

MINUTES OF MEETING

School: Netherfield Primary
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday, 3 November, 2016 at 4.30pm
Location: At the school

SCHOOL DISPLAY

Membership
'A' denotes absence

	Mr D Hawes
	Mr C Barnard
	Mr P Esswood
A	Mr S Goode
	Mrs E Cresswell
	Mrs K Price (chair)
	Vacancy (Local Authority)
A	Mr S Vickers (resigned – see below)
	Mr M Potten
A	Mrs K Wheat
	Mr J Wright
	Mr P Hardern (headteacher)
	Mrs E Hodkin (Training co-ordinator)

In attendance

Miss Tabreham-Henshaw (associate member)
Mrs P Taylor (deputy headteacher - observer)
Mr S James (clerk to the governors)

GB/52/16 Apologies for absence Action

There were no apologies for absence. It was noted that Mr Goode and Mrs Wheat were absent without apology.

GB/53/16 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda but governors noted members would declare any interest as appropriate.

Review and update Register of Business Interest/Declaration of Eligibility

The headteacher undertook to **ensure that all forms were upto date.**

HT

GB/54/16 Review of membership

Governors received the governing body membership list dated 21/10/2016 which had been previously circulated and noted the following:

- *New parent governor* – Mr Potten was congratulated on his success in the parent governor election and welcomed to his first full governing body meeting. His term of office was confirmed as four years from 04/10/2016.

➤ *Resignations/Departures:*

- *Mr Vickers* – governors were advised that his resignation was with effect from 18/10/2016 and was due to other commitments. The clerk undertook to **write a letter of appreciation on behalf of the governing body to him.** clerk
- *Mrs Rynne (end of term as a parent governor)* - The clerk undertook to **write a letter of appreciation on behalf of the governing body to her.** clerk
- *Mrs Hodkin (resignation as staff governor)* – Mrs Hodkin tendered her resignation with immediate effect and advised governors that she felt that the role of staff governor should be filled by a different member of staff but that she wished to continue to be able to support the governing body. Following discussion governors noted her resignation and unanimously

resolved

that she be appointed as an associate member with immediate effect for a term of four years. Mrs Hodkin completed and signed a Declaration of Eligibility form which she handed to the clerk.

➤ *Vacancies –*

- *Local Authority x1* – the clerk advised the governing body that the LA wished to nominate Miss Ellen Cottee but that it was for the GB to approve the appointment. The headteacher confirmed that Miss Cottee had been invited to attend the meeting but had not been available at short notice. Following discussion in which it was accepted that Miss Cottee possessed the required skills it was unanimously

resolved

that Miss Cottee be appointed as the LA governor with immediate effect for a term of four years.

- *Parent x1 (resulting from the resignation of Mr Vickers)* – the headteacher informed governors that in anticipation of this matter he had consulted Notts CC Governor Services who had advised him that it would be in order for the governing body, if it so wished, to appoint the candidate who came second in the recent parent governor election. On this assurance from the headteacher and subject to confirmation being received by the headteacher from this candidate of their wish to be a member it was unanimously

resolved

that they be appointed as a parent governor with immediate effect for a term of four years.

The headteacher undertook to **forward all necessary information including completed Declaration of Eligibility form to Governor Services as necessary.**

HT

- *Staff x1 (resulting from resignation of Mrs Hodkin)* – the headteacher **undertook to organise the required election.**

HT

Mr Esswood joined the meeting at 4.35pm during this item.

- *End of terms of office* - The clerk brought the following to the attention of the governing body:

- *Mr Barnard and Mr Hawes (co-opted expires 03/03/2017)* – these were noted by governors who agreed to review the situation at the next full meeting of the GB scheduled for 02/03/2016 in the light of the needs of the school and governing body at that time.
- *Miss Tabreham-Henshaw (associate member 05/11/2016)* – she was duly nominated proposed and seconded to be re-appointed and it was unanimously

resolved

that she be so appointed as an associate member with effect from 06/11/2016 for a term of four years. Miss Tabreham-Henshaw completed and signed a Declaration of Eligibility form which she handed to the clerk.

GB/55/16 Determination of term of office for chair and vice-chair

It was

resolved

that the term of office for the chair and vice chair should be until the date of the meeting of the full governing body in the autumn term 2017.

GB/56/16 Election of chair

The clerk took over the chair of the meeting.

Mrs Price explained in the context of succession planning her current position and future intentions. She was duly nominated, proposed and seconded as chair. There were no other nominations. It was unanimously (without abstentions)

resolved

that Mrs Price be re-appointed as the chair of the governing body and was duly thanked.

GB/57/16 Election of vice-chair

Mrs Price resumed over the chair of the meeting.

Mr Wright was duly nominated, proposed and seconded as vice-chair. There were no other nominations. It was unanimously (without abstentions)

resolved

that Mr Wright be the vice-chair of the governing body and was duly thanked.

GB/58/16 Minutes ofSummer term meeting

The minutes of the summer term meeting held on 19 May, 2016 having been previously circulated were confirmed and signed by the chair. The school display copy was handed to the headteacher; the minute book copy was retained by the clerk.

Matters arising

Governors noted that, unless detailed below or otherwise on the agenda, all actions listed had been addressed appropriately.

*GB/32/16: Minutes of spring term GB meeting 03/03/2016 – matters arising:
GB/17/16: Report from Corporate Director – Code of Conduct – action HT*

Governors noted that all governors had signed the Code of Conduct and any new governors would be requested to do so.

*GB/32/16: Minutes of spring term GB meeting 03/03/2016 – matters arising:
GB/22/16 Governor training – skills audit - actions*

Governors noted that Mr Hawes had submitted the analysed audit to Mrs Hodkin and that he would **send forms to new governors for completion.**

DH

GB/33/16: Correspondence – letter from Ofsted – safer recruitment training – actions

Mrs Price undertook to **make arrangements to complete the training.**

KP

GB/34/16: Headteachers' report – TA appraisal - HT action

The headteacher confirmed that this was in hand.

GB/37/16: Corporate Directors report – Complaints Policy – action

The headteacher undertook to **check that the matter had been addressed and take any further necessary actions.**

HT

GB/42/16: Review of delegation/committees - Approval of Decision Planner 2016/17 - action

Governors noted that the revised planner had been circulated to all governors.

GB/47/16: F2 building quotes – actions

Governors noted that the matter had been fully addressed by the SD committee as recorded in the minutes.

Committees and working parties

Finance and Resources Committee

The minutes of the Finance and Resources Committee dated 13 October, 2016 having been previously circulated were received.

Strategic Development Committee

The minutes of the Strategic Development committee dated 20 October, 2016 having been previously circulated were received.

Matters arising

There were no matters arising.

GB/59/16 Correspondence

The clerk raised the following items:

(i) Nottinghamshire Governor E newsletter – Autumn 2016 first edition

The Clerk highlighted drew the governors' attention to the following articles.

- Requirements for the National database of governors – the headteacher undertook to **check the requirements and take any necessary action/s.** HT
- Use of reasonable force
- Education Penalty notices
- Admission arrangements 2017/18 - the headteacher undertook to **make appropriate arrangements for the consultation to be publicised in the school to ensure as many stakeholders as possible contributed.** HT

(ii) Nottinghamshire Governor E newsletter – Autumn 2016 second edition

Holding the headteacher to account for the educational performance of the school and its pupils

GB/60/16 Update following Ofsted Inspection

Confidential item - see separate sheet.

Just after the governing body started to consider this item Mrs Cresswell had to leave the meeting at 5.05pm due to other commitments.

GB/61/16 Headteacher's report including

- *Update on School Self Evaluation and Development Plan*
- *Progress that vulnerable groups are making*
- *Amount of pupil premium funding/sports funding and its impact*
- *The rationale for spending the pupil premium*
- *Annual report on whole school appraisal process and consider/ratify pay recommendations*

The headteacher presented his **confidential** report, which had been previously circulated and copies of which were available at the meeting. Governors expressed their approval for the new format and content and agreed that in the light of the recent Ofsted inspection consideration would be limited to **governor challenges** as follows:

Why is the level of unauthorised absences apparently so high? The headteacher explained that this was mainly due to the level of illness.

Are those pupils concerned checked up upon? The headteacher confirmed that they were and explained the process which sought to focus on the most disadvantaged children.

Was there any discernible pattern amongst particular families? The headteacher confirmed that there were and explained the impact on the attendance figures.

Why was no governor present at the safeguarding meeting with Terri Johnson? The headteacher said he did not know the answer. Governors agreed that the LADO should have made sure that a governor had been present.

Are the apparent behaviour issues being addressed? The headteacher confirmed that they were and outlined some of the measures and procedure for review.

Is it correct that there have been no 'racist' incidents? Governors were advised that historically the school did not receive such complaints and also how the SEAL curriculum was delivered.

Did the school have a policy about parents' behaviour on school premises so as to protect the staff? Following discussion governors agreed that such a policy should be put in place and the headteacher **undertook to look into the matter.**

HT

In respect of the chart on page 9, what is the difference between an ‘assault’ and ‘violent behaviour’? The headteacher undertook to investigate and clarify. HT

The headteacher also tabled and circulated copies to governors of the **confidential** teachers’ appraisal report with pay recommendations on which he sought governing body approval. Governors noted a slight amendment to the first bullet point. The headteacher explained in detail the appraisal policy and contents of the report which governors then discussed during which they raised the following **challenges**:

Have the revised teacher objectives been met? The headteacher said that they had ‘essentially’ been met.

Are the recommendations in line with the budget? The headteacher advised governors that they were.

It was unanimously

resolved

to approve the recommendations made as tabled. It was noted that the meeting was properly quorate without staff members of the governing body.

During this item Mrs Taylor left at 5.57pm and Miss Tabreham-Henshaw at 6.08pm.

GB/62/16 Confirm arrangements for the headteacher’s appraisal meeting and ensure appraisal governors have appropriate training

Governors noted that the meeting had been arranged for 09/11/2016 and agreed that Mrs Price (who had received relevant training) and Mr Potten would be the appraisal governors.

Ensuring clarity of vision, ethos and strategic direction

GB/63/16 Reports from the Corporate Director for consideration and action

Collective Worship

The clerk spoke to the report pointing out the background, issues raised and actions for governors. The headteacher advised governors that the school was currently complying with the requirements and following discussion it was agreed that no action was required at this stage.

Update on the Integrated Children’s Disability Service

The clerk spoke to the report pointing out the background, issues raised and actions for governors. Following discussion it was agreed that no action was required at this stage.

Schools Causing Concern – Coasting Schools

Governors noted that given the recent Ofsted inspection this report had no current relevance.

Teachers Pay Scales September 2016

The clerk spoke to the report highlighting to governors the letter from HR sent to all headteachers and chairs on 24 August 2016 which contains Table A as referred to in the report, pointing out the background, issues raised and actions for governors. Following discussion it was agreed that no action was required at this stage matters having been previously addressed in other forums.

GB/64/16 Policy update

To approve any policies referred from the previous meeting or committee meetings

The headteacher tabled the revised schools' Sex and Relationships in Education policy which had been previously circulated and it was

resolved

to approve, ratify and adopt the policy as tabled.

GB/65/16 Receive a report from the designated LAC teacher

Governors noted that the matter was fully addressed in the Headteachers' report.

GB/66/16 Safeguarding children in education governors' compliance checklist

- *Agree arrangements for completion and sign off by the chair*

The headteacher advised governors that the checklist had been completed with the assistance, support and guidance of the local authority safeguarding service manager Terri Johnson. Governors approved the checklist which was signed by the chair and handed to the headteacher to **return to the local authority**.

HT

- *Agree any actions required*

Governors agreed that this would be considered in conjunction with recommendations contained in the Ofsted report.

- *Review safeguarding training for staff/governors*

Governors agreed that this would be considered in conjunction with recommendations contained in the Ofsted report.

GB/67/16 To consider arrangements for governing body self-evaluation

Governors agreed that this would be considered as part of their deliberations at the meeting arranged for 10/11/2016 detailed in item GB/60/16.

GB/68/16 Governor training

Report from training co-ordinator including review of governor training requirements for 2016/17

Mrs Hodkin reported:

- She will **provide new governor packs to all new governors.**

EH

Governing body self-review updated

See item GB/67/16 above.

GB/69/16 Governor visits and monitoring reports

Governors agreed that the Governor Visits timetable would be considered at the meeting arranged for 10/11/2016 and noted that the chair had met on a regular monthly basis with the headteacher.

GB/70/16 Academy conversion update and discussion

Governors agreed that in the light of the recent Ofsted inspection and report no further consideration of this item was required.

Evidence of governing body impact on school improvement**GB/71/16 What has been done to impact on outcomes for pupils?**

Governors agreed that consideration of this issue would form part of their discussion of the Ofsted report actions.

GB/72/16 How has the governing body held the school leaders to account?

The governing body noted that various challenges had been made by governors during the course of this and other meetings with the headteacher and senior management.

Concluding items**GB/73/16 Confirmation of dates for 2017**

The governing body

agreed

Spring term – Thursday, 2 March, 2017 at 4.30pm

Summer term – Thursday, 18 May, 2017 at 4.30pm

GB/74/16 Determination of confidentiality of business

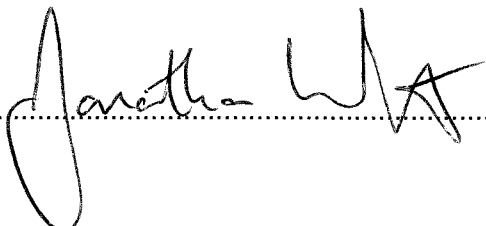
It was

resolved

that all papers and reports be made available as necessary save for:

- GB/60/16 – Update following Ofsted Inspection – to be confidential while report embargoed.
- GB/61/16 – Headteachers report – teachers’ pay and appraisal report.
- GB/65/16 – LAC report.

The meeting closed at 6.30pm.

Signed  (chair) Date 2/3/17

SJ/jag