

Oswald Road Primary School Governing Body Meeting Minutes

Quorum: 5 - met at this meeting

Chair: Richard Price

Date of meeting: 21 September 2016

Venue: Oswald Road Primary School

Approved as a true and accurate record.

Name..... 

Date..... 24 November 2016

Chair of Committee / Governing Body

Attendees

Name	Governor Designation	Term of Office End Date	Present – P Apologies – Ap Absent - A
Richard Fletcher (RF)	Co-Opted	13/12/19	P
Richard Price (RP)	Co-Opted (Chair)	31/03/18	P
Tom Grimshaw (TG)	Co-Opted	14/07/19	P
Joanna Dennis (JD)	Co-Opted	14/07/19	P
Simon Bentall (SB)	Parent	23/09/18	P
Ellie Russell (ER)	Co-Opted	31/03/18	P
Ali Ayub (AA)	Parent	05/01/20	P
Sheila Newman	LA	31/08/18	Ap
Ann Kerrigan	Co-Opted	08/11/19	Ap

Also Present	Role
Jon Beisly	Acting Headteacher
Sarah Turner	Acting Deputy Headteacher – observer.
Gerard McCoy	Clerk - AGM Clerking and Administration Service

Agenda Items

Governor Training Session – Complaint Review Process
<p>The Clerk confirmed that as per the previous Governing Body minutes and the recommendations of the Complaint Review Panels, Governors would have an opportunity to review the actions taken and determine any learning.</p> <p>It was confirmed that the documents in relation to the letters issued by the Panel to the complainants would remain confidential and would not be subject to public release, but there were no concerns in relation to the recommendations of the Panel. In addition, the letter from the Headteacher would remain a confidential item, although she did confirm in an e-mail that: -</p>

"I also wholeheartedly accept the errors made over the past however many months. Like everyone, I'm keen to learn from it all and agree with Jon about a fresh start for the handling of any complaints at Oswald Road."

Richard Price (RP) provided Governors with an overview of the process that related to the complaints being raised, the initial actions of the school and (previous) Governing Body, his involvement and the final outcomes from the complaint Review Panel meetings.

RP confirmed that as a result of the letters from the Panel to the complainants he had initially tendered his resignation as Chair during the summer break – the role of Acting Chair was taken up by James Britton (JB) (the Vice Chair). However, in the intervening period JB had since resigned from the Governing Body due to work and family commitments.

In order to allow Governors an opportunity for an 'open discussion' RP agreed to leave the room for the duration of the following discussions.

Governors reviewed the two letters issued to the complainants and addressed them as an overview of the Panel's feedback concerning the complaint handling of the Governing Body and school. It was appreciated that the Panel had highlighted a number of aspects whereby the school and Governing Body had not managed the situation effectively. It was also considered that both the school and the Governing Body had placed too much emphasis on attempting to resolve both complaints informally rather than allowing the process to develop into a formal complaint earlier. In addition, Governors accepted that there were weaknesses in the Complaints Policy that had been adopted and the manner in which the policy had been applied.

As part of the process Governors appreciated that, in the role of Chair, RP had been drawn to the forefront of the complaint handling part-way through the process. It was understood that by this stage the complaints had already become entrenched and convoluted. During the discussions Governors noted that the Panel had used the word 'disingenuous' in relation to RP, but could not reconcile this with their personal experience. It was also highlighted that the Panel's approach did not take into account any of the negative impact on the process associated with the complainants' actions.

Governors also considered it important to take into account the differences between the constitution of senior leadership team (SLT) and Governing Body at the time of the complaints and the current constitution of the SLT and the Governing Body. It was appreciated that a number of the SLT had left the school and been replaced as had most of the original members of the Governing Body – the Governing Body had also completed a review process supported by the Local Authority and Ruth Agnew.

In conclusion, Governors agreed that they considered the school and Governing Body as a whole had learned a great deal from this experience; as a group it was recognised that the Governing Body had accepted in total the recommendations from the Panel. In reality some of the recommendations were either already underway or were even being completed by the time the panel had submitted their suggestions. In addition to which, Governors considered that RP had represented a figure of stability during a difficult time and was a valued member of the Governing Body.

Finally, Governors reaffirmed their commitment to continue with the review process or complaints in line with the recommendations of the Panel.

As a matter of clarification a Governor proposed a vote of confidence in RP and his continued role within the Governing Body; this proposal was seconded.

The vote of confidence in RP was carried unanimously by the Governors present.

RP was invited back to the room to continue the meeting.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Reaffirmed – commitment to continue with complaint review process. 	Governing Body	
<ul style="list-style-type: none"> Agreed – vote of confidence in RP was unanimous. 	Governing Body	

Item 1	Apologies
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Apologies for non-attendance were submitted by Sheila Newman and Ann Kerrigan.

There were no issues raised with the above apologies and these were accepted by the Governing Body.

It was confirmed that James Britton (JB) had resigned from the Governing Body as a result of his increasing work and home commitments.

Governors present wished to record their thanks to JB for his support during the previous year and wished him well in the future.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – accept apology submitted. 	Governing Body	

Item 2	Declaration of Pecuniary Interests
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There were no declarations of pecuniary interest submitted by Governors.

Resolutions / Agreed Actions	Owner	Date

Item 3	Election of Chair / Vice Chair
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The Clerk advised the Governing Body that there was no prescribed process for the election of a chair / vice chair and that the process could be completed in an informal manner - verbal nominations and voting by a 'show-of-hands'. Alternatively, Governors could adopt a formal approach with written nominations and a secret ballot.

It was also confirmed that the term of office for each role was one year.

The Governors agreed to adopt the informal election process of nominations and voting and also agreed to a one-year term of office for both roles.

Election of Chair

The Governors present nominated and seconded Richard Price for the role of Chair – there were no other nominations. RP left the room and the Governors present voted unanimously to elect him as Chair for a term of one year.

Election of Vice Chair

The Governors present nominated and seconded Richard Fletcher (RF) for the role of Vice Chair – there were no other nominations. RF left the room and the Governors present voted unanimously to elect him as Vice Chair for a term of one year.		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Agreed – adopt an informal election process with verbal nominations and vote by show-of-hands. 	Governing Body	
<ul style="list-style-type: none"> Agreed – term of office for Chair and Vice Chair was one year. 	Governing Body	
<ul style="list-style-type: none"> Elected – RP was elected Chair for one year based on a unanimous vote. 	Governing Body	
<ul style="list-style-type: none"> Elected – RF was elected Vice Chair for one year based on a unanimous vote. 	Governing Body	

Item 4	Minutes of the Previous Meetings (11.07.16) and Matters Arising	
<p>Minutes of the Meeting – 11.07.16 Governors reviewed the minutes of the previous meeting; the document had been circulated in advance. There were no issues raised or corrections proposed and the document was approved as a true record. A signed copy was retained on record.</p> <p>Matters Arising. There were no matters arising to address in relation to these minutes.</p>		
Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Approved – minutes of the previous meeting (11.07.16) as a true record. 	Governing Body	

Item 5	Headteacher's Report	
<p>Jon Beisly presented his report as Acting Headteacher – the document had been circulated prior to the meeting. In the process of reviewing the document the following points were noted in discussion.</p> <p>It was confirmed that the attendance at the end of the previous academic year was 96.69% and so far, (as of 15.09.16) attendance was 93.6%. Governors noted that his figure took into account one child who had not returned following the summer break – the family had informed the school that they were returning to their home country. The school was in the process of taking this child off the school roll in line with the appropriate procedures. In addition, the attendance figure included one child who was dual registered and was refusing to attend school – the school was taking appropriate action and other agencies were involved.</p> <p>It was appreciated that the greatest impact on the data was due to the recent Eid celebrations (12 September 2016) and as children had only been in school for nine days the current persistent absence (PA) figure was initially distorted.</p> <p>The Acting Headteacher confirmed that there had been zero fixed term / permanent exclusions so far during the term, but four pupils had missed the freestyle Friday event due to behavioural issues.</p> <p>School Improvement Plan 2016-2017 and 2015-2016 Data / Results Governors reviewed the proposed School Improvement Plan (SIP) 2016-2017 which had formed part of the Headteacher's report. In the process it was appreciated that</p>		

Governors had already been advised of the data at the previous meeting – July 2016. However, additional data was also included in the report as part of the 'Achieving Success' aspect of the SIP – the SIP Lead for this area was Sarah Turner.

In relation to the Early Years Foundation Stage (EYFS) Governors recognised that 69% of the nursery pupils had attained a 'good level of development' (GLD) which was a 7% increase from the previous year. In addition, the GLD for Reception was 68.9% - the national average was 69.3% and the Manchester City Council (MCC) average was 63.7%. The 0.4% below the national average has affected the previous three-year positive trend in the school's data.

Q. In real terms what does the 0.4% reflect?

A. Approximately half a pupil.

It was appreciated that the EYFS department was moderated in June 2016 and in each of the 17 areas the moderators supported the school's judgments – this effectively demonstrated the accuracy and consistency of the school's assessment process. Reception was 0.4% below National average, which has affected our 3-year trend in EYFS.

Governors recognised that 90% of the pupils in Year 1 achieved the national standard in relation to the phonics screening – this represented an increase of 12% on the previous year, and two pupils were only one mark from the pass mark.

In relation to the Key Stage 1 (KS1) national tests, and based on a cohort of 88 pupils, Governors recognised that the following percentages of pupils had achieved / exceeded the expected standard in the KS1 national tests.

Reading - 80%

Writing - 63%

Maths - 73%

As for the spelling, punctuation and grammar (SPAG) tests these were not completed as the test papers had been accidentally published online by the Department for Education (DfE).

In addition, the following percentage of pupils had exceeded the national standard:

Writing - 6%

Maths - 3%

Governors also recognised that 89% of pupils retaking the phonics screening had achieved the expected national standard – this represented 16 of the 18 pupils.

In relation to the Key Stage 2 (KS2) national tests, Governors noted that based on the cohort of 60 pupils, were working at / above the expected standard.

Reading - 63%

Writing - 80%

Maths - 62%

SPAG - 67%

In addition, the combined score based on reading, writing and maths (RWM) was 47%.

Governors also recognised that the following percentages of pupils were exceeding the national standard.

Writing - 12%

Q. What was the MCC average and national average for the combined RWM?

A. The MCC average was 49.3% and the national average was 53%. In terms of pupils the school was one child away from equaling the MCC average.

The Acting Headteacher confirmed that the school recognised the challenging aspect of the KS2 results and in response the Acting Deputy Headteacher (DHT) and himself had developed an action plan. The resulting Teaching and Learning (T&L) Action Plan 2016-2017 was designed to address the teaching and learning issues identified from analysis of the KS2 results.

Governors noted that four main areas had been identified:

- application of problem solving and reasoning in maths;
- application of comprehension skills in reading;
- application of spelling in writing; and
- inclusion of English as an additional language (EAL) pupils.

Q. Who was leading on the T&L Action Plan?

A. The Acting DHT and Acting Headteacher.

The Acting Headteacher confirmed that the aim was to achieve 85% in each subject area in line with the national floor standard. It was appreciated that the target was aspirational but in line with the aims of the school.

In addition, the Acting Headteacher confirmed that the school was now in a much stronger position with the establishment of the phase leader roles and the teaching and learning responsibility (TLR) posts. It was appreciated that these post-holders would still require some mentoring and support from the SLT. As part of this process and in order to determine where the school was placed a 'mini-Ofsted' had been scheduled with the support of Deborah Hunton a senior school improvement professional.

Governors highlighted the importance of focusing on the progress of the T&L Action Plan especially through the work of the Curriculum Committee. This included more in-depth reports as to the outcomes of the learning walks, lesson observations and the workbook scrutiny exercises.

The Acting Headteacher confirmed that the feedback would be summarised in a one-page document which would also consider what changes needed to be implemented in order to progress those year groups that were a cause for concern. In addition, it was confirmed that a new member of the staff team had been appointed to support interventions and boosters. They would predominantly support Year 4 and Year 6.

Governors noted that the main aspect was to ensure consistency in order to develop progress; it was also noted that the school had lost one member of the SLT with the resignation of an Assistant Headteacher prior to the end of the Summer Term. The post had been advertised and an appropriate candidate would be appointed – Tom Grimshaw (TG) confirmed he would be available to support the school in the recruitment process.

Q. What was the reference relating to 'Lancs Planning'?

A. This is a website provided through Lancashire County Council (LCC) – called Lancashire Grid for Learning they represent a leading approach to maths which has proven very effective.

Q. The school had raised the prospect of an additional teacher supporting Year 6?

A. Yes – this was part of the original plan, but currently this member of the team was 'back-filling' for a teacher on sickness absence leave. The school was also using every available piece of space to provide teaching, to the point that additional teachers would not have the space to teach.

In addition, the Acting Headteacher provided an overview of the different SIP areas and the lead teacher for each area.

Stay Safe, with Donna Wealleans as the SIP lead, takes into account the recently issued statutory guidance – 'Keeping Children Safe in Education' (KCSIE)

Q. What actions does the school take to ensure the children 'stay safe'?

A. The school has a newly appointed safeguarding lead (Lisa Cameron) in a full-time role. Lisa has adjusted the school's systems and structures in relation to safeguarding to improve the process and already represented a huge asset to the school.

Q. The school appears to be addressing more safeguarding issues than previously?

A. Yes – due to better recognition of the issues, but the school now had an individual best placed to coordinate with families and ensure that procedures were 'watertight'.

The Acting Headteacher confirmed that the school had secured free safeguarding training for Governors – the training was online and the 'link' would be circulated via e-mail. It was appreciated that there was a time limit to this offer and Governors would take advantage of this at the earliest opportunity.

Governors noted that the school was under additional pressure due to the higher threshold for referrals required by MCC; although the school was using every possible connection to pursue outstanding cases and Lisa was especially robust in this area. The school was also supporting the staff with extra training and working on the early identification of issues which allowed for a more effective response.

In relation to the Rights Respecting SIP area – this was being led by Kathryn Whalley.

It was appreciated that the school had achieved the Level I accreditation and as per the report the assessor was impressed by the school's approach – the assessor was already encouraging the school to move towards Level II accreditation. Pursuant to this aim the school would be working with the local cluster of schools in supporting others to attain Level I.

In relation to the Fit for Learning SIP area it was being led by Nicky Appleby. It was noted that the school had changed the focus in this area to include more of a range of extra-curricular activities at lunchtimes and also afterschool. In addition, the school intended to review the current healthy school program with the intention of focusing on children's mental health and wellbeing.

In relation to the Parental Links SIP area it was appreciated that the lead was Sarah Greenway and that the actions represented 'follow-up' based on the parental questionnaire at the end of the previous academic year. Governors recognised that

this area of the SIP had been augmented by Ellie Linton the Communications Manager. The Communications Manager has had an impact on improving and rationalising the communications across and from the school.

In relation to the leadership and management, Governors noted that even with the introduction of the Acting DHT the school would be considered vulnerable in this area – due to the relative overall inexperience. However, it was also noted that the SLT had an excellent skill set and was having a very positive impact with a clear focus and a united vision for the school. The approach has been shared with staff as part of the initial in service training (INSET) day and there was a very positive response. It was intended that there would be some key changes and it was considered vital to maintain an upbeat and collaborative approach across the staff team.

There were no additional points raised in discussion and Governors agreed to accept the Headteacher’s report into the record of the meeting.

There were no additional points raised and the Governing Body approved the 2016-2017 SIP.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> Action – forward online safeguard training link to all Governors. 	JB	September 2016
<ul style="list-style-type: none"> Action – all Governors to complete online safeguarding training. 	Governing Body	September 2016
<ul style="list-style-type: none"> Agreed - accept Headteacher report into record of meeting. 	Governing Body	
<ul style="list-style-type: none"> Approved – 216-2017 SIP. 	Governing Body	

Item 6	Behaviour and Safety of Pupils / Safeguarding	
<p>The Chair presented the recent statutory guidance in relation to KCSIE – copies of the document had been circulated to all Governors and the following points were noted in discussion.</p> <p>It was noted that all Governors were required to read at least Part I of the document as part of their statutory responsibilities – all Governors present agreed to complete this action prior to the next Governing Body meeting.</p> <p>It was also appreciated that all Governors would complete the online safeguarding training which would take into account the updated guidance – as above.</p> <p>There were no issues raised and the Governing body agreed to accept the KCSIE statutory guidance into the record of the meeting.</p>		
	Resolutions / Agreed Actions	Owner
	<ul style="list-style-type: none"> Action – read Part I of KCSIE statutory guidance. 	Governing Body
	<ul style="list-style-type: none"> Agreed – accept KCSIE statutory guidance into record of meeting. 	Governing Body

Item 7	Policies for Review and Approval
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The Chair presented the following documents and policies for review and approval. Governors recognised that the documents had been circulated prior to the meeting and the following points were raised in discussion.

Appraisal Policy.

Following a careful review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Appraisal Policy.

Attendance Management Policy.

Following a careful review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Attendance Management Policy.

Disciplinary and Dismissal Policy.

Following a careful review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Disciplinary and Dismissal Policy.

Health and Safety Policy.

Following a careful review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Health and Safety Policy.

Lettings Policy.

Following a careful review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Lettings Policy.

Parental Conduct Policy.

Following a careful review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Parental Conduct Policy.

Safer Recruitment Policy.

Following a careful review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Safer Recruitment Policy.

Staff Code of Conduct.

Following a careful review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Staff Code of Conduct.

Dress Code Policy.

Q. Do the children have a choice to wear either a red or white t-shirt / polo shirt for school trips?

A. Yes and a high visibility jacket was also worn and appeared to be generally accepted as reasonable. There have been no complaints or negative parental feedback.

Resolution of Concerns and Complaints Policy.

The Acting Headteacher confirmed that the policy had been based on a model provided by Trafford Council and tailored to align with Oswald Road Primary School. However, it was still necessary to align the policy with the school's RRS approach.

Governors noted that the policy was essentially in line with the approach recommended by the Department for Education (DfE) and also the National

Governors' Association (NGA).

It was proposed that if the basic draft of the document was agreeable to the Governing Body the alignment of with the RRSA approach could be completed and final approval delegated to the complaints review working group.

There were no issues raised in relation to this proposal and it was approved

The Governing Body approved the draft Complaints Policy and delegated final approval to the complaints review working group with the proviso that the changes would simply be to align the document with the school's approach to RRSA.

In addition, SB volunteered his support in relation to parental complaints as he was trained in addressing conflict resolution.

Q. Would staff receive training in relation to managing the policy?

A. Initially the Governing body would be committed to reporting back to parents and then would be in a position to address any identified training needs for staff.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved - Appraisal Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Attendance Management Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Disciplinary and Dismissal Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Health and Safety Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Lettings Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Parental Conduct Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Safer Recruitment Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Staff Code of Conduct. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Dress Code Policy. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Resolution of Concerns and Complaints Policy with above proviso. 	Governing Body	

Item 8	Finance
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The Chair presented the following finance related documents for review and approval. Governors recognised that the documents had been circulated prior to the meeting and the following points were noted in discussion.

Operational and Financial Procedures Manual.

Following a review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Operational and Financial Procedures Manual.

Statement of Internal Control.

Following a review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Statement of Internal Control.

Scheme of Financial Delegation.

Following a review of the document there were no issues raised in relation to the proposed policy – the Governing Body approved the Scheme of Financial Delegation.

Whistleblowing Policy.

The Chair confirmed that the Whistleblowing Policy had not been submitted for the current meeting as would normally be the case; the model document was under review by One Education and the new version would not be available until later in this term.

It was proposed that Governors defer the review until the revised Whistleblowing Policy was available.

There were no issues raised in relation to the above proposal and it was approved by the Governing Body.

Financial Skills Audit.

The Chair presented the SFVS financial skills audit and confirmed that completion was required by Governors with a financial responsibility. It was therefore proposed that the document was delegated to the Resources Committee for the members to complete at their next scheduled meeting.

There were no issues raised in relation to this proposal and it was approved by the Governing Body.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none"> • Approved - Operational and Financial Procedures Manual. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Statement of Internal Control. 	Governing Body	
<ul style="list-style-type: none"> • Approved - Scheme of Financial Delegation. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – defer Whistleblowing Policy to next meeting. 	Governing Body	
<ul style="list-style-type: none"> • Action – Whistleblowing Policy to be agenda item next meeting. 	HT / Chair / Clerk	24.11.16

<ul style="list-style-type: none"> • Approved – delegate SFVS financial skills audit to Resources Committee. 	Governing Body	
<ul style="list-style-type: none"> • Action – SFVS financial skills audit to be agenda item next Resources Committee meeting. 	HT / Chair / Clerk	17.10.16

Item 9	Governing Body Housekeeping
<p>Terms of Reference – Governing Body. The Chair presented the terms of reference for the Governing Body – the document had been circulated prior to the meeting.</p> <p>There were no issues raised and the document was approved by Governors.</p> <p>Terms of Reference – Committees. The Chair presented the terms of reference for the following committees: Resources Committee; Teaching and Learning Committee; Pay Committee; and Headteachers Performance Management Review Committee.</p> <p>There were no issues raised and the document was approved by Governors.</p> <p>Governors also recognised that should there be a need to establish other committees to address issues such as complaints / exclusions these would be constituted on an 'ad hoc' basis consisting of Governors eligible to form such a committee.</p> <p>Committee Membership / Link Governor Roles. Governors discussed the constitution of the individual committees and agreed the following membership.</p> <p>Resources Committee. Ann Kerrigan, Sheila Newman, Richard Price, Deborah Howard, Richard Fletcher and Ali Ayub.</p> <p>Teaching and Learning Committee. Ellie Russell, Tom Grimshaw, Joanna Dennis, Simon Bentall, Deborah Howard and Ali Ayub.</p> <p>Pay Committee. Richard Price, Tom Grimshaw, and Ellie Russell.</p> <p>Headteacher's Performance Management Review (HTPMR) Panel. Richard Price, Tom Grimshaw, and Ellie Russell.</p> <p>It was also noted that the three Governors would be supported by an external advisor - Sharon Bruton.</p> <p>In relation to the link Governor roles, the following links were agreed: Achieving Success – Tom Grimshaw and Ellie Russell. Fit for Learning – Simon Bentall. Rights Respecting – Ali Ayub and Richard Price. Stay Safe (including safeguarding and looked after children) – Richard Fletcher and Sheila Newman.</p>	

Parental Links – Joanna Dennis.
Governor Training – Ellie Russell.

Code of Conduct.

The Chair presented the model code of conduct provided through the National Governors Association (NGA). The document had been circulated prior to the meeting and the following points were noted in discussion.

It was appreciated that the document formed the basis of what was acceptable governor behaviour and outlined the responsibilities of the role. It was also noted that governors were now expected to submit to additional personal data collection.

There were no issues raised in relation to the document and it was approved by the Governing Body.

Declaration of Pecuniary Interests.

Governors present completed and signed copies declaring their personal interests.

Confirmation of Eligibility.

Governors present completed and signed copies of the confirmation of eligibility document.

Governor Skills Audit.

Governors present agreed to complete the NGA governor skills audit and submit it to the Clerk – who would collate the individual audit documents into a summary.

It was noted that the summary document would be utilised in ensuring new governors met the required skills deficit of the Governing Body. It would also inform any potential training needs for the Governing body as a whole and / or each individual Governor.

Governor Training.

Ellie Russell provided an overview of governor training options that were available.

It was confirmed that RP would be attending forthcoming training for chairs of governors.

In addition, RP confirmed that he would be scheduling individual face-to-face meetings with each Governor in the first term.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">• Approved – Governing Body terms of reference.	Governing Body	
<ul style="list-style-type: none">• Approved – terms of reference for Resources Committee.	Governing Body	
<ul style="list-style-type: none">• Approved – terms of reference for Teaching and Learning Committee.	Governing Body	
<ul style="list-style-type: none">• Approved – terms of reference for Pay Committee.	Governing Body	
<ul style="list-style-type: none">• Approved – terms of reference for Headteachers Performance Management Review Committee.	Governing Body	

<ul style="list-style-type: none"> • Agreed – establish ad hoc committees as required. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – Resources Committee membership. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – Teaching and Learning Committee membership. 	Governing Body	
<ul style="list-style-type: none"> • Agreed – Pay Committee membership. 	Governing Body	
<ul style="list-style-type: none"> • Agreed - HTPMR panel membership. 	Governing Body	
<ul style="list-style-type: none"> • Approved – code of conduct. 	Governing Body	
<ul style="list-style-type: none"> • Completed – declaration of pecuniary interests document. 	Each Governor	
<ul style="list-style-type: none"> • Completed – confirmation of eligibility document. 	Each Governor	
<ul style="list-style-type: none"> • Agreed – complete NGA governor skills audit. 	Each Governor	01.10.16

Item 10	AOB
	<p>Touch Screens</p> <p>The Chair confirmed that prior to the first meeting the school had sought support from Governors in relation to the purchase of 'touch screens'. This related to replacing the five remaining whiteboards in school with new 'CTouch Screens'; the cost to purchase the equipment outright was approximately £17,500 - £18,000. However, the school was offered the option to lease the equipment over three years at a cost of £1,430 and with an option to buy them at the end of the lease for approximately £390 each.</p> <p>It was recognised that the school would need to place an order prior to the scheduled Governing Body meeting in order to ensure the equipment was installed during the half-term break.</p> <p>Governors confirmed that they had indicated in e-mail responses that they would approve the preferred supplier on the lease basis. The decision was ratified by the Governing Body.</p> <p>The Acting Headteacher raised concerns over the parking in and around the three roads surrounding the school grounds. A parent was in the process of raising a concern with the local Councillors. It was becoming especially dangerous and it was an accident waiting to happen. The school would be raising this issue within newsletters and through assemblies, but the Acting Headteacher wanted to investigate if Cllr Newman could add in any further support for extra monitoring in the area or raise the issue with the planning department; possibly to extend the 'no-parking zone'. Richard Fletcher said tat he would pass this on to Cllr Newman at his next meeting with her.</p>

There were no additional matters of business and the meeting was closed.

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">• Ratified – decision to lease 'CTouch screens'.	Governing Body	

Item	Date of Next Meeting
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11

Governors noted that the next meeting was scheduled for Thursday 24 November 2016 at 6.15pm

Resolutions / Agreed Actions	Owner	Date
<ul style="list-style-type: none">• Agreed – next meeting as above.	Governing Body	

