



GOVERNING BODY 2014-15

Meeting 3 - Minutes					
Date/Time:	Thursday 5 th February 2015 6.30pm – 8.30pm		Location:	School	
Attendees	Initials		Attendees	Initials	
LA – 1			Co-opted - 10		
Susan Burningham	SBU		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	
			Graham Webber	GWe	
Headteacher – 1			Robin Birn	RBi	
Michael Dillon	MDi		Jamie Holloway	JHo	
			Lorna Francis	LFr	
Staff – 1					
Julie Smith	JSm		Total 14 of 14		

Bold = absent

Also attended	Initials	
Sonia Cromey	SCr	Deputy
Hannah O'Brien	HOB	Clerk

Apologies	Initials	
Katie Ljungdahl	KLj	
Sonia Cromey	SCr	Deputy
Jamie Holloway	JHo	
Ian Todd	ITo	

No.	Item:	Owner	Due
1.	WELCOME AND APOLOGIES FOR ABSENCE	Chair	
	Apologies were received from Sonia Cromey, Katie Ljungdahl, Jamie Holloway and Ian Todd		
2.	DECLARATIONS OF INTEREST	Chair	
	No declarations of interest were made.		
3.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	Chair	
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. ⇒ Completed - changes have been made and minutes have been signed off by the Chair		
3.2 (ii)	HOB to log Declaration of Interest forms completed by Governors and file. ⇒ Completed – forms now residing in governors' filing cabinet (Narnia)		
3.2 (iii)	<ul style="list-style-type: none"> • KLj will circulate a summary of all CPD training completed by the end of term. ⇒ Ongoing – to be carried forward <ul style="list-style-type: none"> • KLj and LFr need to circulate CPD reports and place them on the website. ⇒ Ongoing – to be carried forward	KLj 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. ⇒ Ongoing - ToR are being reviewed by all Chairs via email correspondence ⇒ Placeholder on website required for all documents to reside	All Chairs/MDi	
3.2 (vi)	<ul style="list-style-type: none"> • KLj and MDi to agree on SATS data to upload to 		

	<p>website.</p> <p>⇒ <u>Completed</u></p> <ul style="list-style-type: none"> • MDi to get outcome report from RBi. <p>⇒ <u>Completed</u></p>		
3.2 (viii)	<p>MDi to produce a 1 page parent summary on Self Evaluation by the end of term.</p> <p>⇒ <u>Completed</u> and on website</p>		
3.2 (ix)	<p>MDi and SMR to check whether Attendance Targets should be placed on the website.</p> <p>⇒ <u>Ongoing</u> – MDi to check with LA whether this is a statutory requirement</p>	MDi/SMR	
3.2 (xi)	<p>Formally ratify SBU as LA Governor at next FGB meeting.</p> <p>⇒ <u>Ongoing</u> - carried forward as SBU is still unwell and her future with the FGB is unclear at this point in time</p>	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. <p>⇒ <u>Completed</u></p> <ul style="list-style-type: none"> • The PE provision working group will meet early Spring alongside Maggie Morrell. <p>⇒ <u>Ongoing</u></p> <ul style="list-style-type: none"> • Antibribery and Corruption Policy to be brought back to F&R and be brought back to FGB. <p>⇒ <u>Completed</u></p> <ul style="list-style-type: none"> • Debt Management Policy to be brought back to F&R and be brought back to FGB. <p>⇒ <u>Completed</u></p>	MDi	
7.	<p>Report on Governor Monitoring Visits to be completed once review of visits has taken place.</p> <p>⇒ <u>Ongoing</u></p>	MDi	

8.	Review pupil progress and SEF – Achievement of Pupils at next FGB ⇒ <u>Carried forward</u> to next FGB	MDi	
9.	<ul style="list-style-type: none"> • MDi to consider incorporating British Values guidance into the SDP and SEF. ⇒ <u>Completed</u> <ul style="list-style-type: none"> • MDi to review Safeguarding Policy and bring back to the FGB. ⇒ <u>Carried forward</u> to next FGB <ul style="list-style-type: none"> • MDi to review Single Central Record with LQU and SMR to audit it. ⇒ <u>Carried forward</u> to next FGB (MDi to include reference to audit in all written HT FGB reports) <ul style="list-style-type: none"> • 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. ⇒ <u>Completed</u>	MDi MDi/SMR	
10.	<ul style="list-style-type: none"> • MDi to check with Peter Cowley who should be completing the Ofsted website audit and feedback to the committee. ⇒ <u>Completed</u> – MDi & KL completed audit themselves and website content meets all recommendations <ul style="list-style-type: none"> • Working group to review guidelines on Governor visits to the school. ⇒ <u>Ongoing</u> – LFr arranging meeting for working party	LFr	
4.	CLERK'S REPORTS AND INCLUDING SCHEDULE OF TRAINING ATTENDED BY GOVERNORS	Chair	
	Nothing to report form Clerk; KRS is updating the list of training sessions attended by Governors and will send to the Clerk for filing		
5.	HEALTH & SAFETY UPDATE AND ANY ACTIONS		
	Nothing to report		

6.	REPORTS FROM CAC, F&R & E&C COMMITTEES	Chairs	
	<p><u>Engagement and Communications Committee (RBI)</u></p> <p>The application for funds from the Foyle Foundation for the library is proceeding and further updates will follow shortly. The latest version of the website is almost complete.</p> <p><u>Finance and Resources Committee (KRS)</u></p> <p>School budget is in hand and well managed. Available Carry Forward will allow to cover for unexpected charges or expenses. The school has received a PPG award in recognition of their work in 'closing the gap' and has been awarded £1,000. The school have now been invited to apply for a national award and are submitting a Bid, if successful up to £100,000 can be awarded. F&R policies have been reviewed and approved, with only one to be brought to FGB for ratification and adoption. KRS has worked with LQu to collate a template showing all policies with relevant review dates and approval processes pertaining to the F&R committee that can be appended to the Terms of Reference. SMR asked that this be extended to all committees and appended to each ToR.</p> <p><u>Curriculum and Achievement Committee (SMR)</u></p> <p>The scheduled CAC meeting of January 29th was vetoed as it clashed with the Locality Heads & Chairs meeting which MDi and SMR both attended. The next scheduled CAC meeting is March 24th.</p> <p><u>Ratification of policies from the Finance and Resources Committee</u></p> <p>i. <u>Best Value Policy</u></p> <p><u>The committee agreed to adopt the policy</u></p>	KRS/LQu	
7.	HEADTEACHER'S REPORT, VERBAL	MDi	
	MDi covered all updates and news under matters arising and there were no further updates for the governors		

8.	OFSTED AWARENESS CHECKLIST (THE 'GOVERNOR FACTSHEET')	SMR	
	<ul style="list-style-type: none"> ➤ Allocation of questions ➤ Discussion to clarify what needs to be done and by when ➤ Where to source information ➤ What to include ➤ Collation of all responses ➤ Ownership and updating <p>(ref NGA's 'Twenty questions')</p> <p>SMR referred to the document (AfC's Checklist for Governors) that had been circulated to all governors with specific sections allocated to named individuals. Answers to these should be completed by Friday 13th March in time for them to be collated and presented back to FGB for discussion at the next meeting on March 26th.</p>	SMR/KLj/KR S/JSp/Jmi/JHo/ITo/G W/LFr	
9.	SCHOOL DEVELOPMENT PLAN (SDP) DISCUSSION	MDi	
	<ul style="list-style-type: none"> ➤ How it is formed – school vision and structure ➤ Why governor visits are important ➤ What works, what doesn't ➤ What governors need to know ➤ What/how governors can contribute <p>(ref NGA's 'A framework for governance')</p> <p>MDi outlined what the next version of the SDP will look like (linked to Ofsted Evaluation schedule) and the input required, as well as the process and timelines for the document to be finalized and presented back to the governors. MDi to complete timeline for when & how SDP will be consulted on and completed by.</p>	MDi	
10.	POLICIES FOR CONSIDERATION AND APPROVAL	Chair	
	<p>Update on status of policies on website due for review/update and/or approval, clarification of ownership and deadlines wrt respective committees:</p> <ul style="list-style-type: none"> ➤ Assessment (needs reviewing - CAC) ➤ Community cohesion (2011 – no longer required) ➤ Collective worship (June 2009 - due for review, CAC) ➤ Inclusion (deleted and superseded by SEND report) ➤ Literacy (May 2014 - due for review, CAC) ➤ Safeguarding (MDi reviewing with LQu, F&R and then FGB) ➤ Attendance (due for review, CAC) ➤ Charging and remission (updated, next review 2017) ➤ Whistleblowing (updated with change of Chair, next review Autumn 2015) ➤ Living Together (Behaviour& Anti-Bullying) (2013 – 	Committee Chairs/MDi	

	due for review, CAC)		
11.	ANY OTHER BUSINESS	Chair	
	<p>i. Website review feedback</p> <p>Feedback has been positive; a few minor issues remain to be sorted but the 'look and feel' of the new site is deemed much better</p> <p>ii. Update on working group to review guidelines on Governor visits to the school</p> <p>The matter was covered under matters arising and LFr is arranging a meeting for the working group to meet and discuss further</p> <p>iii. Local planning issue re telecoms mast on Mortlake Road</p> <p>A local resident has been in touch with MDi to enquire whether the school will be formally responding to a proposed telecoms mast due to be erected by the bus stop on the corner of Mortlake Road and West Hall Road. The matter has been notified to all parents via the school bulletin so they are able to take action if desired. The governors asked MDi to seek further guidance from the LA regarding consultation on the matter given the PFI ownership of premises, however governors agreed it was a matter for parents to respond individually and not for them to respond on their behalf. Governors were made aware that the deadline for objections is Feb 10th.</p> <p>iv. Election of new parent governor</p> <p>JSa has stood down as parent governor with her term officially ending at the end of Spring term 2015. SMR has asked KLj and RBi to draft a job spec for the role and circulate to her and JMi.</p> <p>Details around application and election for the new parent governor will be notified to all parents via the school bulletin in the Spring 2 term, with elections prior to the Easter break.</p> <p>v. Resignation</p> <p>After five years as Headteacher at KRPS Michael Dillon has resigned to take up a new HT position at a larger school in Bracknell. The Chair and Vice-Chair have agreed that he will continue until the end of the academic year, scaling back to three days/week from Summer 2 term.</p> <p>The process for advertising and recruiting his replacement is already underway and the Chair requested that all governors participate where required as part of the interview process.</p> <p>The Chair thanked Michael on behalf of all the governors for</p>	<p>MDi</p> <p>KLj/RBi/SMR/JMi</p>	

	his leadership and dedication to the school and wished him the very best for his future career.		
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Details of next meeting:

Details of next meeting:			
Date/Time:	Thursday 26 th March 6:30pm	Location:	School

Signed:

Date:

	SUMMARY OF ACTIONS	
ITEM	ACTION	RESPONSIBLE
3.2 (iii)	<ul style="list-style-type: none"> • KLj to circulate a summary of all CPD training completed by the end of term. • KLj and LFr to circulate CPD reports and place them on the website 	KLj/LFR
3.2 (iv)	<ul style="list-style-type: none"> • Place reviewed and agreed Terms of Reference and Code of Practice on the Governors' section of the website (single location) 	All Chairs/MDi
3.2 (ix)	<ul style="list-style-type: none"> • MDi to check with LA whether Attendance Targets on website is a statutory requirement 	MDi
3.2 (xi)	<ul style="list-style-type: none"> • Formally ratify SBu as LA Governor at next FGB meeting. 	SMR
3.5	<ul style="list-style-type: none"> • Arrange meeting for the PE provision working group early Spring with Maggie Morrell 	MDi
3.7	<ul style="list-style-type: none"> • Report on Governor Monitoring Visits to be completed once review of visits has taken place 	MDi
3.8	<ul style="list-style-type: none"> • Review pupil progress and SEF – Achievement of Pupils at next FGB 	MDi
3.9	<ul style="list-style-type: none"> • MDi/LQu to arrange audit of Single Central Record by SMR 	MDi/SMR
6.	<ul style="list-style-type: none"> • KRS/LQu to collate a template showing all policies with relevant review dates and approval processes pertaining to all committees and appended to each ToR 	KRS/LQu
8.	<ul style="list-style-type: none"> • Named governors to answer specific sections allocated to them in AfC 'Checklist for Governors' document and completed/return to SMR by Friday 13th March 	SMR/KLj/KRS/J Sp/Jmi/JHo/ITo /GW/LFr
11 (iii)	<ul style="list-style-type: none"> • Seek further guidance/update from LA re telecoms mast in vicinity of school 	MDi
11 (iv)	<ul style="list-style-type: none"> • Job spec and notice for parent governor vacancy and elections 	KLj/RBi/SMR/J Mi