

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF MONKEN
HADLEY CE PRIMARY SCHOOL HELD AT THE SCHOOL ON 8th OCTOBER
2018 AT 7.15PM**

MEMBERS:

FOUNDATION GOVERNORS

*Mrs Debbie Coles
*The Rev Dr Thomas Renz (VChair)
*Dr Joanne Hames (Chair)
*Mrs Velia Carruthers
*Mrs Sally Atkinson
*Miss Gladys Vendy
Vacancy

LA GOVERNOR

Vacancy

*denotes present

PARENT GOVERNORS

*Dr Ann Marie Woods
*Mrs Samantha Wrightson (VChair)

HEADTEACHER GOVERNOR

*Ms Beatrix Simpson

STAFF GOVERNOR

*Mrs Karen Gammon

PART 1

1. OPENING PRAYER

1.1 The meeting opened with a prayer led by the Rector.

2. WELCOME & INTRODUCTIONS & APOLOGIES FOR ABSENCE

2.1 All present introduced themselves. The Interim Headteacher was welcomed to the meeting. There were no apologies for absence.

3. MEMBERSHIP

3.1 Confirmation of office for Chair/Vice-Chair

The appointments of Chair and Vice-Chair were confirmed for the academic year.

3.2 Re-appointment

Governors noted the re-appointment of Debbie Coles, foundation governor. It was also noted that the Clerk had written to the LA regarding the vacancy and awaiting notification of appointment. The GB noted that it would be useful to have someone with a financial background. The Clerk **agreed** to inform the LA accordingly.

It was further noted that the LDBS would be considering the re-appointment of Gladys Vendy at their appointments panel meeting on the 16th October.

4. DECLARATION OF INTEREST/PECUNIARY INTEREST OR OTHERWISE IN ITEMS APPEARING ON THIS AGENDA

4.1 No declaration of interest, pecuniary or otherwise, was made in respect of any items appearing on the agenda of this meeting. All governors present at the meeting, **completed** the Annual Declaration of interest form and these were given to the Headteacher.

4.2 DBS Check – The Clerk advised that it was now mandatory for all governors to have a DBS check. It was noted that some governors had checks from other organisations, which may comply with the present requirement; others commented that their checks may be due for renewal. It was **agreed** that governors would liaise with the school to ensure that all checks were up-to-date and/or in compliance with procedures.

5. MINUTES OF THE MEETING HELD ON 10 JULY 2018

5. 1 The Minutes of the meeting held on **10 JULY 2018** were **agreed** as a true and correct record and signed by the Chair, subject to the correction that Karen Gammon was present at the meeting.

6. MATTERS ARISING FROM THE MEETING NOT ON THE AGENDA

6.1

7. **HEADTEACHER'S REPORT**

The Headteacher provided an update to governors, under the headings outlined below and the salient points were noted as follows:

7.1 **General statistics**

- The school census had been updated to include pupil information data. There were currently 141 pupils on roll. It was noted that there were some vacancies, therefore the school will be looking at in-year admissions.
- The numbers in each classrooms were reported as follows: Year 6 -23; Year 5 -21; Year 4 – 22; Year 3 -16; Year 2 -22; Year 1 –17 and Reception – 20.
- There were 18 children with EAL, the school would be providing extra support.
- 10 children were on the SEN register; 1 child with an EHCP. Following a review with the SENCO, the school has identified 15 children with additional needs.
- There were a number of children with ADHD, with a few on the autistic spectrum. The HT and DHT will be identifying priorities, drawing up a schedule, as well as having a discussion with the Educational Psychologist. It was noted that not all classes had Teaching Assistants which presented extra challenge.

7.2 **Data**

It was noted that the school had not yet received the validated data from the Fischer Family Trust.

- KS2 – Year 6: Attainment and progress – for reading and maths, the average scaled score was 108.7. This was significantly above national average. In-year progress was 2.9, in line with national average. It was advised that further information would be presented at the next Standards Committee meeting, with the validated data presented at the next FGB meeting.
- Expected progress: In reading, writing and maths – 89%; significantly above national average at 64%.
- Phonics – (End of Year 1 and Year 2) - 3 year trend against national: governors were provided with the headline figures and noted that the percentage fluctuated year by year. Upward trend: 2016 – 75%; 2017 88% and 2018 – 96%. The current focus is on writing and whilst this

was not an issue for the school, it was noted that the standard of assessments varied between Local Authorities (LA).

7.3 **Draft Action Plan September 2018**

The HT tabled a copy of the draft Action Plan and talked governors through document, outlining the proposed actions under each priority and the desired outcomes. A summary which is provided below:

- All support staff understand the Child Protection (CP) and whole staff training provided.
- Single Central Register had been checked and would be updated in accordance with the new DFE guidelines.
- Review SEF and SIP standards,
- Introduce new Homework strategy to be shared with staff and in place by October 2018.
- Developed an inclusive learning environment from September.
- Maintain and raise standards in core subjects.
- Conduct SEND audit.
- Performance Management in place linked to school priorities.
- Web-site updated – It was reported that the school has limited in-house staff expertise, therefore the HT had contacted external providers seeking quotes. Governors, however, felt that with appropriate training, this function could be best managed by the school admin staff. It was noted that in order to ensure that the web-site was up-to-date, it would be useful to engage an external provider as a one-off, with the intention of providing training to staff for the long-term maintenance of the web-site. A number of governors also offered the services of family members.

It was **agreed** that the HT would seek quotes for an external adviser, as a 'one-off' to update the web-site and also to provide training to school staff.

8 REVIEW OF COMMITTEES/MEMBERSHIP/TERMS OF REFERENCE

- 8.1 The Clerk advised that governors were required to review the above annually at the first GB meeting in the academic year. The Chair informed governors that she had contacted Ann Foster regarding general governance procedures and had provided her with copies of the existing terms of reference requesting feedback. Ann advised that given the size

of the school, it may be more effective to reduce the number of committees.

8.1.1 The Clerk further advised that the GB would normally agree committee structures and members at the meeting in the autumn term; the terms of reference could be delegated to the Committees for review and approval.

8.1.2 The Chair said that (together with the HT and Vice-Chairs) she would be meeting with Ann Foster (on a date to be agreed) to seek further procedural guidance, including advice on the terms of reference. It was therefore advisable to defer and agree this item at the next GB meeting, following that meeting.

The GB therefore **agreed**, to defer this item to the next GB meeting.

8.2 **Governors hearings panels**

The Governing Body **agreed** to appoint any three eligible members from the Governing Body.

8.3 **Membership - Admission Committee**

Deferred to the next GB meeting. A query was raised on whether the GB was required to review the Admission Policy. The HT said that she would check with the LDBS and inform governors accordingly.

8.4 **Performance Management (PM) Committee**

It was noted this was not required for an Interim appointment, however, HT said that it might be useful for the GB to set PM targets on identifying priorities for the school.

Governors could be provided with professional advice on the measures taken to raise standards and to improve teaching and learning, as well information on the strategic overview of the school. A governor said it would be helpful to carry out a mid-term review of the priorities within the Action Plan. It was **agreed** that the HT and Chair would discussed this item further.

8.5 **Committees Reports**

Resources Committee

8.5.1 **Maintenance Fund**

VC reported the Committee had meet on the 21st September and provided a brief report. Given the lateness of the meeting, it was advised that the governors would read the minutes and a Working Party was formed to consider any actions arising from the meeting. Members **agreed** were: HT, Samantha and Velia.

8.6 **Standards/People Committee**

The Committees had not met.

9. **POLICIES**

9.1 Pay Policy – The Pay policy had been circulated to governors for governors’ information. The HT advised that the school had received a new LDBS Teacher Pay and Conditions document in September 2018 and the new pay policy was proposing a national pay rise of 3.5% to the teachers’ main pay range, 2% to upper pay range pay range and leading practitioners pay range and 1.5% to the leadership pay range. It was noted that the policy had been agreed by the LDBS in consultation with the teaching unions. The HT drew governors’ attention to ‘Leadership Pay Range’ and the two options proposed. It was noted that the school’s pay policy adopted last year, awarded in exceptional circumstances, up to 2 progression points on the leadership pay scale in any one year. The Governing Body **agreed** to retain this option in the revised document.

9.1.1 The HT also provided clarity to the points raised, however a few governors indicated that they hadn’t had the opportunity to read the document. It was **agreed** that governors would peruse the document and would email any comments to the HT.

The HT would seek clarification from HR on the points raised at the meeting.

The Governing Body adopted and **agreed** the LDBS Teachers’ Pay and Conditions model policy, subject to the clarification of the points raised at the meeting.

10. **UPDATE ON GOVERNOR VISITS, TRAINING AND DEVELOPMENT**

10.1 **Appointment of Link governors**

The Chair said that previously, it had been agreed that link governors would be assigned to classrooms, however, following a review last year, it was decided to link governors with areas within the School Development Plan (SDP). It was noted that this had been reviewed by the previous HT who felt that it was important that visits enhanced governors' own learning about specific aspects of the school. It was suggested that the focus of visits could be tied up more closely with the priorities set out in the SDP. However, the Chair felt that the review had not been effective.

10.1.1 The current link governors were listed as follows:

- Velia Carruthers – Buildings/Premises
- Ann Marie Woods - Pupil attainment
- Gladys Vendy – SMSC
- Sally Atkinson – Community
- Samantha Wright – Quality of teaching
- ? – Leadership & Management
- Gladys Vendy – RE
- Joanne Hames – Safeguarding
- GDPR – Anne Marie Woods

10.1.2 The HT said that it would be advisable to consult Ann Foster, prior to the appointment of link governors. She proposed that in order to facilitate a more focused visit, the governing body needs to review the strategic development of the school; meet with lead co-ordinators; review the priorities in the Action Plan, to provide a strategic overview. In addition, the school could organise a morning visit for governors, with a specific theme. It was noted that 'Writing' was a focus for the whole school, therefore the school could arrange a half a day visit for all governors to meet with staff. This would give governors the opportunity to look at Writing, visit a few classrooms, look at books and extended writing and talk to pupils. Governors could then meet with the HT and Deputy and relevant staff for further discussions. This could be repeated the following term, with the theme, possibly RE.

A proposal to arrange specific focus theme visits alongside the termly link governors visits was **agreed** in principle. It was further **agreed** that the Chair would seek further guidance from Ann Foster and confirm the link appointments at the next GB meeting.

10.2 Visits

There were no visits to date. The Chair advised that governors should contact the school to arrange school visits this term. The HT said that governors should contact the relevant staff member through the school office to arrange a mutual date and time.

10.3 Training

SW reported that she had undertaken an on-line safeguarding and safeguarding prevent training. Both sessions were half an hour and she said that they were both incredibly interesting and informative. It was advised that it would be useful if all governors access the training. It was noted that governors could log-on through a password provided by the school. It was **agreed** that interested governors would liaise with the school.

The Chair referred to the LDBS training programme for governors and highlighted the following:

- 16th October – Teachers’ Pay and Conditions
- 2nd November – SIAMS (fully booked but available in April)
- 8th November – Induction for new governors
- 21st November – New Chairs and governors (the Chair will be attending)
- 21st November (pm) – Safeguarding
- 4th December – Safer recruitment day – It was noted that one governor had completed the training but it would be useful if another governor undertook training. GV said that she would attend and this was **agreed**.

11. CHAIR’S REPORT

Nothing to report.

12. ANY OTHER BUSINESS

Refreshments – It was agreed that refreshments would be provided at the next meeting.

13. DATES OF THE NEXT MEETINGS

The Governing Body would be meeting with Jayne Pavlou, Graham Marriner and Terry Patterson on the 5th November 2018.

The date for the next clerked FGB was **agreed** for the 14th January at 7.15pm.

14. Part 2

Minutes of the meetings held on the 8th June 2018 and 3rd September 2018.

The minutes were agreed as a true and correct record and signed by the Chair.

15. Matters arising

There were no matters arising from the minutes.

16. Report of the Headteacher

Exclusions – Governors were informed that there were two fixed term exclusions this term; 1 for 1 day and 1 for 2 days.

The meeting closed at 22.30pm.

Signed:

Date:

Chair of Governors