

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Hillocks Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday, 29 November, 2016 at 6.00pm
Location: At the school

Membership

'A' denotes absence

Mrs M F Young
Mrs J Waudby
Mrs M Rutter
Ms C Gibbon
Mr M Gillott
A Mr M J Ellis
Mrs N Parker
A Mrs E Davies
Miss N Marsh
1 x parent vacancy
Ms L Regan (staff head teacher)
Mrs J L Hautenne

SCHOOL DISPLAY

Mr M Gillott chaired the meeting

Presentation

Action

The meeting commenced with a presentation to Mr D Young, thanking him for his support and commitment to the school as a governor and also for his many years as a governor within the Local Authority.

Mr Young left the meeting at 6.15pm.

GB/43/16 Apologies for absence were received from Mr M Ellis (personal) and Mrs E Davies (other commitments).

It was

resolved

that the governing body did consent to the absences.

GB/44/16 **Declaration of interest**

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

Review and update Register of Business Interest/Declaration of Eligibility

The clerk drew governors' attention to the new RP1 and RP2 forms which they may use if they wished.

The clerk was informed that the new forms had been received the register had been updated and the forms had been filed in the school.

GB/45/16 **Review of membership**

Governors received and noted the governing body membership list, which had

been previously circulated.

The clerk informed governors of the following vacancy.

- 1 x parent vacancy

The head teacher stated that Parents had been informed of the vacancy.

Mrs Amanda Brown was welcomed to the meeting.

Governors agreed that Mrs A Brown should be elected as an LA governor at the school.

The head teacher read out a letter received from Mr Ellis regarding his membership, which stated that he would be attending meetings in the new year.

GB/46/16 Determination of term of office for chair and vice-chair

agenda

It was agreed that this should be deferred to the next meeting.

GB/47/16 Election of chair

agenda

It was agreed that this should be deferred to the next meeting.

GB/48/16 Minutes of

Summer term meeting

The minutes of the summer term meeting held on 7th June,, 2016 having been previously circulated were confirmed and signed by the chair.

Matters arising

GB/25/16 – Clerk to committees. After discussion it was agreed that the clerk would contact the LA to organise her attendance at future committee meetings.

GB/25/16 – School Holidays – A list had been circulated to governors.

GB/25/16 – Trips – Staff had emailed governors as requested.

GB/25/16 – Data Committee – A meeting had been held.

GB/28/16 – Head Teacher's Performance Management – to be arranged with A. Fox.

GB/32/16 – The Policy checklist had been received.

GB/34/16 – In service Days – these had been agreed and circulated to governors.

GB/35/16 – Link Governors had been appointed.

GB//36/16 – Governance review – The Training Co-ordinator still to report back.

GB/27/16 – Academy status – to be discussed later at the meeting.

Approval of Decision Planner

The governing body had reviewed and agreed the Decision Planner.

Approval of Policy Checklist

The policy checklist had been received and was approved by the governing body. A copy had also been circulated to governors.

Annual Planner

The Governing Body Annual Planner for 2016/17 had been circulated to

governors.

Committees and working parties

Pupils and Personnel committee

The Pupils and Personnel committee minutes dated 26 September, and 10 October, 2016 were received.

Matters arising

There were no matters arising.

Data committee

The Data committee minutes dated 3 October, 2016, were received.

Matters arising

There were no matters arising.

Governors Away Day

The minutes of the Governors Away Day dated 11 July 2016, were received.

h/t

Matters arising

There were no matters arising.

A list of committees and committee members was circulated at the meeting.

GB/49/16

Correspondence

Governor newsletter

The clerk highlighted the following:-

- Requirements for the National database of governors
- Use of personal and work email addresses
- Admission arrangements 2017/18
- DfE consultation to create more school places
- Changes to compliance and statutory duties
- Revised guidance on safeguarding in education
- Closing the gap update for governors.

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

GB/50/16

Headteacher's report

The head teacher referred to a copy of her report and asked governors if they wished to ask any questions.

Pupil Numbers

The total numbers of children on roll at the school stood at 326, Governors were informed that nursery numbers were presently quite low.

Attendance

Attendance for the year 2016/17 and 2015/16 had been listed in the report so that governors could make comparisons.

Attendance for the autumn term stood at 95.4%, and governors were informed that there had been high levels of illness.

An additional comprehensive attendance report had been circulated to governors.

Governors were reminded to continue to monitor absence at the school.

Exclusions

There had been 2 fixed term exclusions since the last report.

Diversity and Equal Opportunities

There had been two reported incidents since the last report and these had been logged in the school.

Safeguarding/Child Protection

The school continued to work closely with social care to provide support for the children and their families. Governors were informed that Chris Gibbon had recently placed bids for funding and had been very successful.

The SEND policy had been reviewed and updated and placed on the school website

Pupil Premium

The funding received, expenditure and aims had been placed in the report for governors.

Sports Funding

The Sports funding allocation and expenditure had been listed and governors were informed that next year the school would look at working more closely with the community regarding partnerships in health.

Staffing

A comprehensive list of staffing at the school had been placed in the report.

Governors were informed that one of the Cooks at the school was leaving at Christmas and a presentation had been arranged.

School Improvement Plan

The School Improvement Plan had been circulated and discussed and the key areas listed in the report for governors.

SEF

The head teacher informed governors that there was no longer a requirement to complete a SEF and stated that it would be more sensible to focus on the schools development needs and monitoring of progress in 1 document.

This was agreed by the governing body.

Attainment and Progress 2015/16

A comprehensive report on Attainment and Progress had been listed in the report, and governors also discussed this at their Data Committee meetings.

A copy of the Data Dashboard was circulated.

Appraisal

The appraisal cycle was in place and dates for classroom observations had been set.

Governors were informed that all targets had been reviewed and staff had met their objectives.

The head teacher discussed appraisals of staff with governors and informed them that she had emailed A. Fox regarding staff appraisal since discussions had taken place about the process during the Ofsted visit.

Health and Safety

A Health and Safety inspection had been completed and the policy was presently being updated.

Budgetary and Site Issues

The Asbestos Survey had been completed.

External Links

External Links had been listed in the report and it had been agreed that a joint inset day should be held. The head teacher would inform governors when a date had been arranged.

Ofsted Visit

The head teacher circulated a copy of a letter received from Ofsted after their recent visit.

Governors were informed that she was not very happy with some of the content and a reply was presently being drafted, a copy would then be circulated to governors.

h/t

NCC – Internal Audit Report

A copy of the Internal Audit Report was circulated to governors at the meeting. The head teacher asked governors to read through the report and if they wished to make any comments they could raise these at the next governing body meeting.

Vision Statement

The Vision Statement had been agreed and a copy had been circulated to all governors.

The head teacher was thanked for her very comprehensive report.

GB/51/16 Confirm arrangements for the headteacher's appraisal meeting and ensure appraisal governors have appropriate training

It was confirmed that Mr A Fox would continue to be the external advisor for the head teacher's Performance Management.

The appraisal governors would be:-

Mrs M. Rutter, Mr Ellis and Mrs Young

It was confirmed that the relevant training had been carried out.

The head teacher informed governors that the date of the meeting for her Performance Management would have to be re-arranged.

h/t

Ensuring clarity of vision, ethos and strategic direction**GB/52/16 Reports from the Corporate Director for consideration and action***Collective Worship*

The clerk discussed the Collective Worship report with governors.

The clerk highlighted the following actions with governors.

- To consider whether the school's policy on collective worship met statutory requirements
- To consider what their arrangements should be if parents or staff exercise the right of withdrawal
- To understand the contribution collective worship makes to promoting British Values and the impact it has on pupils' Spiritual, Moral, Social and Cultural development.

The head teacher confirmed that the Collective Worship Policy was presently being reviewed.

Update on the Integrated Children's Disability Service

The clerk drew governors attention to the report and actions for governors stating that the:-

- information regarding the new Integrated Children's Disability Service, Transitions Protocol and Information, Advice and Support Service was cascaded to relevant school colleagues
- school colleagues were informed of launch events for colleagues, partners, providers and families and that they cascaded this to families

Schools Causing Concern – Coasting Schools

The clerk discussed the report with governors and highlighted the following:-

- to work with the head teacher, to ascertain whether the school is likely to be identified as a 'coasting school'
- ensure that the head teacher and the senior leadership team were working with the local authority on the preparation of a report detailing the information requested by the RSC

- research different models of leadership and governance solutions, if this has not already been done
- consider and agree who are the key governors, best placed to meet with the RSC or their representative.

The governing body discussed how they would work with the head teacher if they were identified as a 'coasting school'.

Teachers Pay Scales September 2016

Governors were informed of the following:-

- a. If the school accepted the recommendation to apply Table A, the school needed take no further action. The 1% increase would be applied automatically to all pay points and allowances in the October Payroll, backdated to 1st September for all teachers, including the head teacher and other teachers paid on the leadership range.
- b. If the school did not accept the recommendation to apply Table A, the head teacher must urgently discuss the implications for the school with the named HR Business Partner.
- c. If the school did not email Jo Bray by Friday 30th September, Table A would be applied automatically in the October payroll as the default local authority's recommended pay structure for 2016/17.

The clerk highlighted to governors the letter from HR sent to all head teachers and chairs on 24 August 2016 which contained Table A as referred to in the directors report.

The governing body confirmed that they had agreed to the recommendation of a 1% uplift.

GB/53/16 Policy update

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

The following policies had been reviewed and approved by the governing body.

- Marking Policy
- Monitoring Policy
- Governor visits Policy
- Maths Policy
- Lettings Policy
- Charging Policy
- Safeguarding Policy

- Vision Statement
- School Aims
- Finance Policy
- Decision Planner

GB/54/16 Receive a report from the designated LAC teacher (if applicable)

The head teacher had informed governors of the LAC at the school under her report.

A comprehensive report had also been circulated to governors which included the key areas of development, support and recent training that staff had attended.

GB/55/16 Safeguarding children in education governors' compliance checklist

Agree arrangements for completion and sign off by the chair

The Safeguarding children in education governors' compliance had not yet been completed.

h/t

The clerk reminded governors that it needed to be signed off and returned by 16th December.

The head teacher confirmed that all staff and governors at the school had carried out Safeguarding training.

GB/56/16 Governor training

Report from training co-ordinator including review of governor training requirements for 2016/17

The Training Co-ordinator was not in attendance at the meeting.

Governors agreed that they would undertake 2 training events a year.

Governing body self-review updated

A self-review had been carried out by the governing body and they were awaiting a report on the outcome of the review from the Training Co-ordinator.

T/Co

GB/57/16 Governor visits and monitoring reports

Governors had visited the school in their link monitoring roles and a 'Governors Away Day' had been held.

The chair had visited the school on several occasions to meet with the head teacher.

The head teacher discussed organising a 'Governor Monitoring Day' at the school and reminded governors to fill in their monitoring visits so that they could be filed in the school.

After discussion governors agreed that this would be an excellent opportunity to carry out observations, pupil interviews meet with staff and carry out work scrutiny.

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

GB/58/16 Approval of

Updated finance policy

The governing body confirmed that the finance policy had been updated.

Updated Scheme for Financing Schools

The head teacher reported that the LA had not yet updated this document.

Schools Financial value standard (SFVS)

The SFVS had been completed.

Governors consistent financial reporting out-turn statement including the intended use of balances (B02) return

The above had been discussed with governors at their Finance Committee meeting.

Most recent budget monitoring report

The budget was a regular agenda item at the Finance committee meeting.

Orders, quotes and tenders

There had not been any orders, quotes or tenders to discuss since the last meeting.

Budget Virements

Virements were always placed on the agenda of the Finance Committee.

Evidence of governing body impact on school improvement

GB/59/16 What has been done to impact on outcomes for pupils?

Governors had been given all relevant data with regards to progress and attainment.

Governors had asked challenging questions at meetings.

The head teacher had discussed the SIP with governors and a copy had been circulated.

GB/60/16 How has the governing body held the school leaders to account?

Challenging questions had been asked when governors had visited the school during their monitoring visits and at their recent 'Away Day'.

Governors asked strategic questions at committee meetings.

Concluding items

GB/61/16 Confirmation of dates for 2017

The governing body

agreed

Spring term – Tuesday, 14 March, 2017, at 6.00pm
Summer term - Tuesday, 13 June 2017 at 6.00pm

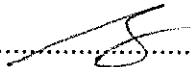
GB/62/16 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.30 pm.

Signed (chair) Date 29.1.16

CA/SA