

SIMMONDLEY PRIMARY SCHOOL

FULL GOVERNING BODY

Tuesday 14th March 2017 6.30pm at school

1.03/17	Welcome	
	<p>Chandra Wood as Chair welcomed everyone to the meeting.</p> <p>Governors present and apologies</p> <p>Present: Mrs. C Wood (Co-opted) Mr. P Winterbottom (Co-opted) Mrs. D Greaves (Headteacher) Mrs. G Ellison (Staff) Mrs. L Acton (Co-opted) Mr. M. Tomlinson (Co-opted) Mrs. S Handley (Co-opted) Mr. M Jolly (Co-opted) Mrs. N Hazelhurst (Co-opted)</p> <p>Attended by: Mrs. S Bradley (Clerk to Governors), Mrs. J Haigh (Business Manager) and Mrs. K Collyer (SENCO)</p> <p>Apologies: Ken Clark – Apologies accepted.</p>	
2.03/17	Membership and Declarations of Interest/Confidentiality (S)	
	<p>None declared for today's Agenda.</p> <p>DG reminded all of the confidentiality policy.</p> <p>MT asked 'Should a declaration of interest be made if your child attends the school?' DG explained guidelines; there would only be a conflict if an item was brought forward that related specifically to the Governor's own child.</p>	
3.03/17	Any Other Urgent Business	
	<p>Governors welcomed N. Hazelhurst and M. Jolly to the Governing body after they were voted in at the 17/01/17 FGBM.</p> <p>Governors voted to accept S. Handley as a Co-opted Governor. All agreed.</p> <p>Governors voted to accept M. Tomlinson as a Co-opted Governor. All agreed.</p>	
4.03/17	Committee Reports	
<p>a)</p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p>	<p>Teaching and Learning Pupil Progress Committee and Community Links</p> <p>Equality duty – Deferred until next meeting</p> <p>SEND Report (S)- circulated and reported by SENCO, Kathy Collyer.</p> <p>PART 2 CONFIDENTIAL</p> <p>Early intervention continues to be a priority of the school.</p> <p>Nurture Group was introduced and has been very successful in addressing individual needs through shared activities and teamwork.</p> <p>Student 'reading ambassadors' and assigned reading buddies were discussed and thought to be a positive tool for anti-bullying.</p> <p>CW asked 'Could parents be volunteer readers?' DG said 'Yes, as long as it is in keeping with the school volunteer policy.'</p> <p>Inviting parent volunteer readers was agreed upon – newsletter and/or text to be sent.</p> <p>Governing Body will continue to focus on parental skills/resources for help in school.</p> <p>Exclusion/Behaviour policy discussed.</p> <p>Review the effectiveness of Pupil Premium Funding</p> <p>Deferred until next meeting.</p> <p style="text-align: right;">KC left the meeting</p>	<p>KC/SB</p> <p>DG</p> <p>KC/DG/SB</p>

<p>b)</p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p> <p>(v)</p> <p>(vi)</p> <p>(vii)</p> <p>(viii)</p> <p>(ix)</p> <p>(x)</p> <p>(xi)</p> <p>(xii)</p> <p>(xiii)</p>	<p>Resources Committee: Personnel / Premises / Finance Business Manager, Julie Haigh, reporting</p> <p>Goods and Services PART 2 CONFIDENTIAL</p> <p>Evaluation of spending plans and end-of-year provision School continues to seek out best value to reduce deficit budget</p> <p>Staffing Structure recommendations PART 2 CONFIDENTIAL</p> <p>Budget Plans PART 2 CONFIDENTIAL</p> <p>School Financial Value Standard (SFVS) Signed by chair</p> <p>Virements / Approval of Spend/School Fund No Virements, DG asked governors to approve Condover trip spend as over £10k –trip funding approved by Governors. MJ left meeting at 7:24 – Returned at 7:28</p> <p>Extended Services Report PART 2 CONFIDENTIAL MJ asked ‘Do the before and after school clubs meet needs and cover costs?’ DG/JH confirmed, ‘Yes. They do.’ DG discussed plan to update the after school kitchen area. NH offered to supply a donated kitchen – JH said the funding has already been allocated. MJ asked if there’s a possibility to redirect funds if donation accepted. To be reviewed further.</p> <p>Health and Safety Audit Ongoing – moving towards completion</p> <p>Approval of School Trips – Condover / Risk Assessment Some parental concern over distance and cost of trip but deemed good value for enrichment and range of activities. Distance is comparable and acceptable overall. Trip approved by Governors. May look at other options in future.</p> <p>Community Use of School Premises and Lettings The TOCA (Transfer of Control Agreement) from Simmondley Preschool is generating income. All agreed it is a beneficial resource for income as well and maintains good relations with preschool and prospective pupils/parents. Signed off by Chair.</p> <p>Benchmarking Utilities have been high (water especially as costs includes drainage as well as usage). JH confirmed they are addressing and should soon come back in line with everything else.</p> <p>Supply Spend Structure discussed against income – 2 day cover provided but with income against it. Learning Resources - offset by income and contributions. Is within budget.</p> <p>Staffing: Maternity Leave/Cover, Caretaker, Clerk, Extended Services, Contracts update/ Staff Leave of absence requests JH left meeting</p>	<p>NH/CW/ DG/JH</p>
<p>5.3/17</p>	<p>Minutes of Previous Meeting: 17.01.2017</p>	
<p>a)</p> <p>b)</p>	<p>Confidential and redacted minutes circulated. Minutes were agreed. All agreed. Minutes to be forwarded to MT to include on website</p> <p>Matters arising PART 2 CONFIDENTIAL</p>	<p>SB</p>

6.03/17	Delegated responsibilities	
1.	Separated Parents Policy - Approved/Signed. Online Safety Policy -Approved/Signed. D. Hunter currently holds pastoral role for safeguarding and safe recruitment training. DG encouraged Governors to do online course. SH offered her services as she has an extensive background in this area. Review – no changes in English, Geography, History, Maths and Science policies.	
2.	Re-think of Early Help Offer Discussed whether to continue service. Growing concern over lack of support provided. No other alternatives at this time. DG to email details and costs involved to Governors.	DG
3.	Pre School update on Simmondley Site One dispute put forward (past deadline)by nearby resident - Council are taking note but school remains positive it will go ahead. Letter of thanks to be sent to R Jenkins for his exceptional service as Governor. Card of thanks to be sent to R Jenkins by the School. Letter of thanks to be sent to A Williams for valued service as Clerk to Governors. Letter of thanks to be sent to K Collyer for her efforts in creating the SEND Report.	CW DG CW/DG CW/DG
	School Improvement	
7.03/17	SIRR (School Improvement Review Report) DG presented report. Completed with DCC link advisor. The school self evaluation in all areas has been agreed as Good despite pupil progress being lower in KS1 as a result of the new measure for each child from their Foundation Stage result. The standards set are challenging but all are striving to do their best with the resources they have. All educational professionals are lobbying the DFE to move away from the Secure Fit assessment for writing framework to best fit.	
8.03/17	Governors' involvement in Self-Evaluation (20 questions for governing bodies) DG encouraged the Governors to review – recommended group involvement at next meeting	ALL
9.03/17	Arrange date for Writing Learning Walk DG eager to push forward with walk– date TBD.	DG/CW
10.03/17	Pupil Premium Strategy – Deferred to next meeting	DG/SB
11.03/17	Chair's Report Discussed safeguarding Audit PART 2 CONFIDENTIAL	
12.03/17	Headteacher's Report Report circulated. No questions asked on this occasion due to the lateness of the meeting. Will be actioned again on the next FGBM agenda to provide governors the opportunity to challenge school and ask questions.	
13.03/17	Governors' Visits into School	
a)	Feedback- CW to email feedback form to Governors which can be forwarded to clerk, SB, once complete.	CW/SB
b)	Arranging Governors Visits – DG proposed a visitors book for Governors that could be signed when they attend PA events/assemblies in addition to scheduled visits to highlight the Governors overall involvement in school.	DG/CW
	Communication	
14.03/17	The School Website MT has been working diligently to ensure the website is Ofsted compliant. It's coming along well.	

	NH suggested further marketing to increase pupil numbers and recommended child ambassadors to do tours on open days with possible press involvement. MT discussed possibility of video tour on the website – all agreed a great idea.	NH/CW/DG MT
15.3/17	Publish proposals and admission arrangements (Does not apply to maintained schools)(S) School adheres to DCC Admission Arrangements	
	Governing Body Matters	
16.03/17	Ofsted and the effectiveness of Governance Discussed 20 question self evaluation and agreed complete the audit at the next FGBM meeting	
17.03/17	Governor Training Governors encouraged to attend training events. Upcoming Spring training schedule discussed. Summer training schedule to be circulated when out. MT went on a full training day which he found very informative. There was discussion of a car-share for training that is further afield. DG reminded governors about the Modern Governor Package as a very useful resource for online training and modules.	SB
18.03/17	Correspondence- None received	
19.03/17	What have we achieved tonight? Welcomed new Governors and Clerk Initiated Reading improvement plan with the proposal of volunteers Demonstrated shared responsibility and enthusiasm SEND report was enlightening and a major effort by SENCO, Kathy Collyer	
20.03/17	Date and time of next meeting 23rd of May 2017 at 6:30pm	
	Meeting closed at 9:25pm	

ACTION LOG		
Equality Duty deferred	4.03/17a	KC/SB
Newsletter and/or text to be sent for parent reading volunteers	4.03/17a	DG
Review the effectiveness of Pupil Premium Funding deferred	4.03/17a	KC/DG/SB
After School Kitchen Supply / Fund allocation	4.03/17b	NH/CW/DG/JH
Agreed minutes from previous meeting forwarded to MT for website	5.3/17a	SB
Email details/cost of Early Help Offer to Governors.	6.03/17 (2)	DG
Letter of thanks to be sent to R Jenkins	6.03/17 (3)	CW
Card of thanks to be sent to R Jenkins by the School	6.03/17 (3)	DG
Letter of thanks to be sent to A Williams	6.03/17 (3)	CW/DG
Letter of thanks to be sent to K Collyer	6.03/17 (3)	CW/DG
20 Question Self Evaluation	8.03/17	ALL
Arrange date for learning walk	9.03/17	DG/CW
Pupil Premium Strategy deferred	10.03/17	DG/SB
Email feedback form to Governors	13.03/17a	CW/SB
Visitors book for Governors	13.03/17b	DG/CW
Marketing / child ambassadors / press	14.03/17	NH/CW/DG
Create Video tour on the website	14.03/17	MT
Circulate Summer Governor Training	17./03/17	SB