

SIMMONDLEY PRIMARY SCHOOL

FULL GOVERNING BODY

Tuesday 27th June 2017 6.30pm at school

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| 1.06/17 | Welcome | |
| | <p>Ken Clark as Vice Chair welcomed everyone to the meeting.</p> <p>Governors present and apologies</p> <p>Present: 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), Mrs. J Haigh (School Business Officer)</p> <p>Apologies: C Wood - accepted</p> | |
| 2.06/17 | Declarations of Interest/Confidentiality (S) | |
| | None | |
| 3.06/17 | Any Other Urgent Business | |
| | None | |
| 4.06/17 | Minutes of Previous Meeting 23rd May 2017 | |
| a) | <p>Approval of the minutes from the previous meeting</p> <p>Public and confidential minutes from previous meeting circulated – all approved and signed.</p> | |
| b) | <p>Matters arising from the minutes - 23/05/17 Actions</p> <p>2.05/17 – SB - Contact Governor Support re Local Authority Application progress - Complete</p> <p>2.05/17 – SB - Contact Governor Support re Local Authority Application progress - Complete</p> <p>4.05/17 – DG - Gather feedback from reading volunteers - Complete</p> <p>4.05/17 – CW - Letter of thanks to K Collyer for SENCO report - Complete</p> <p>4.05/17 – DG/SB - Circulate 20 Questions Self evaluation - topic for next FGBM - Complete</p> <p>4.05/17 – CW - Email Feedback Form to governors - Complete</p> <p>4.05/17 – DG/CW/NH - Arrange pupil ambassador led tours for governors - Complete</p> <p>4.05/17 – DG/NH/MT - Organise video tour for website – MT has view to complete before end of term.</p> <p>5.05/17 – GE/MJ - Arrange Equality Duty quality session/feedback circle – GE/MJ to arrange before end of term</p> <p>5.05/17 – MT - Enter Tackling Extremism and Radicalisation policy on website - Complete</p> <p>5.05/17 – GE - Gauge interest/organise parent online safety workshop – GE in process of organising will ask parents if £5 per ticket sounds reasonable to see if it generates enough interest as cost for training is £300 and there is no budget to allocate to it.</p> <p>6.05/17 – All/SB Review Background Development Priorities, to be discussed tonight</p> <p>9.05/17 – NH/DG - Arrange for ambassadors to send talent show invite to governors -</p> | <p>MT</p> <p>GE/MJ</p> <p>GE</p> |

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| | <p>Complete</p> <p>9.05/17 – DG/GE - Organise CPD think piece - Complete</p> <p>9.05/17 – DG/CW - Arrange date for learning walk –in progress</p> <p>10.05/17 – DG/SB - Approve report on position of extended services – do be discussed tonight</p> <p>11.05/17 – DG/SB - Arrange governor visits - Complete</p> <p>12.05/17 – DG - Send detailed attendance notification to parents – DG to complete now that data has been sent from DCC</p> <p>12.05/17 – CW/SB - Letter to AM - Complete</p> <p>13.05/17 – MT - Circulate remaining website questions for governors – Complete GE, SH and NH to pass information on to MT for website</p> <p>14.05/17 – MJ/GE - Draft letter for parent feedback / make iPads accessible – MJ/GE have view to complete before end of term</p> <p>15.03/17 a – SB/CW/DG - Governor Subject links (deferred) – to be discussed tonight</p> <p>16.05/17 – CW - Forward online financial training to MT - Complete</p> <p>16.05/17 – SB - Circulate link to governors for Safer Recruitment course - Complete</p> <p>17.05/17 – DG/SB - Arrangements for the Autumn Term (deferred) – to be discussed tonight</p> | DG MJ/GE |
| 5.06/17 | Safeguarding | |
| a) | <p>Safeguarding Update – GE Reporting</p> <p>School has been more aware of security, especially with regards to access into school at more vulnerable times of day when the perimeter fencing is unlocked. (PW arrived 6:40)</p> <p>School is more conscious of how parents, pupils and staff are entering the building and have sent notice home to parents to advise of new procedure; only using main reception as access back into school with no exceptions. This is to ensure safe monitoring of who is coming into the school. Governors support this.</p> | |
| b) | <p>Confidential Reporting Code – GE Reporting</p> <p>Policy circulated prior to meeting – MJ asked <i>“How is the policy made known to staff – is it regularly reviewed?”</i> GE advised, <i>“Yes, it is made available to the staff at the start of every year and all staff must sign a log to confirm they have reviewed the policy in full.”</i> All governors approved this policy and signed.</p> | |
| | School Improvement | |
| 6.06/17 | Committee Reports | |
| a) | Resources Committee: Personnel / Premises / Finance | |
| (i) | <p>Finance – Budget Report – JH Reporting</p> <p>No real change at this time. Previous discussions were minuted between JH and Nick Oddy from Derbyshire Finance. Part 2 Confidential</p> <p>JH requested that Imprest credit account, used for small online purchases/resources, be increased from £250 to £350. All agreed.</p> <p>The school is also contesting the apprenticeship levy with the local MP as there is no funding to put towards it.</p> <p>DG advised that there is a collapsed drain on the field which the school has no funds to repair. DG to address with the local MP.</p> | DG |
| (ii) | Performance Management/Teacher/Headteacher/Appraisal Policy Report – DG Part 2 Confidential | |

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| <p>(iii)</p> <p>(iii)</p> <p>(iv)</p> <p>(v)</p> <p>(vi)</p> <p>(vii)</p> <p>(ix)</p> <p>b)</p> <p>(i)</p> | <p>Review of School’s Pay Policy and Performance Management policies – DG Adopting Derbyshire Policy for coming year – all approved.</p> <p>Buildings/Asset Management Plan – DG The landlord is responsible for visiting the school and giving recommendations of repairs/spends. There was nothing reported for this year, however DG is challenging them on the hall floor which was ruined last year due to the wrong coating being applied. She plans to gather three quotes to submit to them in order to push forward with repair. It was reported that the boiler may be a future issue but overall the building is in good repair.</p> <p>Virements/Approval of Spend – JH None at this time</p> <p>Control of Assets (inventory) – JH Continues to be monitored and improved – will be reviewed again in the Autumn term.</p> <p>Audit of Health and Safety – JH/DG The Health and Safety Audit is being carried out and will be reported back to governors at the next FGBM. MJ asked <i>“Is an independent risk assessment provided?”</i> DG answered <i>“No, the school submits a self assessment to the Local Authority with an action plan. It is up to the school to be honest about their needs. The new caretaker has already proven to be a great asset in this area.”</i></p> <p>Approval Report on Position of Extended Services – JH Sunrise/Sunset club funds were taken out for new fridge freezer (previous was beyond repair), overhead projector and stationary. These costs were taken from the carry forward from last year. –There have been a number of new pupils signing up for the service which is encouraging. All approved.</p> <p>Update on Nursery Site – DG DG reports that the building work has started on the site and is all going well. NH asked <i>“Will the nursery site be an additional cost to the school?”</i> DG advised that <i>“While the school has paid for furniture on the site (which will be refunded through the lease agreement) anything that the nursery uses is included in the lease and, as they are a completely separate entity, the school will not be responsible for them. If anything were to happen rendering the building vacant, it would continue to belong to the school and would then be repurposed for school use”</i>. NH asked <i>“Will there be a cost to the school if the nursery decide to use the building in the evenings?”</i> DG advised <i>“No, as they are independently run and any associated costs would be run through the lettings calculator.”</i> DG have asked representatives from DCC Children’s Services to come and speak to the governors – to be arranged.</p> <p>Teaching and Learning Pupil Progress Committee and Community Links Memorandum of Understanding – Collaboration of Glossop Schools – DG DG reports that 13 local schools out of 16 have formed a collaborative group with SPS. They have agreed on a joint inset day (20/10/17) for schools to share best practice; Dame Alison Peacock and possibly Andy Moore will attend the launch. Next year the focus for cluster working will be English, Maths and Safeguarding. MJ asked <i>“Given the current constraints, is this additional time for teachers and admin to support advisable – where will the funding come from to organise?”</i> DG advised <i>“There will be shared training with costs split between the schools. Paid 6 meetings a year. DG to lead, possibility of a move towards a framework for school nurse or school counsellor with a goal towards a cost and availability advantage in future. There will be an action plan in place.”</i> MJ asked <i>“Is there a risk for teachers to become further stretched with adding meetings and responsibilities to their schedules?”</i> DG advised <i>“They will be held during staff meeting times and during the school day to avoid this.”</i> DG/GE reported that there is a lot of excitement about the collaboration and the possibility for shared resources. Governors approved collaboration.</p> | <p>DG</p> <p>DG/CW/SB</p> <p>DG</p> |
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| <p>(ii)</p> <p>(iii)</p> <p>(iv)</p> | <p>DG to send invite to governors to attend inset event.</p> <p>Attainment and progress of pupils/Summer Review arrangements with Jude Boyd DCC Link Adviser – DG</p> <p>All data/results sent to Local Authority. DG is to carry out 4 Summer Reviews in her Advisory role this term. Governors will have fully factual information on progress by Autumn term as this is not released from the DfE until then. DG to arrange for chair to attend the summer review.</p> <p>Local Authority Monitoring Visits (KS2 SATS) – DG</p> <p>KS2 SATS were monitored by DCC who verified procedures.</p> <p>Local Authority Moderation visit Early Years – DG</p> <p>EYFS was moderated by an LA moderator. This was very positive. It was reported that the staff know and support their pupils well and were using excellent practice throughout.</p> | <p>DG</p> <p>DG</p> |
| <p>7.06/17</p> | <p>Review of the School Improvement Plan Progress – Background Priorities</p> <p>No questions at this time – KC asked DG “<i>Could you field questions via email as they arise?</i>” DG expressed that she was “<i>happy to field questions at any time, but in future it would be better for any questions to be minuted to show the school is being held to account</i>”.</p> | |
| <p>8.06/17</p> | <p>Chair’s Report – CW</p> <p>Deferred when CW present</p> | <p>DG/CW/SB</p> |
| <p>9.06/17</p> | <p>Headteacher’s Report for Governors – DG</p> <p>Report was circulated prior to meeting. PW expressed concern over writing results. DG advised it has improved from last year but the writing assessment process is based on secure fit not best fit. If they were to push all pupils forward to expected, it would increase substantially, however the school believes in honest data and want to make sure all requirements/targets are met. In some of the other schools, the results seem inflated with writing and reading not matching up. Everything is monitored in house very carefully. NH concerned that the numbers would reflect poorly on the school from perspective parents. DG advised when the Link Advisor visited – they were very impressed with the school. They reported that teaching and writing was very good and was reflected in the children’s work. Governors to see writing standards for themselves during the Learning Walk.</p> | |
| <p>10.06/17</p> | <p>Sports Funding Report and Impact – DG</p> <p>The report is almost complete. Governors to approve once complete. Part 2 Confidential.</p> | <p>DG/KB</p> |
| <p>11.06/17</p> | <p>Policy Review and Approval</p> | |
| <p>a)</p> <p>b)</p> | <p>Approval – Updated DCC Attendance Policy – DG</p> <p>Policy circulated prior to meeting. DG reports that the Local Authority said the school’s current unauthorised attendance was “<i>horrific</i>”. A total of 46 families have taken children out unauthorised holiday leave so far this year. The Multi Agency team have now said that 5 sessions of unauthorised absence in a 5 week period should be referred to school welfare. Attendance used to be 98%. MJ said he feels the school needs to make things more clear with an outline of what is considered authorised. DG reports the school will be questioned by Ofsted as our attendance rate is below the national average. The worst figures seem to be in reception – MJ concerned it will continue to worsen. DG says there is a challenge letter to be sent when necessary. NH thinks parents may have a contrasting view from the policy. GE asks that the governors support the school in addressing attendance head on as it can be quite crippling to the classroom dynamic. The curriculum is often based in group settings making it difficult to go back to catch pupils up who have been absent. Especially difficult when multiple children are off at once. Governors approve of this policy with continued monitoring at each meeting. Policy signed. DG to send letter to parents.</p> <p>Review – Anti Bullying Policy, Private Fostering Policy, Health and Safety Policy, Teacher Pay Policy</p> | <p>DG/CW/SB</p> <p>DG</p> |

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| | All policies circulated prior to the meeting. Anti Bullying Policy approved and signed. Private Fostering Policy approved and signed however MJ noted a change in wording from the Derbyshire version and school version. DG/GE to check. Health and Safety Policy approved and signed. Teacher Pay Policy approved and signed. | DG/GE |
| 12.06/17 | Governors' Visits into School | |
| a) | Feedback from Governors' Visits into School NH has done reading ambassadors and school ambassadors for year 3. Helped organise Simmondley's Got Talent. NH to do report. MT has also visited as a reading volunteer. | NH |
| b) | Arranging Governors' Visits into School Juniors Sports day needs volunteers. SH has offered to help and KC has enlisted the help of his daughter who is a former pupil. Learning walk date in planning and TBD. | SH/KC DG |
| 13.06/17 | Review Attendance of Pupils Discussed during approval of DCC Attendance Policy | |
| | Communication | |
| 14.06/17 | The School Website – MT NH, SH and GE to complete questions to make website Ofsted compliant. | NH/ SH/GE |
| 15.06/17 | Parent View – DG MJ and GE to organise letter to parents. | MJ/GE |
| | Governing Body Matters | |
| 16.06/17 | Ofsted and the effectiveness of Governance | |
| a) | Governor Subject links Sign up sheet passed around. All governors assigned. | |
| b) | DCC Spring Newsletter DG advised it was good preparation for Ofsted with regards to questions and expectations. DG recommended governance be moved to the front of the agenda to make it a priority. Governors agreed . | DG/SB |
| c) | 20 Questions for Governors DG/GE recommended adding a few of the Ofsted 20 questions to each meeting to devote time to discuss in full. Governors agreed . | DG/SB |
| 17.05/17 | Governor Training | |
| a) | Feedback from training None – training to be arranged through COGS | DG |
| b) | Training needs Training for new governors | |
| 18.06/17 | Arrangements for the Autumn Term | |
| | DG to circulate 6 FGBM dates for new school year that will link with previous dates. Keeping to Tuesday evenings. All governors agreed . | DG |
| 19.06/17 | Correspondence None | |
| 20.06/17 | What have we achieved tonight? Approved Collaboration of Glossop Schools Agreed Stance on attendance Approved reviewed and updated policies Organised subject links for governors Moving to improve budget deficit Moving governance to a more prioritised position on agenda Plans to book governor training Gathered help for Jr. Sports day | |
| 21.06/17 | Date and time of next meeting – TBD | |

| ACTION LOG | | |
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| Organise video tour for website | 4.06/17 b | MT |
| Arrange Equality Duty Quality Session/Feedback Circle | 4.06/17 b | GE/MJ |
| Gauge interest/organise parent online safety workshop | 4.06/17 b | GE |
| Include pupil attendance review on all agendas | 4.06/17 b | DG/CW/SB |
| Send detailed attendance notification to parents | 4.06/17 b | DG |
| Draft letter for parents/ make iPads accessible for feedback | 4.06/17 b | MJ/GE |
| Collapsed drain – bring to MP | 6.06/17 a (i) | DG/JH |
| Three quotes to submit for hall floor | 6.06/17 a (iiii) | DG |
| Control of Assets (inventory) – Next FGBM | 6.06/17 a (v) | DG/CW/SB |
| Arrange talk with governors and nursery staff | 6.06/17 a (ix) | DG |
| Invite to governors to attend collaborative inset event | 6.06/17 b (i) | DG |
| Arrange for chair to attend the summer review | 6.06/17 b (ii) | DG |
| Chairs report deferred | 8.06/17 | DG/CW/SB |
| Sports Funding Report deferred | 10.06/17 | DG/KB |
| Letters to parents re Attendance Policy Update | 11.06/17 b | DG/CW/SB |
| Check wording of Private Fostering Policy – Derbyshire vs School | 11.06/17 b | DG/GE |
| Report on visits into school | 12.06/17 a | NH |
| Reading volunteer | 12.06/17 b | MJ |
| Sports Day volunteers | 12.06/17 b | SH/KC |
| Learning Walk Date | 12.06/17 b | DG |
| Complete questions for website | 14.06/17 | NH/SH/GE |
| Parent view letter | 15.06/17 | MJ/GE |
| Move governance forward in agenda | 16.06/17 b | DG/SB |
| Include questions from 20 Ofsted questions | 16.06/17 c | DG/SB |
| Governor training through COGS | 17.05/17 | DG |
| Circulate 6 FGBM dates for new school year | 18.06/17 | DG |