

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Hillocks Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday, 22 March 2016 at 6:00pm
Location: At the school

SCHOOL COPY

Membership
'A' denotes absence

	Mrs M Young
	Mrs J Waudby
A	Mrs M Rutter
	Ms C Gibbon
	Mr M Gillott
	Mr M Ellis
A	Mr D Young
	Mrs N Parker
	Mrs S Ambler (chair)
	Mrs E Davies
	Miss N Marsh
	Ms L Regan (headteacher)
	Mrs J Hautenne (elected staff)

In attendance Mr Liam Russell (clerk to the governors)

GB/01/16 Apologies for absence Action

Apologies for absence were received from Mrs Rutter.

It was

resolved

that the governing body consent to this absence.

GB/02/16 Declaration of interest

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

GB/03/16 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated.

Governors noted that Mr Young had resigned from the governing body. Governors expressed their gratitude to Mr Young for his 37+ years of service to the school. Governors discussed how best to thank Mr Young, and agreed that Ms Gibbon and Mrs Young would liaise to arrange an appropriate way to mark the occasion.

**MY
CG**

Mr Young's resignation meant that there is now one vacancy for a local authority governor. The clerk outlined how the process for appointing local authority governors. Suggestions were made as to local people who had appropriate skills and knowledge, and who would be a good fit for the skills gap identified in the recent skills audit. The headteacher, chair and Ms Gibbon agreed to make various approaches to potential governors. Governors noted that the position requires someone with the necessary skills and time to undertake this committed role.

**SA
HT
CG**

The clerk brought to the attention of governors the following end of term of office:

- Mrs S Ambler, 13/11/2016 – parent governor

GB/04/16 Determination of office for vice-chair

It was

resolved

that the term of office for the vice-chair be for one year, to the date of the spring term 2017 meeting of the full governing body.

GB/05/16 Election of vice-chair

The clerk outlined the process of election of the vice-chair, which was agreed as a secret ballot. Nominations were invited, and Mr Gillott and Mr Ellis both self-nominated, providing an overview of their reasons for wishing to take up the post of vice-chair.

Mr Gillott and Mr Ellis left the room whilst governors wrote their preferences on ballot papers, which were handed to the clerk. The clerk counted out the ballot papers. The clerk announced to governors that Mr Gillott was

elected

to the position of vice-chair to the date of the Spring term meeting 2017. Mr Gillott and Mr Ellis returned to the room and were informed of the result.

Governors agreed that it was excellent that there were other governors willing to stand for the position as it showed enthusiasm for the school and for governance, and was useful for succession planning.

GB/06/16 Minutes of Autumn term meeting

The chair informed governors that Mrs Rutter had raised significant comment on the previous minutes, at item GB/36/15, regarding the external review of governance. It was felt that it had not been made clear in the minutes that several governors receive training due to other links other the LA's governor training offer, and that this had not been recognised in the minutes.

It was further noted that Ms Gibbon and Ms Regan used the prefix "Ms" rather than "Miss" and that Mr Gillot's name was spelt incorrectly. On the title of GB/48/15 there was a typing error, as it is a governor's compliant checklist, not a complaint checklist.

Following discussion with the clerk, it was agreed that the minutes would not be accepted at this meeting, and instead the clerk was asked to make the necessary changes and provide a revised copy of the Autumn term minutes to governors. These would be submitted for approval at the Summer term meeting. Clerk to arrange and to add to the agenda.

clerk

GB/07/16 Minutes of Committees and working parties

Pupils and Personnel Committee held on 14th December 2015
Pupils and Personnel Committee held on 8th February 2016

The minutes of the above two meetings were agreed as a true record of those meetings.

Matters arising

There was discussion regarding the clerking package, and it was confirmed that governors are to receive paper copies of minutes from the local authority.

There were other matters arising in relation to both meetings which were discussed, but considered confidential and so minuted separately.

Data Committee

The chair apologised for the fact that minutes from the data committee held before Christmas were not available. These are to follow in due course. **chair**

Governor challenge: There is a lot of data for the assessment co-ordinator to analyse. Is the workload reasonable for one person? There is now another member of staff in school who has been trained and is able to work alongside the assessment co-ordinator to relieve some of the pressure. A further staff member is now being trained in this area. It is however very difficult at present for staff, due to the significant changes in the assessment systems.

Committee Meetings

Mr Ellis is to arrange to deliver training to other governors on RAISE Online data during April, and is to circulate an appropriate date to governors. **ME**

The recently planned finance meeting did not proceed due to the lack of an available clerk. This is still to be arranged. **chair**

Governors requested that minutes from committees be provided prior to the full governing body meetings in future. **chair**

It was clarified that the governing body hold the following compliment of meetings during an academic year, with any additional ad-hoc meetings as required:

- 3 x Finance Committee
- 5 x Pupil & Personnel Committee
- 3 x Data & Curriculum Committee
- 3 x full governing body meetings.

The chair and the committee chairs undertook to arrange the dates for committee meetings for the remainder of the academic year, and to circulate these to governors. **Chair & Cmtee chairs**

GB/08/16 Correspondence

The governing body confirmed that they had seen the first edition of the spring term governor newsletter.

The clerk said that the newsletter is now available on the Schools Portal and encouraged governors to access the detailed information available on the portal from a number of different services. A username and password was needed which needs to be given by the school. The headteacher agreed to print off paper copies of future editions of the newsletter and distribute to governors.

HT

The clerk drew attention to the following articles:

- Twenty-first century governance by Sir Michael Wilshaw
- DBS checks. It was confirmed that all staff and governors are to have DBS checks.

The clerk is to e-mail new wording for the lettings policy to the headteacher for inclusion in the policy.

clerk

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

GB/09/16 Headteacher's report including

*Update on School Self Evaluation and Development Plan
Progress that vulnerable groups are making
Amount of pupil premium funding/sports funding
The rationale for spending the pupil premium
The impact of pupil premium
Annual report on whole school appraisal process*

The headteacher spoke to her report, which had been previously distributed to governors and paper copies of which were available at the meeting. Questions, comments and challenges were invited from governors.

Attendance

Attendance for the Autumn term is at 94.9% and for the Spring term to date, 93.3%. There have been high levels of illness this year including an outbreak of Scarlet Fever. The SEN and FSM groups are being targeted especially as their attendance is of the biggest concern.

The benchmark for concern over attendance is moving from 85% to 90% attendance, and there are quite a few children who are below 90%. The headteacher has been in contact with the parents concerned, and arranged a meeting with them to discuss. However, about 75% of these meetings resulted in a no-show from the parents. Absence will no longer be authorised for these children unless a doctor's note can be produced.

Governor challenge: Is sounds like a lot of senior leadership time is taken up with attendance. Is it a good use of time? Attendance needs to be managed, it is a key safeguarding issue. A named safeguarding lead with the necessary authority needs to make any referrals to social services. There is a TA in school who can make any home visits that are required.

Governor challenge: Is there no other consequence that can be used? Fines can be used for unauthorised absence.

Governor challenge: What difference does it make to attendance? For the majority, it has no impact. However, it will make a difference to some families, where we need it to.

School Improvement Plan, monitoring

Data charts of attainment at KS1, extracts from RAISE Online and the Inspection Dashboard were provided to governors to take away and review.

Observations have shown that all teaching observed was good or better. Andy Fox from the LA has been in to assist with observations.

Book scrutiny to monitor marking of spellings has taken place (on 16/3/16) and governors were provided with a report giving an overview of observations and findings.

The use of zero tolerance words was discussed – these are the words that all children must be able to spell.

Governor challenge: Is this all as a result of the HMI inspection in January? Is this sustainable in the longer term? Spelling has been difficult for a long time. Children don't read as much which impacts upon their ability to spell, and the way that some speak means that they don't spell words correctly.

An INSET day has been held on the use of the Rainbow Grammar programme, details of which were handed out to governors. Staff were enthusiastic about the programme and children have engaged with it positively. The author of the programme will be visiting the school again to run follow-on training courses. Ultimately the programme will reduce the workload for staff.

Staffing

Staffing matters were considered confidential and have been minuted separately.

The headteacher was thanked for her comprehensive report.

Governor challenge: Will an impact statement for pupil premium be produced? Yes, this will go to the next committee meeting, along with an impact statement for the Sports Funding.

Ensuring clarity of vision, ethos and strategic direction

GB/10/16 Governance Review Progress Update

An action plan following on from the governance review has been produced. The chair and headteacher are to meet to go through the action plan to review progress, and to report back to the next full governing body meeting.

**HT
chair**

The clerk is to add this to the agenda for the Summer term.

clerk

GB/11/16 Report from the Corporate Director for consideration and action

Governing Body Code of Conduct

The clerk spoke to the report highlighting that it is good practice for governing bodies to adopt a code of conduct. This is the document which sets out the purpose of the governing body, describes the appropriate relationship between individual governors, the whole governing body and the leadership team of the

school. It enables governors to understand the behaviours expected of all governors and promotes effective team working.

The report raises governors' awareness of the standard of behaviour that is acceptable and helps them to articulate expectations in a framework that can be easily understood by all governors.

The governing body confirmed that they did not currently have a Code of Conduct, and

approved

the model governing body code of conduct.

The clerk was asked to prepare the Code of Conduct for the governing body to adopt at their next meeting, and for re-approval at every Autumn term meeting of the full governing body. Clerk to also add to the agenda.

clerk

GB/12/16 Review behaviour and attendance policy (including anti-bullying policy)

It was confirmed that this policy does not require updating at the present time.

GB/13/16 Policy update - to approve any policies referred from the previous meeting or committee meetings

There were no policies requiring approval.

The chair agreed to issue a list of policies and link governors assigned to them, for governor's information.

chair

The headteacher is to review the policies the school currently has and to rationalise the list, and create a schedule of policy reviews that are required. There will be a rolling cycle of policy approvals commencing next term.

HT

GB/14/16 Receive a report from the designated LAC teacher

Ms Regan and Ms Gibbon are the designated LAC teachers. There are currently three LAC in school, for which all required policies and processes are in place. The headteacher will provide a more detailed report in the Summer term.

HT

GB/15/16 Governor training

Report from training co-ordinator including priorities for governor training and development 2016/17

The training co-ordinator is Mrs Davies.

Mrs Davies thanked governors for returning their training updates and skills audit forms to her, and asked that any remaining skills audit forms are returned as soon as possible.

The training update forms returned so far showed that there was a good spread of courses attended by governors, but also that some governors had not been on any courses.

Mrs Ambler and Mrs Davies had attended the governor conference on the 12th March and this is to be added to the list of training completed by governors. The chair gave some feedback on the conference and said that it was in depth and informative, and she learnt a lot. It was also a good opportunity to network with others. The focus had been on collaborations, sharing good practice and working together. The headteacher gave an overview of the role of the Regional Schools Commissioner. The chair distributed an article on academy status for governors to read and consider outside the meeting.

The chair suggested that governors undertake "refresher" training on governance, in school. The clerk advised that the contact to arrange this is Mandy Baines.

ED

Governors commented that the GEL online training is useful.

GB/16/16 Governor visits and monitoring reports

This was covered by the headteacher's report and the specific reports provided by Mr Gillott.

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

GB/17/16 Approval of

School budget

Three different budget plans were distributed to governors, with variances between them. The first was for 2015/16, where there had been an underspend of £39k but this contains some spend for projects which was ringfenced.

Two 2016/17 budget reports were provided, which included the income brought forward. One showed a £10222 deficit and included two members of staff providing one to one support. The other showed a surplus of £2495 and does not include this support.

The headteacher said that this one to one support really does need to continue. As the budget contains pessimistic estimates of income, it is entirely possible that there wouldn't be a deficit at the end of the year.

The chair asked for a termly report on finance to be provided to governors, with the first one being available for the 18th April. Governors were asked to provide any questions they have on the budget prior to that date.

ALL

Schools Financial Value Standard (SFVS)

This is to be reviewed by Mrs Young. Subject to such review, it was

approved.

The chair agreed to sign and return to the local authority by 31 March 2016.

chair

Services for Schools

The services for schools were discussed. Quotes for ICT were obtained from the LA and from a private company. There was a feeling that the LA option was too expensive and the school would be looking for a reduction from the LA.

Grounds maintenance – the private sector quote was about £500 cheaper, but the LA service has been very good. The headteacher has written to the LA to ask for a reduction in their quote. It was agreed to stay with the LA offer if a reduction can be agreed.

Evidence of governing body impact on school improvement

GB/18/16 What has been done to impact on outcomes for pupils?

This item is to be considered at all future committee meetings rather than at the full governing body meetings.

GB/19/16 How has the governing body held the school leaders to account?

This item is to be considered at all future committee meetings rather than at the full governing body meetings.

Concluding items

GB/20/16 Confirmation of date for 2016

The governing body

agreed

Summer term - Tuesday, 7 June 2016 at 6:00pm

GB/21/16 Determination of confidentiality of business

All staffing issues were considered confidential. It was

resolved

that all other papers and reports be made available as necessary.

The meeting closed at 8:32pm.

Signed(chair) Date 7/6/16
LR/IY