

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

18 March 2015 at 6pm

Minutes

Present:	Felicity Williamson (FW)	Chair
	Kelly Furlong (KF)	Parent
	Alison Devereux (AD)	Foundation
	Heather Gregory (HG)	Foundation
	Gillian Quick (GQ)	Headteacher
	Martin Williams (MW)	LA
	Kate Porter (KP)	Staff
	Melissa Crocker (MC)	SBM
	Alvin Jeff (AJ)	Foundation
	Liz Mansbridge (LM)	Clerk

Action	By whom
Email to Governor Services re training emails and electronic signature on policies.	LM
Coordinate MAT working group	MW
Managing Attendance policy formatted for the school and added to the website	LM
Governors to review IT proposal from KH at next agenda	Agenda
Anti bullying policy for wider school community	AD/MW
EIA for anti-bullying policy	AD
Assessment report from Governors	AD/AJ
Staff views on class or cohort link governors	KP
New governor recruitment campaign in term 5	LM
Letter giving permission for preschool site investigation with caveats	FW
Observed lesson exercise for recruitment to be checked with Penny Boardman	FW
Headteacher support from the Learning Exchange offer.	GQ

Opening Prayer: FW

Item	Discussion	Action
1	Welcome and Apologies Apologies were received from Geoff Eales, and Miranda Pincott.	
2	Standing items <ul style="list-style-type: none"> • Declaration of Interest ~ None • Safeguarding matters ~ None 	
3	Receive the minutes from the FGB meeting 5/2/15 Matters Arising: SEND plan received There is a problem with training certificates from the NSESP website following the change of system. LM will follow up with Governor Services for evaluation emails so governors can print off their attendance certificates. MC confirmed that the website is functioning through a work around. In	

	<p>exploring a future website MC and KP have spoken with David Blackhurst (DB) (parent) who runs a business designing websites. He will design one for a one off cost but additional functionality for twitter of other media would be extra. They have looked at a bespoke primary school website but it an expensive up front cost of £1100 and an additional licence fee of £400 per year. KP and MC commented on how much work was involved in scoping this. It was agreed that they would continue discussions with DB about the scope for the site. KP suggested informing parents through the newsletter that the school was looking to develop the website and interested parents with suitable skills to contact them.</p> <p>MW MAT action C/F.</p> <p>The minutes were accepted by governors as a true record and signed by FW in her capacity as Chair. A copy were retained at the school.</p>	
4	<p>Finance Update (<i>papers on NSESP</i>)</p> <ul style="list-style-type: none"> • Budget 2014-2015 update <p>MP and FW had attended training at the LA on Tuesday 17/3. MP has taken on the responsibility of lead governor for finance and has gone through the budget papers with MC in the week preceding the FGB meeting. FW asked if it would be possible to have a column that forecasts anticipated costs and MC agreed. MC highlighted the difficulty in maximising the carry forward figure without incurring a claw back. The maximum carry forward at year end is 10% of in-year income. MC informed governors that she had paid £8280 out of the school budget for the loan on the building as the budget was in surplus from lower sickness costs and fewer repair costs than had been budgeted for. This was approved by Governors. There are two further payments of £1500 each year remaining for the loan. GQ and MC reported on the Schools Appeal Trust fund that had a balance of £4667, some of which could be used to pay off the remainder of the loan. Governors agreed this was the most sensible way forward and voted unanimously to use this to pay off the loan. The remaining balance could be used to purchase resources. The £6,700 received from Friends in September 2014 was also used to purchase resources. This will close the Schools appeal trust account. MC informed governors that Katie Hewitt was putting together a proposal for purchasing IT equipment and software for the children throughout the year. The likely overall costs would be approximately £11,500. It was agreed to use the donation from the School Appeal Trust of £11,360 to pay for these ICT purchases next year instead of the outdoor play area and that the income received in this financial year would be carried forward as accrued income specifically for the purpose of purchasing this IT equipment. Governors agreed to this and asked that the proposal be brought to governors when it was ready. Governors agreed that they would continue to raise funds with the help of Friends for future resources in the school.</p> <p>MC circulated papers for the following:</p> <ul style="list-style-type: none"> • Unofficial school fund currently standing at £5689 ~ noted by governors • SFVS ~ FW asked that the response to Q2 of the SFVS be amended to read 'in part' as the response. MC agreed to amend. • CFR Benchmark ~ is currently against other similar schools in NSC area. It was agreed that next year's benchmark should 	Future Agenda

	<p>include similar schools in other areas.</p> <ul style="list-style-type: none"> • In year allocation ~ for admissions: MC asked if Governors still want the LA to respond to in year admissions on the governors' behalf? Governors checked that this still gives the FGB flexibility over the numbers in classes (which it does) and so it was unanimously agreed. • Business contracts (MW left the meeting for this item) The Grounds Maintenance and the Cleaning contracts start on 1 April each year. Both these contracts were originally quoted for as part of a 3 quote process. Governors agreed to renew these this year and also the Caretaking contract which is due for renewal 1/8/15. Q: Governors asked what notice period was in the contracts A: (none, they just expire). It was agreed that the 3 quote process would run again in the new academic year and that a 3 month notice period from either side would be written in. MW returned to the meeting and was informed of the decision. • Staffing update ~ HLTA GQ informed governors that Emma Barrett had passed her HLTA status assessment. GQ proposed that she be put on a JG6 contract for an HLTA now she had qualified. The school could then use her to cover PPA and help out with supply when necessary. The increase in costs between the two grades would be approximately £1500. Governors were reminded that supply costs were £200 per day and therefore the increase in salary costs would be recouped against the supply budget quickly. Governors congratulated EB on her achievement and agreed to the re-grade. GQ also asked to extend Debbie White's contract until 31/8/15 when they would advertise for the post, governors agreed. • Leadership time allocation ~ Governors agreed with AJ's suggestion that the allowance of time for leadership in school is agreed as an overall allocation and should be set at 1 and a half days per week. How this is allocated amongst senior team would be an operational decision for the Headteacher. Governors agreed to 1 and half days per week with effect from 1/4/15. 	
5	<p>Policies</p> <ul style="list-style-type: none"> • Admissions 2015~2016: Governors were informed the DfE changed some wording about Children Looked After, the policy was amended in line with the LA recommendations as a Chair's action. The policy has been returned to the LA and published on the school website. Governors noted the change. • Admissions 2016~2017: Governors accepted the policy and agreed they would look at reducing the Diocese appendix to one page next year. They would use St Mark's appendix as a starting point for research. • Managing Attendance: KF & AJ had reviewed it and following some clarification on the pro rata'd entitlement for part timers they recommended it was adopted. It was agreed LM would undertake the changes in formatting prior to the Chair's signature. • Leave of absence: AD & MW had reviewed the policy. It was agreed to amend the contact to be to the Headteacher between 7am and 7.30am or the previous evening before 10pm. Paid 	LM

	<p>leave for reserve forces for summer camp would be 1 day. Funeral leave for non dependants is up to one day unpaid. The wording for the list of those allowed paid time off for a funereal would be amended to include those from the previous policy. MW to make changes and send to LM for loading on NSESP.</p> <ul style="list-style-type: none"> • Behaviour: AD has reviewed it and has nearly finished the EIA; governors accepted it as there were no changes proposed. • Anti-bullying policy ~ Governors discussed having a separate policy that encompassed behaviour within the wider school community to include staff and parents and this would be looked at in the coming months by MW/AD. It was accepted as is for the children at the current time. MW/AD will look at the broader one after the Headteacher appointment. AD volunteered to undertake the EIA. <p>GQ asked when these school policies would be signed and filed in school? It was agreed actions will be done by the end of the following week as a general rule.</p>	<p>MW</p> <p>MW/AD AD</p>
6	<p>Subject Leader reports ~ It was agreed teachers will attend the beginning of the meeting in future to present the subject lead reports. Assessment (data) is produced 3 times per year, others twice yearly. Governors thanked staff for the reports. It was agreed governors could request other subjects as part of a rolling programme in future.</p> <ul style="list-style-type: none"> • Assessment & data for term 2, when term 4's data is available it will be more informative. AJ/AD have met with GQ about data recently and will circulate a report shortly. FW asked for questions from governors: FW asked what was being done to address the yellow code for Y3 and 5 as this since September and why it was a risk area? The external moderator marked down the assessment from class teacher. Additional support has been provided for the teacher and additional support to increase the attainment of the children. . FW asked if initiatives have helped but governors need to wait for data from term 4. AD/AJ are attending meetings every 3 months to monitor pupil progress at present. Governors extended their thanks to Nicky Gifford for the report. • Maths: KF asked about green & pink marking scheme (tickled pink and green next steps) which is a quick way for the children to identify areas for development and examples of good work. • English: Governors thanked the school for hosting them during World Book day. FW asked if the Library of Excellence has started. Governors can see the red folders in the staffroom but in general it is used for teachers to find examples of excellent work to show in other classes. • Curriculum there were no questions or comments. 	<p>AD/AJ</p>
7	<p>Governor Reports & Monitoring (<i>Papers on NSESP</i>)</p> <ul style="list-style-type: none"> • Roles and responsibilities ~ AJ circulated a list of essential and statutory roles within the Governing Body. Governors discussed whether wanted to have class or cohort link governors, maybe attend for end of year learning presentation. FW asked KP to take the offer to staff and see what they want review at next FGB. MW offered review of KS groups and link with class governors 	<p>KP</p>

	<p>after the recruitment of the new Headteacher. It was noted that the Headteacher performance team was a governor short but there was only 1 governor available to join this panel and was already undertaking an important statutory function with finance. It was agreed LM would run another recruitment round in term 5 straight after the recruitment of Headteacher. GQ pointed out there is a requirement for a pay & performance panel, and to review the pay policy for next year. FW will take advice from Governor Services about how to manage this with a shortage of eligible governors.</p> <p>It was agreed to link CLA with SEND under one governor, HG volunteered. It was also agreed that children who are carers would be linked to Safeguarding for governor monitoring.</p> <p>GQ attends statutory designated teacher meeting for CLA. Pupil premium responsibility would go to KF</p> <ul style="list-style-type: none"> ▪ Governor visit form is on the NSESP website and it was noted that reports are coming in. ▪ Health and Safety report is available; Jo Crickson did an interim audit and says that we should have outstanding rating at the end of the year for H&S. ▪ Training ~ summary report will be populated by FW. Governors should inform FW if anything is missing. She also volunteered to do a similar log for visits. 	LM FW FW
8	<p>Preschool proposal</p> <p>FW checked the request for a preschool on site with Sally Varley and her response is Governors should either give permission or decline investigating the site. GQ had always wanted one for part of this school came up against problems for space, services and access. It was agreed that FW would respond in writing that we love the idea but have concerns from previous studies but would give permission if the proposers wished to undertake an investigation. They would also need to be informed that a tendering process would have to be undertaken if they did wish to proceed.</p>	FW
9	<p>Strategy and visioning</p> <p>No update at this time</p>	
10	<p>Update on Headteacher recruitment</p> <p>5 candidates have looked round and another visit is scheduled for tomorrow. 8 information packs sent out and the advert closes on Monday 23/3 at 12 noon. KF may have a conflict of interest as a supply teacher but it was thought to be minimal and governors preferred to retain her expertise. Shortlisting will happen on Thursday next week with the LA and MW will suggest a pre meet with the panel. Governors discussed the logistics about an observed spelling lesson and FW would go back for more details and a proposal to use a DVD to Penny Boardman at the LA.</p>	FW
11	<p>What impact will this meeting have on our pupils?</p> <p>Improved methodology for policies and way of working. Subject leader reports were much appreciated Class link governors will have positive impact on children.</p>	
12	<p>Any other business:</p> <p>AD doing bible story day at the church needs to follow up on detailed arrangements.</p>	

	<ul style="list-style-type: none"> • Cancellation of using the school as a polling station: Notice as to the school premises no longer required came to the school on 10/3. However GQ has already made staff development plans (Daniel Woods on equalities and Andrea Sully coming in to talk about curriculum) with a follow up INSET day on 1/6. It would incur costs to cancel and delay the staff development of the curriculum. In view of the short notice and the costs to the school she asked Governors to agree to the additional day closing. Governors agreed. • GS informed governors that the Ofsted data dash board was available and there were some good results for Worlebury • GQ asked governors about what services they wished from the Learning Exchange for Headteacher support? Governors agreed to Headteacher support, Headteacher induction but to delay the review of governance until the next academic year. GQ will request it. 	GQ
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