department have said that the process was not robust enough and that it needs to be started again. MDi to investigate options and potentially involve Dan Purcell for advice and input.</p> | MDi | |

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| <p>KRS presented a Click invoice to the committee to authorise. Laptops for the children were purchased for £17,389. LQU did get three quotes for the laptops and Click were the best price for the best spec and were price matched so the best value was sought. <u>The committee approved the invoice for Click and KRS signed it.</u></p> <p>KRS requested committee members to volunteer for a PE provision working group. LFr, JHo, JSp, SMR volunteered to work alongside KRS. <i>The PE provision working group will meet early Spring alongside Maggie Morrell.</i></p> <p>LQU presented a benchmarking exercise to compare spending across four other schools nationally and locally. The data was historical and in line with expectations.</p> <p><u>Curriculum and Achievement Committee (SMR)</u></p> <p>The school's APS score for Y6 is 31.37 – well above the national average, good interventions are in place and PPG 'closing the gap' data is very good. Achievement in KS2 is outstanding and KS1 is good overall – however phonics are below national but plans are being made to improve this.</p> <p>The SDP will be looked at in the next meeting and the SEND policy was presented to the committee and will be going on the website soon.</p> <p><u>Ratification of policies from the Finance and Resources Committee</u></p> <p>i. <u>Antibribery and Corruption Policy</u></p> <p>Policy carried forward as there are a few amendments to be made. <i>Policy to go back to F&R and be brought back to FGB.</i></p> <p>ii. <u>Governors' Expenses Policy</u></p> <p>The committee agreed to adopt the policy.</p> <p>iii. <u>Debt Management Policy</u></p> <p>Policy carried forward. <i>Policy to go back to F&R and be brought back to FGB.</i></p> <p>iv. <u>Whistleblowing Policy</u></p> <p><u>No amendments to be made. The committee agreed to adopt the policy.</u></p> | <p>LFr/JHo/ JSp/SMR/K RS</p> | |
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| | v. <u>Spending and Virements Policy</u> <u>The committee agreed to adopt the policy.</u> | | |
| 6. | HEADTEACHER'S REPORT, WRITTEN | MDi | |
| | <p>MDi presented his report to the committee highlighting the following information. The school roll is now 195, it was 198. Lisa Harris is working through the waiting list but there are only vacancies in years one and two and it can take time to process via the LA. Attendance figures are good, attendance below 90% is not significant. SIP is in next week to look at the SEF ensuring the right information is collated for Ofsted. Rob Eyre-Brook (KRPS's School Improvement Partner, SIP) will be doing a maths learning walk with Rachel Roberts on Monday 19th Jan 2015.</p> <p>Overall the school is graded Good with Outstanding aspects. Phonics and EYFS are our priority – EYFS is now a standalone judgment by Ofsted, not a limiting judgement. Felicity Sugden, (AfC) advisor is coming in to look at EYFS on Tuesday 20th January.</p> <p>There are two teachers not fully qualified; Holly Bull, Music Teacher and SamArbinger, Language Teacher. MDi informed the committee that he is happy with their delivery and is ensuring they are getting the right support including 10% PPA time.</p> | | |
| 7. | REPORT ON GOVERNOR MONITORING VISITS | MDi | |
| | <p>MDi explained to the committee that Governor visits are being relooked at by a working group so the report will be carried forward to a later FGB meeting. The committee discussed how Governor visits can be used most effectively and decided:-</p> <ul style="list-style-type: none"> • To continue doing link visits and to look at subject action plans whilst on these; • The working group should go back over the policy and procedures looking at gaps and consider inviting Governors to Leadership meetings. | | |
| 8. | REVIEW PUPIL PROGRESS AND SEF – ACHIEVEMENT OF PUPILS | MDi | |
| | <p>MDi informed the committee that the SEF is the school's Self Evaluation Form and is used by Ofsted to evaluate the school; it is a framework for the school to grade itself. It is important for the school and parents as well as Ofsted. The SEF is being sent to Rob Eyre-Brook next week and will be brought back to the FGB.</p> | MDi | |

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| 9. | POLICIES FOR CONSIDERATION AND APPROVAL | Chair | |
| | <p>i. <u>Equality Information and Objectives</u></p> <p>The committee discussed whether the Promoting British Values in Schools guidance should be incorporated into this policy. MDi to consider incorporating British Values guidance into the SDP and SEF.</p> <p>ii. <u>Safeguarding Policy</u></p> <p>The committee discussed how safeguarding at the school can be made more robust. KLj suggested incorporating an esafety policy but MDi informed the committee that it is a statutory requirement. The committee would like the policy compared to the Local Board's Safeguarding Guidance and for interment care and physical intervention to be considered.</p> <p>MDi to review policy and bring back to the FGB.</p> <p>MDi to review Single Central Record with LQu and SMR to audit it.</p> <p>iii. <u>Inclusion Policy</u></p> <p>SMR informed the committee that the policy is now out of date and that the new SEND Policy may supersede it. This will need to be confirmed by SMR with Sarah Herbert for the Spring review process.</p> | <p>MDi</p> <p>MDi</p> <p>MDi/SMR</p> <p>SMR</p> | |
| 10. | ANY OTHER BUSINESS | Chair | |
| | <p>i. <u>Ofsted website audit</u></p> <p>KLj has started auditing the website but MDi thinks Peter Cowley from the LA might be doing this for the school. MDi to check who should be completing the audit and feedback to the committee.</p> <p>ii. <u>Ofsted awareness checklist (the 'Governor factsheet')</u></p> <p>SDP priorities since the last Ofsted need to be looked at and researched. SMR and MDi to divide tasks amongst Governors and one page summaries are to be completed ten days ahead</p> | <p>MDi</p> <p>ALL</p> | |

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| | <p>of the next FGB to allow time for circulation.</p> <p>iii. <u>Working group for ongoing (termly) review of PPG and PEG reports and impacts</u></p> <p>The committee agreed that the working group should meet bi-annually after PPMs and review impacts after the CAC meeting. The group members remain the same: MDi, GWe, JMi, KRS and SMR.</p> <p>iv. <u>Working group to review guidelines on Governor visits to the school</u></p> <p>Matter carried forward.</p> | | |
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| Details of next meeting: | | | |
| Date/Time: | Thursday 5 th February 6:30pm | Location: | School |

Signed:

Date:

| | SUMMARY OF ACTIONS | |
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| ITEM | ACTION | RESPONSIBLE |
| 3.1 | The Minutes of the Meeting of 25 th September 2014 need amending. Changes to be made and minutes to be brought back to the FGB. | HOB |
| 3.2 (ii) | HOB to log Declaration of Interest forms completed by Governors and file. | HOB |
| 3.2 (iii) | <ul style="list-style-type: none"> • KLj will circulate a summary of all CPD training completed by the end of term. • *KLj and LFr need to circulate CPD reports and place them on the website. | KLj/LFR |
| 3.2 (iv) | Place Terms of Reference and Code of Practice on The Governors' section of the website – all Chairs to meet and action. | All Chairs |
| 3.2 (vi) | <ul style="list-style-type: none"> • KLj and MDi to agree on SATS data to upload to website. • MDi to get outcome report from RBi. | KLj/MDi |
| 3.2 (viii) | MDi to produce a 1 page parent summary on Self Evaluation by the end of term. | MDi |
| 3.2 (ix) | MDi and SMR to check whether Attendance Targets should be placed on the website. | MDi/SMR |
| 3.2 (xi) | Formally ratify SBu as LA Governor at next FGB meeting. | SMR |
| 5. | <ul style="list-style-type: none"> • MDi to investigate options for PFI/ICT tender and potentially involve Dan Purcell for advice and input. • The PE provision working group will meet early Spring alongside Maggie Morrell. • Antibribery and Corruption Policy to be brought back to F&R and be brought back to FGB. • Debt Management Policy to be brought back to F&R and be brought back to FGB. | MDi |
| 7. | Report on Governor Monitoring Visits to be completed once review of visits has taken place. | MDi |
| 8. | Review pupil progress and SEF – Achievement of Pupils at next FGB. | MDi |
| 9. | <ul style="list-style-type: none"> • MDi to consider incorporating British Values guidance into the SDP and SEF. • MDi to review Safeguarding Policy and bring back to the FGB. • MDi to review Single Central Record with LQU and SMR to audit it. • SMR to check with Sarah Herbert if the Inclusion Policy needs to be updated or if the SEND Policy supersedes it before the Spring review process. | MDi/SMR |
| 10. | <ul style="list-style-type: none"> • MDi to check who should be completing the Ofsted website audit and feedback to the committee. • Working group to review guidelines on Governor | MDi/SMR |

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| | visits to the school. | |
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