

# WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

**Wednesday 9 September 2015 at 6pm**

## Minutes

Present:	Michelle Bamford (MB)	Headteacher
	Felicity Williamson (FW)	Chair (Foundation)
	Alvin Jeffs (AJ)	Vice Chair (Foundation)
	Martin Williams (MW)	Vice Chair (LA)
	Geoff Eales (GE)	Vicar
	Alison Devereux (AD)	Foundation
	Miranda Pincott (MP)	Foundation
	Kelly Furlong (KF)	Parent
	Kate Porter (KP)	Staff
	Jo Thorn (JT)	Deputy Headteacher
	Liz Mansbridge (LM)	Clerk

Opening Prayer ~ Geoff Eales

Action	By Whom
Safeguarding training session for governors.	AJ/MB
Recruitment of new governors	LM
Ofsted framework training session with Sue Horsnell	MB/FW
Headteacher performance training	KF
Invitations to Headteacher affirmation service	LM
Preparation of information for publication on school website	LM/KF/MP
Ofsted checklist and summary of year evening	FW
Publication of FGB meeting calendar	LM
Cohort governor visits to be scheduled	Cohort governors
LA workshop on school remodelling and partnership working	FW
Governor visit template and Corporate teacher pay policy to MB	LM

Item	Discussion	Action
1	<p><b>Welcome and Apologies</b></p> <p>FW welcomed governors to the start of the new school year and gave a special welcome to MB, our new headteacher. Apologies have been received from Heather Gregory.</p>	
	<p><b>Standing items</b></p> <ul style="list-style-type: none"> <li>• Declaration of Interest ~ governors were reminded to sign the declaration of pecuniary interest for the forthcoming year.</li> <li>• Safeguarding matters ~ nothing to report. AJ said the safeguarding audit had been reviewed by MB and commented about the amber rated actions for the staff and governors. It was agreed that safeguarding training and recruitment should be renewed for governors if it had been more than 3 years since the training was done. Some new duties have been added to the safeguarding governor role to include the review</li> </ul>	

	<p>of the safeguarding and e-safety logs, the categories for reporting incidents and membership of an e-safety committee with staff and children. MB reported there will be a safeguarding pack for governors which they will need to sign to say they have received it. MP had received her training on Monday 7/9. MB asked for safeguarding refresher training to be done internally on an annual basis. MB/AJ will arrange a session for governors.</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety matters ~ none.</li> </ul>	MB/AJ
	<p><b>Receive the minutes from the FGB meeting 10/6/15</b> (circulated previously)</p> <ul style="list-style-type: none"> <li>▪ Matters Arising ~ recruitment of parent and foundation governors, especially from the new YR parents. LM and KF reported back from the training session given by Governor Services. It was agreed to put an advert on the school website and KF will plug the governor role at the next coffee morning. LM will organise the letters and forms to go out in parent mail</li> <li>▪ Reminder for Ofsted training from SH on the new framework to be organised in the new term.</li> <li>▪ New SILP ~ Penny Boardman (PB), coming in for first visit 1/10 as critical friend and for a review of data and priorities for the academic year. Governors are welcome to attend if they wish. Headteacher review is booked, 11/11 is a preliminary date for 2 hours in the afternoon. <b>PB will do the headteacher appraisal write up on behalf of the governors if they wished; unanimously agreed, MB to let her know.</b> KF to do the heads' review training.</li> </ul> <p>The minutes from 10 June 2015 were accepted as a true record and signed by FW as Chair. They were retained at the school.</p>	LM/KF  FW/MB  KF
	<p><b>Headteacher's handover notes</b> Used to inform the agenda items.</p>	
	<p><b>Diocese Commissioning Service</b> GE commented on the requirement for an affirmation service for the new headteacher and that the Diocese is keen for this to be conducted in the church to present the school and its new headteacher to the wider worshiping community. Sunday 15 November is the agreed date at the 10am church service. LM to organise the invitation of local dignitaries such as the mayor Ray Armstrong via Mayor's office, and Roz Willis, Lisa Pilgrim, Ian Porter, Clive Dark. It was agreed to invite Penny Boardman &amp; Gillian Quick.</p>	LM
	<p><b>Preparation for Ofsted</b> AJ has sent through his draft for governors to consider and MB/JT have been on a briefing about the new framework. The new inspection format for a good school is a 1 day inspection by HMI to confirm if the rating is still at least good and safeguarding is good. If the inspection shows signs for moving the school to outstanding they will make it a full inspection of a further two days with additional inspectors. Conversely if the inspection demonstrates that the school is no longer good they will organise a full inspection. Good would be</p>	

	<p>confirmed by letter from HMI, full inspections will generate a new report. Timing is imminent as it is over 3 years since last inspection. Additional information that is required from governors includes: Constitution, attendance at meetings and business interest, terms of office etc. MB commented that there needs to be more information on AJ's draft. MB said the more that can be published on the website the better. Governors agreed to publish last year's minutes and in future the agreed minutes. The agreed published information for governors will be checked at training on 16/9 by KF &amp; MP. Summary of governors' year to be published. FW suggested evening session to pull together a governors checklist for Ofsted after the training and compilation of the summary of the governors' year.</p>	<p>KF/MP FW</p>
	<p><b>Governor Reports &amp; Annual Monitoring</b></p> <ul style="list-style-type: none"> <li>• <b>Terms of reference</b> ~ AJ stepped down as vice chair; amend 3.3 paragraph to read 'at least 6 meetings a year' to reflect that we no longer have sub committees. After amendment LM to send to FW for signing and publishing.</li> <li>• <b>Pecuniary interest</b> ~ signed by all governors and left at the school for Melissa Crocker (MC), (School Business Manager).</li> <li>• <b>Pay Policy and Committee</b> ~ MB &amp; MP (plus MC) to set the pay policy meeting 25/9 at 9.30am in the school. LM to send the corporate teachers' pay policy for reference.</li> <li>• <b>Annual governor calendar:</b> Meeting dates have been set for FGB meetings, 6pm at the school: 15/10 25/11 03/02/16 (Traded Services and Admissions policy on the agenda as governor decision required) 9/3/16 (SFVS approval needed for the agenda) 18/5/16 (budget sign off on the agenda) 6/7/16 (to include end of year summary and initial data)</li> </ul> <p>Governor actions:</p> <p>Pupil Progress meeting ~ MB to set a date with staff and will email AJ/AD to attend, summative meeting due for the end of Nov</p> <p>SIAMS update ~ GE was going to use it as a working template to update the Leadership and Management section. Ethos committee dates set for 4pm 8/10, 3.30pm for the others 14/1 and 5/5. GE and MB to look for the most recent SIAMS report.</p> <p>Sport Premium report ~ S Skone to look at Sport premium on return from paternity leave with MP</p> <p>MB is meeting with MC to go through Pupil premium and then KF will update the Pupil Premium report</p> <p>SEND report ~ HG to do an update of the Jan 15 report in conjunction with MB and E Gartland.</p> <p>Data review ~ agenda item for next meeting Focus for the meeting. Data information to go out with the agenda. KF asked that it was more information than is provided by averages, and what action is taken when not on track. Intervention reports will</p>	<p>LM</p> <p>MB/MP/LM</p> <p>MB</p> <p>GE/MB</p> <p>MP/SS</p> <p>MB/KF</p> <p>HG/MB</p> <p>Next agenda</p>

	<p>be available as appropriate.</p> <p>It was agreed that subject reports etc would wait until we have new governors. MB to receive the governor visit template (LM to send). MW will do an audit of governor training with everyone by the end of term 1. AJ will remind the teachers about cohort governors and each governor will do a visit and report before the next meeting if possible. Initial cohort visit builds relationship and perhaps circle time would be good for the first visit.</p>	<p>LM MW AJ</p>
	<p><b>Strategy and visioning</b></p> <p>FW/MB went to a Diocese roadshow about 'future schools' and want the FGB to complete a survey about joint working. LA are willing to provide a workshop about school strengths and presentation of options for future strategies. FW will complete the survey to say new headteacher and looking at our options. FW to get dates from LA for the workshop.</p>	<p>FW</p>
	<p><b>What impact will this meeting have on our pupils?</b></p> <ul style="list-style-type: none"> <li>• More organised than previous years</li> <li>• More focused in terms of data</li> <li>• Recruitment of more governors.</li> </ul>	
	<p><b>Any other business:</b></p> <p><b>MB asked if governors are happy for the LA to manage year R admissions ranking as in previous years, governors unanimously agreed.</b></p> <p>Confidential item ~ see Appendix 1.</p> <p>KP commented that HG attended Teddy Bears picnic which was good for parents and the teacher.</p> <p>Meeting closed 8:05pm</p>	