

# SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY

## MEETING – Part I Minutes

Date/Time: Wednesday 6 <sup>th</sup> July 2016, 6.30 pm				Location: South Molton Primary School	
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Head	Sue Davies	SD	LA
Penny King	PK	Chair	Michelle Young	MY	Staff
Shaun Kershaw	SK	Parent	Mike Jones	MJ	Co-opted
Mary Ellen Whalley	MEW	Co-opted	Kate Kilburn	KK	Co-opted

In attendance	Initials	
Susie Catling	SC	Clerk
Becky Hopkins	BH	Future associate governor
Ruth Carter	RC	Future associate governor
Andrew Quayle	AQ	Future associate governor
Rosalie Priscott	RP	Future associate governor
Jo Kingdon	JK	Future associate governor

	Agenda Item	Details	Action
1.1	Apologies	Rob Kelland sent his apologies (working); his absence was sanctioned. Nick Lock was not present.	
2	Co-opting	Becky Hopkins, Rosalie Priscott, Ruth Carter, Andrew Quayle and Jo Kingdon were all nominated as associate governors and all were co-opted on to the governing body for a term of 4 years. KK and SD nominated and seconded Becky Hopkins. PK and MEW nominated and seconded Jo Kingdon . MY and SK nominated and seconded Rosalie Priscott. KK and SD nominated and seconded Ruth Carter. MJ and PK nominated and seconded Andrew Quayle. This leaves 2 vacancies for governors on the governing body. Governors agreed to discuss at AGM. <b>SC to add to agenda.</b>	SC
3	Business interests	There were no business interest updates.	
4	Minutes	FGB 23.03.16 part I approved. T&L 15.06.16 part I and II approved. Resources 04.05.16 part I and II approved.	
5.1	Actions from last meeting – guidelines for termtime absence	See Attendance Policy at point 20.3.	
5.2	Actions from last meeting – governors' newsletter	KK will be writing the next newsletter and requested biography for each governor to add to the newsletter. <b>AQ, RP, BH, RC and JK to send to SC.</b> Governors agreed that the content should include governor visits and results (see HT's report). Governors also discussed the option of holding a parent forum, possibly about new building and expansion plans, combined with resourcing for older children. <b>SC to add planning of this to AGM agenda. RC offered to help KK with newsletter.</b>	KK AQ, RP, BH, RC, JK SC RC
6	Correspondence	SD shared a letter from the LA regarding Early Years provision. See point 7.	
7	Items brought forward	Meeting moved to Part II.	
7.2	Termly premises report	RK has undertaken the governors' termly Premises report and a copy was provided at the meeting. SK read it out and it was noted by governors.	
7.3	Hearing committee	SW's resignation has left a space on the Hearing Committee: MEW will replace SW. <b>SC to find out if Associates can fill this position going forward.</b>	SC
8	Headteacher's Report	See Headteacher's report for details. SK asked if the school markets its results. Governors agreed <b>to put this on AGM agenda.</b> SK, on behalf of the governors, thanked all teachers for the excellent teaching over the year, demonstrated by results. PK remarked on successful intervention, including a child in care who started in Sept who was under-achieving but has now passed the Year 1 phonics test. Governors were told that a PEP meeting took place earlier in the day for another child in care who is in Reception, who is also now performing at expected standard; this represents rapid progress. TP shared books with governors. SK asked if good practice is shared with other schools. TP confirmed that it is. Governors discussed marketing further, including the No Electricity day scheduled for the following day. TP updated governors about the Year 2 camp.	SC

		<p><u>Sports Premium Report</u></p> <p>MEW requested statistics be incorporated next year. TP offered to bear this in mind. SK asked how can enthusiasm be measured. SK raised a concern that Ofsted could challenge this wording. TP advised it would be quantifiable through observation. TP agreed that as much evidence as possible should be incorporated into the report. Sports Day will showcase skills learned this year.</p> <p><u>Pupil Premium Report</u></p> <p>Governors asked why the budget has decreased. TP advised that this is because less people are applying owing to universal FSMs. Governors talked about the need to encourage the Year 3s to apply. KK suggested changing the name of the form. <b>TP to review.</b></p>	
9	Financial	Budget had been previously approved by Resources committee. FGB approved the budget. No questions regarding Month 2 Budget Monitor. Governors agreed to have training with PH on the budget before the AGM. <b>SC to organise.</b> AQ offered to work with governors to aid understanding.	TP SC
10	Primary migration	TP updated governors about the LA's long term plan and re-emphasised the need to have at least one room by Sept 17. SK asked if governors need to pressurise the LA to get things moving. TP said not at this stage, but if the process slows down, then this would be helpful. TP expects the new build to start in January 2017. TP will keep track on the building timeline and advise governors if there is any deviation. MEW asked where the new classroom will be located. TP advised that this is TBC. TP will share all info once received. <b>TP will share all info once received.</b>	TP
12	School co-operation	PK updated governors about cross-school moderation. In addition, she advised that she visits lots of other schools and noted that this is good practice. MY advised that the school has been visited by another SENCO as a means of sharing best practice. TP asked governors to consider formal arrangements for the future, including the creation of an academy <b>and asked that this be put on the next agenda.</b> SD queried if this would make the school safer financially? TP advised that it would.	SC
13	Meeting days	Governors discussed changing meeting days from Wednesdays but the majority voted not to change. The AGM was subsequently set for Weds 21/. <b>SC to send out meeting dates for the year.</b>	SC
14	Associate governor voting rights	Governors discussed allowing Associate Governors to have voting rights at committee level. KK proposed the motion and SD seconded: motion passed unanimously.	
15	Chair vacancy	Governors discussed the lack of Chair but no solution was found. SK raised that succession planning is needed. <b>KK will chair AGM.</b>	KK
16	Lead governor responsibility	Governors discussed the portfolio means of working vs committees. After discussion, it was agreed to retain committees but to set up portfolios on specific areas within each committee, eg SD would be portfolio lead on School Improvement. PK commented that having a portfolio lead would ensure that governor visits are focused. <b>SC to add portfolio leads to AGM agenda.</b> TP remarked that committees need to plan better.	SC
17	Governor visits	SD, KK and MEW have recently undertaken visits. Reports will be distributed. MEW reviewed more able students. SD continues to track her early years cohort, mixed ability. KK observed the new assessment system. KK acknowledged staff's input and sophisticated planning and systems. KK asked PK to share assessment sheets with governors at next T&L committee meeting. <b>SC to add to Agenda, along with feedback from governor visits.</b> MEW will be conducting a visit to <b>review boys' writing in the Autumn term.</b>	SC MEW
18	Training	<b>SC to book RC on new governor training 17/11. AQ and BH to advise SC which dates best suit them.</b> SC encouraged governors to consider going on the Chair course to help facilitate understanding of the role before committing.	SC, AQ, BH
19	Review	Governors acknowledged a successful year, citing excellent results and achievements and it was agreed to hold another thank you tea party for staff. 4pm before a FGB Meeting was agreed. <b>SC to determine date.</b>	
20.1	Equality policy	SK and MY have collaborated on this. SK has incorporated additional comments. Governors discussed the importance of making the equality policy more visible around the school, especially cross-cultural visits. PK said this is a KS2 focus and so it will naturally increase with the advent of primary education at the school. Governors asked that assemblies that educate about world religions be included in the newsletter. <b>PK to action.</b> MY suggested putting photos up on website alongside the Equality Policy. <b>MY to action once the new</b>	PK MY

		<p style="color: red;">website is up and running.</p> SK asked if it needs to be more visible in the community? Governors agreed that the new website will help and suggested that assembly topics be published on the website. MY suggested an equality page on website but TP felt that this wasn't necessary. Governors discussed making protected characteristics more visible around school through displays, including calendar of events. Adopted.	
20.2	Support Staff Appraisal Policy	Adopted.	
20.3	Attendance Policy	Government policy. TP has added specific criteria for consideration of requests. See policy for detail. Adopted.	
20.4	Charging and Remissions Policy	Adopted.	
20.5	Financy Policy	Adopted.	
20.6	Overnight Stays Policy	Adopted.	
20.7	Supporting Pupils at School with Medical Conditions Policy	Statutory guidance. Adopted. TP advised that, as a school, we need to make sure that the policy is being followed.	
20.8	DBS Policy	SC advised governors the advice she had been given by Babcock: the policy has not yet been updated to include new regulations regarding governors and DBS checks. Babcock advise postponing review of this policy until a new one is published. Governors agreed.	
21	Ratifying policies approved by committees	All were ratified: Redundancy Admissions Recruitment Volunteers in Schools Disciplinary Teachers' Appraisal Anti-Bullying Children in Care. Note that for this policy, it was agreed that the lead governor role would be agreed at next T&L committee meeting. <span style="color: red;">SC to add to agenda.</span>	SC
22	Best Value Statement and Statement of Internal Control	Approved by governors (previously reviewed by Resources committee).	
23	Impact	Governors noted the achievement recorded in the HT report and agreed that new assessment practices would benefit the children. Governors agreed that reviewing committees and lead governor responsibility would impact positively on the children. Governors felt that a larger governing body should translate into a positive impact on children.	

Meeting closed at 8.05pm

Next meeting: AGM, Weds 21<sup>st</sup> Sept, 6.30pm