

## Minutes of Governor's Meeting

Date: 13<sup>th</sup> March 2014

Present: Annie Benton - Chair                      Copies to: Clerk to Governors  
 Gail Everson - Vice Chair                      Teacher Resources  
 Colin House - Headteacher  
 Rosetta Verdon

Cheryl Abdi - Business and Finance Director  
 Sue Corry - Child Protection Officer  
 Claire Daniel – Clerk to Governors

Apologies: Nicky Cook  
 Jayme Sporton

Presentations:

### Discussion from Agenda Item

#### Items 1, 2 & 3                      Matters Arising & Action Points

Summary Of Discussion		
AB opened meeting at 3.30pm, welcomed all those present.		
Conclusions		
Matters arising		
Two parent Governors have resigned; the school has sent a letter to parents inviting parents to apply.		
Governors are using Handbooks and will continue to monitor how it is working, we may make an adjustment to the order of the contents and will review.		
Other matters were on the agenda, previous minutes agreed and signed by AB.		
Action Items	Person Responsible	Deadline
Review order of contents within the Governor Handbook	All	03/07/14
Amend GE Governor Responsibilities to detail Vice-Chair of Governors (remove word Parent) and distribute for Handbook.	Clerk	With minutes

**Item 4 Pecuniary Interests**

Summary Of Discussion		
Annual Register of Pecuniary Interests		
Conclusions		
None were recorded.		
Action Items	Person Responsible	Deadline

**Item 5 Governor Visits**

Summary Of Discussion		
AB – In and out of the school on numerous occasion for meetings with CH.		
GE – SaLT Inset on 14/2/14 and Interviews on 13/3/14.		
RV – Have been away until 7/3/14, Finance meeting on 11/3/14		
Conclusions		
Action Items	Person Responsible	Deadline

**Item 6 School Email Access**

Summary Of Discussion		
MT presented the School Email System to Governors and how to gain access, including the school calendar.		
Conclusions		
Distribution List has been set up for Governors.		
All instruction sheets are available in Section 7 of the Governor Handbook.		
Action Items	Person Responsible	Deadline

**Item 7 Policy Review**

Summary Of Discussion		
Policies for Review are:		
Behaviour Policy		
Sex Education Policy		
First Aid Policy (amendment to Page 4 as challenged in previous meeting)		
Conclusions		

SC advised the Governing Body how the Behaviour Policy was written. All classrooms have three laminated sheets that display the class rules, rewards and sanctions.		
AB challenged the wording as unclear within the first paragraph on Page 3 of the Sex Education Policy. SC agreed to discuss with HS and rewrite.		
The First Aid Policy was agreed and approved.		
Action Items	Person Responsible	Deadline
Discuss and rewrite paragraph within the The Sex Education Policy.	SC/HS	03/07/14
Forward paper copy of Behaviour Policy to GE	Clerk	With minutes
Provide an up to date renewal list of School Policies to Governors	Clerk	With minutes

## Item 8 Review Governors Self Evaluation Meeting

Summary Of Discussion		
The Governors held a Self-Review Meeting on 13 <sup>th</sup> February to discuss and complete the 'Guide to Governance'.		
Conclusions		
Draft Minutes and completed report are with CA/AB for amendment/approval.		
All present discussed sections within the Guide to Governance, refer to pages 19 to 24 for notes.		
Action Items	Person Responsible	Deadline
Amend/approve draft minutes and report for Governors Self Review Meeting held on 13/2/14	AB/CH	April 2014
Research Safer Recruitment Training Courses	Clerk	Next Meeting
Introduce Governor Training as a standing item on future Governor Meeting Agendas	Clerk	Next Meeting
Prepare Minutes Summary and Publish on School Website	Clerk	With minutes
Draw up list of Governor Profiles and Skills for Handbook	CH	Next Meeting
Log AB/CH meetings and items discussed.	Clerk	Ongoing
Provide Governors with dates for Parents Evenings and schedule a Governor to attend	Clerk	With minutes
Prepare Governor Contact Flyer for Reception	Clerk	Sept 2014
Insert Governor Contact Names in School Newsletter	Clerk	28/3/14

## Item 9 Headteachers Autumn 2013 Report

Summary Of Discussion		
All present had received and read a copy of the Headteachers Autumn Report.		
CH highlighted the school achievements within the Self Evaluation Summary. The subjects discussed were Maths, Lifeskills, ICT, Humanities, Design Technology, Food, Performing Arts, Science and English.		
Behaviour and Safety Policy is in place, JS to attend next Governor Meeting for overview.		

Conclusions		
Visitors into the school on future HT reports would show as a monthly summary.		
Maths has improved considerably now with CMc now 2 <sup>nd</sup> in the department.		
Lifeskills has taken on TH to cover HS maternity leave.		
ICT is no longer a subject, we now have Computing which is more around systems and programming, building robots etc. GE challenged CH asking why this has been changed. CH advised this is a Government change. Pupils need skills to know how to use computers and using the internet.		
Humanities, the lessons are brilliant but the children can't move levels because of the way it is measured. GE asked CH if the concerns are because of the amount children have to write down. SC confirmed it is, the nature of the subject is very wordy. GE commented that the English Department are very supportive of Humanities in their Faculty Group.		
Design Technology is changing, interviews have been carried out today for an LSA with CH/SC/GE and pupils, no appointment has been made at this time.		
KH will be moving into Food Tech as part of Lifeskills. This subject will be hands on and children will be cooking food.		
The 3D Printer is now in school.		
Performing Arts, have appointed a Music and Drama LSA today.		
Science have two members of staff on maternity leave, KHd is due back within the next few weeks, initially part-time and moving to full-time from September. MM is due back to school around Christmas 2014.		
RS was originally a student on placement with us and is now back with us as an LSA.		
RH is on a fixed term contract which is due to finish July 2014.		
English Department is working well.		
The new Behaviour Policy is in place and working well, SC/JS work closely together.		
Three pupils have joined the school on a trial basis and are now staying.		
Social, Moral, Spiritual and Cultural – every child matters, children get this in large quantity at the school, all are taught independence and how to join in with society.		
Student Voice is ongoing, children are now involved in interviewing, we have done a day at Privett which proved positive, lots of feedback and good fun.		
PC has introduced cycling into the school, teaching children how to ride bikes and after school clubs.		
The Strategic Plan is moving forward and is interlinked with Performance Management. To be discussed further in Item 10.		
MD retired at Christmas 2013, his replacement will be joining after Easter.		
Governors asked for a copy of the SCITT/Teaching School 3 year report.		
Overall effectiveness of the school, staff continue to work hard remaining outstanding.		
Action Items	Person Responsible	Deadline
Summarise visitors monthly for the next Headteachers Report	Clerk	Summer Term Report
Invite KH to introduce new Food Tech subject at next Governors Meeting	Clerk	13/07/14

Invite JS to provide overview of Climate for Learning at next Governors Meeting	Clerk	13/07/14
Obtain Teaching School/SCITT Report from CH and forward to Governors	Clerk	With minutes

## Item 10 Overview of Strategic Plan

<b>Summary Of Discussion</b>		
The Strategic Plan is in progress and should be ready for the next Governor's meeting. CH demonstrated how the Headteachers Performance Management links in with the Strategic Plan. This is a comprehensive document that itemises by term and within its context, every child matters, financial values and statements, vision statements and post 16 plus objectives for how to achieve.		
<b>Conclusions</b>		
The plan will show us what actions are required, what our development plan is, how we manage the plan, the direction we are heading and which people are involved. It enables the school to ensure everyone is involved in the school development plan, use leadership curriculum reviews to feed back into the strategic plan and what needs to be fed into it. The school development targets will give us departmental targets that can be used at curriculum reviews identifying who is working on what.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Complete Strategic Plan	CH/CA	03/07/14

## Item 11 Child Protection Report and Safeguarding Update

<b>Summary Of Discussion</b>		
All cared for children are doing well. Plans are all up to date with reviews set and information has all been sent to local authority.		
<b>Conclusions</b>		
No further Child Protection issues have been raised.		
Child Protection training has been scheduled for a Twilight in September once all new staff have started.		
No bullying has been raised, we have experienced some children falling out with each other and name calling.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

## Item 12 Health and Safety

<b>Summary Of Discussion</b>		
The Health and Safety Committee met on 11 <sup>th</sup> February 2014.		
<b>Conclusions</b>		
Health and Safety check was carried out by Argent on 13 <sup>th</sup> January, it was a successful check. Additional emergency exit signage were identified, ordered and are now in place.		

Health and Safety Inductions are in process for new staff.		
Workplace Risk Assessor Training is booked for 27 <sup>th</sup> March for CH/CD/BS		
Accidents Reporting 3 Adult, 72 Minor Children, 1 Major Children		
Action Items	Person Responsible	Deadline

### Item 13 Finance

Summary Of Discussion		
Finance and Audit Committee met on 11 <sup>th</sup> March 2014. RV & RB were both present.		
Conclusions		
Audit of Management Accounts for the first quarter, no variants to report and no differences on year to month budget.		
Managed staff budget is doing well.		
APN increased from 1/4/14 by 5 places to 180, our formal budget review is in June. RV and AB were both invited to attend pending the appointment of a Finance Governor.		
Monthly Management Reporting is still a concern due to workload. EB is getting some additional help from NR after the school day and a finance apprentice is being recruited.		
AAR (Abbreviated Accounts Return) was submitted on time.		
Online payments are up and running and working successfully.		
Audit of management systems on budget reports, internal checks on purchasing did not highlight any issues.		
Action Items	Person Responsible	Deadline
End of year review/forecast budget	CA/EB	Next Meeting

#### Any other business

CA requested the Pay Committee meet in April.

CH advised AB that the children ran some fundraising activities on 5<sup>th</sup> and 6<sup>th</sup> March for Kwasa School, CH will forward money raised to AB/RB ready for their trip to the school in the Easter Holidays. AB expressed thanks and advised they will take lots of photos and report back to the children when they return.

AD will be retiring and leaving school at the end of July.

Interviews held today LSA within Resistant Materials, no appointment made at present.

One LSA appointment was made within the Music Department.

**Meeting closed at 5.30pm**

**Next meeting: 3<sup>rd</sup> July 2014.**