

School: Netherfield Primary
Meeting title: Summer term meeting of the governing body
Date and time: Thursday, 19 May, 2016 at 4.30pm
Location: At the school

Membership
'A' denotes absence

	Mr D Hawes
	Mr C Barnard
A	Mr P Esswood
A	Mr S Goode
A	Mrs E Cresswell
	Mrs K Price (chair)
	Vacancy (Local Authority)
	Mr S Vickers
A	Ms S Rynne (Vice-chair)
A	Mrs K Wheat
	Mr J Wright
	Mr P Hardern (headteacher)
	Mrs E Hodkin (Training co-ordinator)

In attendance

A	Miss Tabreham-Henshaw (associate member)
A	Mrs K Cumberpatch (Executive headteacher)
	Mrs P Taylor (observer - assistant headteacher)
	Mr S James (clerk to the governors)

The formal business of the meeting was preceded by the following:

- i) A visual presentation with handouts to governors for their information from the headteacher supported by Mrs Taylor on the new assessment arrangements. During this the governing body asked questions which the headteacher and Mrs Taylor sought to address relating to various issues including but not limited to:
 - How the data will be used to inform school improvement
 - The views of the parent body
 - How and when it will be implemented
 - The regime of evaluation of monitoring
 - The integrity of the system
- ii) **Confidential item – see separate sheet**

The formal business of the meeting started at 4.59pm.

GB/29/16 Apologies for absence

Action

Apologies for absence were received from Mrs Cumberpatch (resigned – see below), Mrs Cresswell (health issues – confidential details supplied), Ms Rynne (personal matters - confidential details supplied), Mr Esswood (personal matters - confidential details supplied), Miss Tabreham-Henshaw (unforeseen child care issues) and Mrs Wheat (unforeseen child care issues). It was noted that no apology had been received from Mr Goode; governors acknowledged that he had ongoing long term health issues and discussed, without resolution, whether it was in his interest and that of the governing body for him to continue as a governor.

It was

resolved

that the governing body consent to all absences as detailed above.

GB/30/16 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/31/16 Review of membership

Governors received the governing body membership list dated 10/05/2016 which had been previously circulated and noted the following:

- *Resignation of Mrs Cumberpatch* – governors were advised that given the expiration of her tenure as executive head she had decided to resign from the governing body with immediate effect. Governors acknowledged the significant contribution she had made to the school and governing body during her short association with them and the chair undertook to write a suitable letter of appreciation to her on its behalf.
- *Ongoing LA governor vacancy* – governors agreed to remain alert to possible candidates. The clerk undertook to forward possible criteria for the role to the chair to consider.

chair

Clerk and chair

GB/32/16 Minutes of

Special meetings of the governing body

The minutes of the special meetings detailed below, 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:

- i) 15 October, 2015
- ii) 14 January, 2015
- iii) 25 February, 2015

Selection panel meetings of the governing body

The minutes of the selection panel meetings detailed below, 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:

- i) 15 October, 2015
- ii) 19 October, 2015
- iii) 26 November, 2015
- iv) 14 January, 2016
- v) 11 February, 2016

Spring term meeting

The minutes of the spring term meeting held on 3 March, 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 in the minutes had been addressed appropriately.

GB/17/16: Report from Corporate Director – Code of Conduct – action HT

The headteacher confirmed that all governors had now signed the Code save for Miss Tabreham-Henshaw and he undertook to secure her signature to it.

HT

GB/22/16: Governor training – skills audit – action EH

Skills audit forms were circulated to all governors present in the meeting and the headteacher undertook to forward copies to all absent governors for completion and return by all to Mr Hawes asap for analysis of the governing bodys' skills and its' training needs.

HT, all
govs and
DH

Committees and working parties:

Finance & Resources Committee/ Strategic Development Committee

The minutes of the joint Finance & Resources Committee and Strategic Development Committee dated 3 March, 2016 having been previously circulated were received.

Strategic Development Committee

The minutes of the Strategic Development Committee dated 21 April, 2016 having been previously circulated were received.

Matters arising

There were no matters arising.

GB/33/16

Correspondence

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

The clerk drew the governors attention to first edition of the Summer 2016 governor newsletter , with particular reference to the following articles:

- *HR update - DBS checks for governors* – the headteacher confirmed that the matter was well in hand.

(ii) Letter from Ofsted

The headteacher tabled and circulated to governors copies of a letter from the school in reply to one received from Ofsted mentioned at the meeting of the SDC to which he said an acknowledgement had been received.

During discussion it was agreed, following suggestions by the headteacher and clerk, that governors prepare themselves for a possible inspection. Mrs Hodkin undertook to forward to all governors a list of possible 'Ofsted questions' for governors.

It was agreed that Mrs Price, Mrs Wheat and Ms Rynne would make arrangements to receive appropriate training on 'safer recruitment'.

KP, KW
and SR

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

GB/34/16 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*
- *The rationale for spending the pupil premium*
- *The impact of pupil premium*
- *Annual report on whole school appraisal process*

The headteacher presented his report, which had been previously circulated and copies of which were available at the meeting. In addition he tabled the following additional reports and gave a verbal summary and overview of their contents:

- Pupil Premium grant (PPG) and sports funding
- Teachers appraisals

He highlighted various matters and invited comments, questions and observations from governors.

Governor challenges:

Is the application of the PPG funding making a difference? *The headteacher acknowledged that the 'gap' was still 'too wide'.*

Is the gap increasing? *The headteacher said that he had not considered the history of the gap but based on the Raiseonline data it remained wide but felt that the funding was being applied effectively.*

How can its effectiveness be examined? *The headteacher said that it needed to be looked at and was 'a big piece of work'.*

Are all applications of funding, such as enrichment, having an impact? *Governors discussed the relative merits of various provisions such as out of school clubs and whether there should be a charge for all 'non PPG' children. No conclusion was reached.*

How many PPG children access the clubs? *The headteacher undertook to research and advise governors.*

HT

Are all those thought to be eligible for free school meals encouraged to apply? *The headteacher said that they were.*

Are all children able to access all the additional opportunities in the school?

Governors were advised that they were and that some children were specifically targeted and encouraged to participate to support them in their development and progress. Governors agreed that there was potential merit for PPG children to be so targeted.

What impact if any was there in the clubs on the non PPG children by the conduct of the PPG children? Governors were advised that some PPG children could be 'disruptive' but efforts were made to ensure that the right children received the appropriate benefit.

Is swimming provided under the sports funding? The headteacher said that it was and included provision of transport.

In respect of teachers' appraisal, do all teachers have priorities? The headteacher said that they do and explained how the targets had been rewritten by the executive headteacher and how teacher performance was assessed in the context of pupil progress.

Should teacher targets be informed by the headteachers own targets? The headteacher said that this was not necessarily the case and he aspired to having a fairer regime for teachers judged on the childrens work books.

What has been the impact on staff of the rewritten targets? Mrs Taylor said that they were happier as the new targets were felt to be 'more achievable'.

What if any mechanism was there for the appraisal of TAs? The headteacher advised governors that there was neither a duty nor right for these to be done. Following a full discussion governors agreed that the headteacher be encouraged to actively pursue a procedure for the appraisal of TAs given their significant potential impact on the childrens progress and achievement.

HT

How is the pay of TAs progressed? The headteacher stated this was by increment within the relevant band.

Is there a flaw in the system for recording absences? The headteacher advised governors that the important figure is the attendance level. Governors discussed the process without conclusion.

GB/35/16 To agree who will support the appraisal governors in conducting the headteacher's annual appraisal process

Following a full discussion it was agreed that the headteacher approach Kate Cumberpatch to undertake the role with a view to his targets being set no later than week commencing 11 July, 2016. The headteacher undertook to keep governors updated on developments.

HT

GB/36/16 Appointment of appraisal governors

Governors agreed that the chair and Mr Vickers continue as appraisal governors and noted that both had received appropriate training.

Ensuring clarity of vision, ethos and strategic direction

GB/37/16 Reports from the Corporate Director for consideration and action

- *Keeping Children Safe in Education*

The clerk spoke to the report pointing out the background, issues raised and suggested actions for governors. Following discussion it was agreed that no action was required at this stage the governing body being satisfied that all safeguarding matters were in order. The headteacher invited all governors to attend the 'mock' Ofsted safeguarding inspection to be arranged.

Mrs Taylor left the meeting at 6.09pm.

- *Religious Education in schools*

The clerk spoke to the report pointing out the background to the matter, issues raised and suggested actions for governors. Following discussion it was agreed that no action was required at this stage save that the headteacher would be requested to include a section in his next report and parent governors would conduct and report on an appropriate visit.

**HT/parent
govs**

- *School Complaints Policy and Procedure*

The clerk spoke to the report pointing out the background to the matter, issues raised and suggested actions for governors. Following discussion it was agreed that the review of the schools complaints policy and procedure be referred to the SDC.

SDcmte

GB/38/16 Broad discussion around academy conversion

Following discussion it was agreed, in the absence of so many governors and the changing political landscape on the matter, to defer the matter to the SDC.

SDcmte

GB/39/16 Policy update

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

- (i) *Behaviour Policy*

The headteacher tabled a revised Behaviour policy which had been previously circulated and confirmed that it had been agreed by the school staff. It was

resolved

to approve the revised policy as tabled.

Governor challenge: Does the policy allow flexibility of approach? The headteacher confirmed that there was considerable flexibility.

Governor challenge: Is the policy consistent with the Local Authority template? The headteacher confirmed it was.

- *To note the updated 2016/17 policy checklist and agree arrangements for reviewing policies*

The headteacher tabled a revised checklist policy based on the local authority template. It was

resolved

to approve the revised checklist.

GB/40/16 Receive a report from the designated LAC teacher

Governors noted the matter was fully addressed in the headteachers' report.

GB/41/16 Approval of in-service training days

Governors approved the following INSET days:

Monday 5 September, 2016
Tuesday 6 September, 2016
Monday 31 October, 2016
Wednesday 4 January, 2017
Monday 3 July, 2017

GB/42/16 Review of delegation and organisation of committees

- *Agree committee structure and membership of committees*

Governors agreed to retain the existing two committees and confirmed that all governors were members of both.

- *Approval of delegation – decision planner 2016/17*

Governors approved the amended decision planner in accordance with the local authority template. The clerk undertook to arrange for the typing and distribution.

clerk

- *Note annual planner 2016/17 to support agenda setting*

Governors noted the suggested changes to the annual planning document.

- *Appointment/re-appointment of link governors*

Governors agreed to retain the link appointments as detailed on page 4 of the headteachers' report.

GB/43/16 Governor training

Report from training co-ordinator including priorities for governor training and development 2016/17

Mrs Hodkin reported as follows:

- She advised all governors of the availability of the on line training with GEL and to print and retain all certificates of completed training.
- All governors had completed the online Chanel PREVENT duty training.

- Governors to be advised of future training.

To consider arrangements for governing body self evaluation

Governors agreed to defer consideration to the full meeting of the governing body in the autumn term.

Clerk

GB/44/16 Governor visits and monitoring reports

The following reports were given on visits made to the school by governors since the last full meeting of the governing body:

- Mr Barnard – Selection Panel – 05/05/16
- Mrs Hodkin – safeguarding meeting – March 2016
- Mrs Price – administration of SATs / monthly headteacher meetings

The headteacher tabled a suggested governor visit record form which it was agreed would be used in future.

Overseeing the financial performance of the school and making sure its money is well spent

GB/45/16 Approval of

School Budget

The headteacher tabled the following documents which governors noted had not been previously circulated to them:

- Governors School budget report 19/05/16
- Two year projection
- Year-end reforecast

The headteacher advised governors that the budget had been prepared by him and Mrs Cumberpatch with the support of the local authority Finance Officer and that the in-year deficit was sustainable.

Governor challenge: Were there any significant or substantial changes to the various projections that had been given at the joint committee meeting on 3 March? The headteacher advised governors that there were not.

The clerk pointed out to the governing body that though technically quorate (six) two of the seven governors present were also members of staff. Governors agreed that all governors be allowed to vote and that the matter could not be delayed.

It was unanimously

resolved

to approve the budget as presented.

Updated finance policy

Governors noted that the revised policy was awaited from the local authority.

Year-end re-forecast

It was unanimously

resolved

to approve the out turn statement as presented.

Services for Schools

The headteacher tabled a document with the services detailed for proposed purchase. It was unanimously

resolved

to approve the proposal as presented.

GB/46/16 Disposal of Assets

At the request of the headteacher who provided verbal details governors approved the disposal of the following assets:

- One Loxit laptop safe model no. 6040 ref no. 23478
- One Rexel Acco shredder bar code no. 10249

GB/47/16 Consideration of quotes for F2 building development

It was agreed that the headteacher would obtain the necessary quotes and forward to all governors for their consideration.

**HT and all
govs**

Evidence of governing body impact on school improvement

GB/48/16 What has been done to impact on outcomes for pupils?

Governors noted the actions and involvement, including discussions and resolutions, of the governing body in relation to various matters including, but not limited to the following, which had had a positive and beneficial impact on outcomes for all pupils:

- Overseeing safeguarding matters
- Careful management of recent fiscal issues
- Approval of staff reorganisations

GB/49/16 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/50/16 Confirmation of date for 2016/17

The governing body

agreed

Autumn term – Thursday 3 November, 2016 at 4.30pm

Spring term – Thursday 2 March, 2017 at 4.30pm

Summer term – Thursday 18 May, 2017 at 4.30pm

GB/51/16 Determination of confidentiality of business

It was

resolved

that all records of discussion, papers and reports be made available as necessary save for any information pertaining to looked after children.

The meeting closed at 7.00pm.

Signed(chair) Date

SJ/IY

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Netherfield Primary
Meeting title: Summer term meeting of the governing body
Date and time: Thursday, 19 May, 2016 at 4.30pm (start 4.59pm)
Location: At the school

Confidential item(s)

Matter prior to formal business of the meeting:

Action

ii) The chair tabled, read out and circulated copies of a statement by Marion Clay of Nottinghamshire County Council. The headteacher confirmed he was to inform the staff of the matter and would contact all absent governors to inform them. Governors returned the copy statements to the chair.

Signed(chair)

Date