

# SIMMONDLEY PRIMARY SCHOOL

## FULL GOVERNING BODY

Tuesday 15<sup>th</sup> November 2016 6.30pm at school

	<b>Governors present and apologies</b>	
	<p><b>Present:</b>            Mr R Jenkins (Co-opted)            Mr K Clark ( parent)            Mr P Winterbottom ( Co-opted)            Mrs D Greaves (Headteacher)            Mrs G Ellison (Staff)            Mrs C Wood (parent)            L Acton ( Co-opted)</p> <p>Attended by Mrs A Williams ( Clerk to Governors), Mrs J Haigh Business Manager            Mike Tomlinson present</p>	
	<p><b>Apologies:</b> B.Billson,            Apologies accepted</p>	
17.11/16	<p><b>Welcome</b>            Chandra Wood as Chair welcomed everybody to the meeting.</p>	
18.11/16	<b>Governing Board Matters</b>	
	<p>a) <b>Declaration of Business Interests</b>            All declaration forms now collected in.            None declared for today's Agenda</p> <p>b) <b>Mike Tomlinson – Election</b>            D. Greaves introduced Mike Tomlinson to governors. Mike has been working on Simmondley school website for a few years and DG said how already, the website was an important marketing tool. The Head acknowledged the work Mike has done developing the website alongside Sue Worrall. The website needs to be compliant and more up-to-date as the DFE and Ofsted keep updating the legal requirements.            Mike informed governors of further work he wished to do. He will meet with DG &amp; SW            The website will be a standing item on the Agenda. DG thanked Mike for the considerable amount of work and support he has given to Simmondley School over the past 4 years.            M Tomlinson left the meeting at 6.45pm            Governors voted to accept M Tomlinson as an Associate Governor. <b>All agreed</b></p>	
<b>Min No.</b> 18.11.2/16		
<b>Min no.</b> 18.11.3/16	Part 2 Confidential	DG
19.11/16	<b>Financial Matters</b> <b>Julie Haigh reporting</b>	
.1	<p>a) <b>Monitoring budget</b>            JH is monitoring each month and nothing changed.</p>	
.2	<p>b) <b>School fund</b>            Audited and presented by JH to governors            Fund includes trips/ events etc            Fund was <b>approved</b> by governors</p> <p>c) <b>Supply Expenditure/ Cover supervisor role</b>            Report given and circulated</p>	

Simmondley Primary School 15.11.2016

Signed :

Dated :

1

<p><b>Min No.</b> <b>19.11.3/16</b></p> <p><b>.4</b></p>	<p>Part 2 Confidential Proposal <b>agreed</b> by governors</p> <p><b>d) SVFS 2017 Assessment form</b> A2 – re Finance Committee meetings- amended to read business covered by all FGB meetings. CW asked ‘Does school review the staffing structure’ DG said, ‘Yes, there is an ongoing review’. C17. Improved use of Resources -eg Share training costs with cluster groups. Free Uni courses. JH to type up amendments and bring to the next meeting.</p> <p style="text-align: right;">JH left meeting</p>	
<p><b>Min No.</b> <b>20.11/16</b></p>	<p><b>A.O.U.B</b> K. Clark and C. Wood term of office expires in November 16. Governors voted to elect both K Clark and C Wood on to FGB as co-opted members. All governors <b>agreed</b>.</p>	
<p><b>21.11/16</b></p> <p><b>.1</b> <b>.2</b></p>	<p><b>Minutes of previous meeting</b> Minutes were agreed. <b>All agreed</b> Matters Arising - None</p>	
<p><b>22.11/16</b></p>	<p><b>Headteachers Report – distributed</b> CW asked ‘Did we have Y2 sats at the last meeting. Would assessments change?’ 2 members of staff have been on a Writing course. Ideas were to Edit &amp; redraft. The course was run by moderators. Children will be able to edit their work after a period of time, allowing them to make their work better. Teachers to choose small section to improve for e.g. ‘dialogue’. School can fix writing problem in Stage 2 using this method. DG to meet K1 &amp; K2 staff – ‘School needs to continue to raise the bar and our expectations of our pupils to meeting nationals in KS1’</p> <p>Assessment working group for Maths – 2members of staff brought back clear and usual ideas for children (moderation piece). Staff hoping before Christmas Maths should be up and running – by spring, working assessment, materials being used and impacting standards straight away. Expecting to see improvements soon.</p> <p>DG reported that Holiday applications from parents have increased.</p>	
<p><b>23.11/16</b></p>	<p><b>Approve School Development plan</b></p>	
	<p>DG distributed Summary version of plan and explained to governors.</p> <p>Governors to monitor workload balance of leadership team. Deputy &amp; SENCO have only 4hrs &amp; 2hrs respectively for leadership &amp; management activities. DG said she was worried about quality time she has with Deputy for school plan/leadership time and monitoring of standards across school. <b>Governors agreed SDP</b></p>	
<p><b>24.11/16</b></p>	<p><b>Review and Approve Leave of Absence Policy</b> DG asked governors to clarify that only 3 days childcare was allowed before unpaid leave starts. There seems to be a belief that it is 5 days. Governors confirmed.</p>	
<p><b>25.11/16</b></p>	<p><b>Safeguarding Audit</b></p>	
	<p>Nothing further done on audit. School has until Spring Term to finish. GE will complete as and when she can be released to</p>	

	do the work	
<b>26.11/16</b>	<b>Website</b>	
	<b>Discussed under Governing Board Matters</b> Membership/Pecuniary Interests to be updated and loaded to website Mike Tomlinson to look at compliance	
<b>27.11/16</b>	<b>Net Capacity of School</b> 320 when full – not full at the moment. PAN still 45	
<b>28.11/16</b>	<b>Governor Visits into School</b> Reports since start of term given by KC BB RJ and LA Reports need emphasis on Maths/English/Writing/ Subject links need to try and meet termly	
<b>29.11/16</b>	<b>Governor Training</b> Governors encouraged to attend training events – schedules have been issued. Governor Briefing for Heads Clerks & Chairs 29 <sup>th</sup> November	
	<b>Need date of next meeting – 17th Jan 2017</b>	DG
	<b>What have we achieved for our children tonight</b> Consistency of cover for our children Raising aspirations for our children Compliant website Capacity to take more children with community links	
	<b>Meeting closed at 8.40pm</b>	