

# MINUTES OF MEETING

**School:** Heatherley Primary  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Monday, 6 February, 2017 at 6.00pm  
**Location:** At the school

**Membership**  
'A' denotes absence

	Mr P Collins (C)
	Mr C Burgess
A	Mr M Castledine
	Mrs H Shrives (VC)
	Mr R Lyons
	2 x co-opted vacancy
A	Mr P Croucher
	Ms S Plumbe (HT)
	Mrs M Chambers
	Miss S Hanson
	Miss S Mayes

**In attendance** Mr D Silcock (clerk to the governors)  
Mr L Harrison

**GB/01/17 Apologies for absence Action**

Apologies for absence were received from Mr Castledine and Mr Croucher.

It was

**resolved**

That the GB (governing body) consent to these absences.

**GB/02/17 Declaration of interest**

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

**GB/03/17 Review of membership**

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

It was noted that Mrs Wray-Marriot submitted her resignation on 6<sup>th</sup> October 2016. **Clerk**  
Check with governor services why membership listing not reflective of this.

There are 2 x co-opted vacancies. Mrs Shrives is aware that a parent expressed an interest in joining the GB. Mrs Shrives will pass on contact details to Mr Collins. **VC**

Ms Plumbe's maternity leave commences on 3 March, 2017. Miss Hanson will be temporary HT and Mr Harrison temporary staff member during Ms Plumbe's absence. The clerk will notify governor services of these changes. **Clerk**

GB/04/17

**Minutes of**

*Autumn term meeting*

The minutes of the autumn term meeting held on 21 September, 2016 having been previously circulated were confirmed and signed by Mr Collins.

*Matters arising*

GB/43/16: Miss Hanson and Mrs Sayer completed the governor development plan. Miss Hanson and Mr Collins to review and update.

**DHT/Chair**

GB/44/16: The reasonable force review is to be completed next governor day. Miss Hanson will contact John Glover for Mappa support.

**Gov day  
DHT**

GB/47/16: Collective Worship to governor day.

**Gov day**

*Committees and working parties*

The FGP & P met on 19 October, 2017.

The SD P&D met on 9 November, 2017 and 11 January, 2017.

*Matters arising*

All governors attended Safeguarding training on 16 November, 2016.

Mr Collins met twice with Mr G Parsons (LA) to consider progress. School is not coasting and has moved into QA.

Judgments were summarised:

EYFS is as least good.

KS1 2016 data shows RI (Requiring Improvement) as F2 improvements are not being maintained.

KS2 2016 data is at least good.

Overall outcomes are at least good.

Leadership and management: appropriate strategies are utilised.

PP (Pupil Premium) is effectively used including driving accelerated progress. The SIP process is robust, with data and priorities matched.

GB/05/17

**Correspondence**

Governors discussed HT appraisal. Ms Plumbe will ask Mr Parsons to provide support.

School needs to employ an apprentice to balance out the 0.5% levy at £275 per month.

Governor Services revised pricing structure and introducing "GovernorHub".

## Governor newsletter

P3. Changes to sold services and introduction of GovernorHub. Training sessions from Feb 21 to March 2.

Governors' conference – Saturday, 11 March, 2017 at Eastwood Hall, Eastwood

Notts support governors wanted

Education Trust Board requires volunteers

Voting by telephone (As sent out by your clerk in 2015)

Governors Leadership Development Programme £79.00

P4. Quality Assurance of the headteacher's appraisal statement. **Action for governors:** *To confirm their school has nominated the Chair or up to 3 governors, as defined in the appraisal policy*

School safe alert system. *Are your email contact details up to date?*

Notification of the Implementation of the National Apprenticeship Levy. Maintained schools are included in the 0.5% pay budget levy. **Action for governors:** *Ensure training funds for apprentices are accessed; you are paying up front for this.*

Complaints: Complainants frequently apply bullying tactics with demanding emails and phone calls. **Action for governors:** *Amend complaints policy (and home school agreement etc) to note school will attempt to answer all correspondence within 5 working days.*

P5. Tackling emerging threats team and website up and running.

### **Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of the staff**

#### **GB/06/17 Headteacher's report including**

Pupils: School is full bar F1 which fills up as children make the age limit. Several leavers moved areas. The LA assumes school has space and admit new starters, some of whom arrive with problems.

Challenge: what problems and does school have to take these pupils?

Problems typically include behaviour and attendance, leading to strained parent/school relationships. These pupils can be expensive to manage and school has to offer them places.

Attendance is 95.6% with some weaknesses. For example, autumn term saw 62 (23%) pupils on 100% compared to 76% for autumn 2015.

Lack of LA support for sub 90% attendees is a concern with family support workers on sick absence preventing court cases being progressed. Four families are causing great concern with attendance as low as 67%.



A letter from a staff member re training costs was confidential.

A letter from a childminder wishing to set up wrap around childcare was discussed. The GB agreed school is not yet ready for this service and need to make a business decision on out of hours provision.

After consideration it was

**resolved**

the request is refused.

HT maternity cover: Confidential items – see separate page.

Standards: Mr Harrison briefed governors and circulated data files for information and inspection. Data should be above floor target with an upper level of 85%. The goal is to get most classes to 80%. This will take time with the new curriculum particularly affecting KS2. Steady annual improvements from Y2-Y6 are achievable.

Challenge: How are Y6 progressing? They are doing very well and showing strong gains this year.

Data files are derived from Ezemag and colour coded for achievement. The red group are SEND and will struggle to make floor targets. The pink group above are borderline and will be supported to make targets.

Challenge: Will the red group be supported? This group are behind and catching up. They are doing well in value added and making measurable progress.

Ms Plumbe noted staff look at all pupil development and not just attainment. Staff appraisals are linked to pupil progress and development.

SIP: The GB is well aware of the plan.

H&S: Governors asked if the CO alarm problems had been resolved. Mr Collins expressed a wish to meet with the LA and discuss the problem. Meeting to be arranged

HT/Chair

School Vision Review: Mr Collins circulated a document collated from governor discussions. The focus group looked at mission statements, values, plans and goals to derive key strategic themes.

Governors were supportive of the output thus far, agreeing to read the document and provide feedback.

GB

Parent Evenings: A new format will be trialled featuring 20 minute focussed sessions. Teacher to be provided ongoing CPD to improve parent meeting skills.

Finance: Mrs Smith will work on the budget over Easter.

Appraisal: All staff appraisals were completed in autumn term.

FSM & PP: Governor day was completed with PP focus work. The PP report is on the website.

Sports funding: This increases next year with the Sugar Tax; schools now have a duty to promote healthier lifestyles to the wider school community. A large outdoor screen has been purchased to support community links.

Staff feel they now have skills to provide coaching without external support.

## Ensuring clarity of vision, ethos and strategic direction

### GB/07/17 Reports from the Corporate Director for consideration and action

*Changes to Ofsted Inspections 2016-17*

Action/information for governors:

Understanding of Data Dashboard

SEF to fit on 1 side A4 (HT to oversee) for governor information

All subjects, especially science will be audited

Ask: From their starting point are pupils making expected progress?

Ofsted will read with weaker phonics pupils

PP: higher profile than ever

Ask: What is school doing for more able but disadvantaged pupils?

Ask: How do disadvantaged pupils compare with national comparators?

Ask: How is school accelerating progress for disadvantaged pupils?

*Safeguarding: a reminder for governors and school leaders*

### Reminder for clerks - Action for governors

**Safeguarding:** Subject to rigorous inspection on all points

All components should be up to date, and in particular ensure Single Central Record is reviewed and meets the latest requirements (Contact HR for further advice).

### GB/08/17 Review behaviour and pupil attendance policy (including anti-bullying policy)

Complete in autumn term.

### GB/09/17 Policy update – to approve any policies referred from the previous meeting or committee meetings

Up to date.

### GB/10/17 Receive a report from the designated LAC teacher

No LAC pupils in school.

**GB/11/17 Governor training**

*Report from training co-ordinator including priorities for governor training and development 2017/18*

Mr Harrison will take up the training co-ordinator role.

Mrs Shrives will look to undertake Chair training and Mr Lyons induction training.

**GB/12/17 Governor visits and monitoring reports**

Deferred to summer term due to shortage of time.

Agenda

**Overseeing the financial performance of the school and making sure its money is well spent****GB/13/17 Budget Update**

Referred to FG&P.

**GB/14/17 Approval of**

*School budget*

Referred to FG&P.

*Schools Financial Value Standard (SFVS)*

Referred to FG&P.

*Updated finance policy*

Completed.

*Year end re-forecast*

Referred to FG&P.

*Local Authority Services for Schools or external support service buy back*

Referred to FG&P.

**Evidence of governing body impact on school improvement****GB/15/17 What has been done to impact on outcomes for pupils?**

Governor meeting on vision and values. Governor day work on link visits and PP strategies. Support for school leadership in providing continuity during Ms Plumbe's maternity absence.

**GB/16/17 How has the governing body held the school leaders to account?**

Governor day visits, PP scrutiny, data discussions and challenge in meetings.

**Concluding items**

**GB/17/17 Confirmation of date for 2017**

The governing body

**agreed**

Summer term - Wednesday, 3 May, 2017 at 6.00pm

**GB/18/17 Determination of confidentiality of business**

It was

**resolved**

that all parts of GB/06/17 were confidential.

**The meeting closed at 8.30pm.**

Signed .....(chair)      Date .....

DS/jag