

SIMMONDLEY PRIMARY SCHOOL

FULL GOVERNING BODY

Tuesday 26thSeptember 2017 6.30pm at school

1.09/17	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 – Chair) 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)</p> <p>Attended by: Mrs. S Bradley (Clerk), Mrs. J Haigh (School Business Officer)</p> <p>Apologies: N Hazelhurst, K Clark - accepted</p>	
2.09/17	<p>Agree a schedule of meetings (Item brought forward so that MJ could take part) Alternating Monday/Tuesday meeting dates were discussed to accommodate governors' schedules. Next meeting set for 21/11/17 where the following Spring dates will be decided.</p>	DB/CW/SB
3.09/17	Governing Board Matters	
	<p>a) Membership <i>MT asked if it is necessary for there to be parent governors as there are two vacancies. DG mentioned that several of the co-opted governors are parent's of pupils at the school and it was her understanding that we may not need a parent election for parent governors unless there are any skills gaps. SB to confirm with Governor Support.</i> <i>Governors asked if there was a skills gap in Health and Safety. DG advised that the caretaker will be leading that role as he has had extensive, professional experience in Health and Safety and is willing to take on the responsibility.</i> <i>MJ asked about update on LA application. SB advised still pending but would chase.</i></p> <p>b) Governors' Code of Conduct/Practice Deferred.</p> <p>c) Declarations of Interest/Confidentiality (S) None</p> <p>d) Operating Guidelines As discussed in 3.09/17 a</p> <p>e) Electronic Communication – Security SB advised Governor Support have stated that personal email addresses for governors are not secure and that email addresses will need to be set up through Derbyshire in future. SB to send membership list to JH for new email set up. PW joined meeting at 6:45pm DG requested 48hour email acknowledgement in future to ensure effective</p>	<p>SB</p> <p>SB</p> <p>DG/CW/SB</p> <p>SB/JH</p>

	<p>communication. Group texts alerts for emails were discussed as there was concern that new Derbyshire addresses would not be as accessible because of log-on procedures. SB to contact Governor Support to see if external email applications can be used.</p> <p>MJ mentioned error on the 27/6/17 meeting minutes. SB to amend. MJ left meeting at 6:50pm</p>	SB
4.09/17	Finance Update (J Haigh reporting) (Brought forward)	
	<p>JH reports that finance is much the same as last year. A revised budget is forecast for the coming year. Funding is up due to Pupil Premium and Sports. The current deficit of £67,196 for 2018/19 will be reduced. - Part 2 Confidential – If proposed staffing changes go ahead, the deficit will decrease to £11,000 and will continue to drop with the lease agreement which provides an additional income of £6,000 per year.</p> <p>DG announced that she had received a resignation from JH who would be leaving on the 20th October and DG, along with all governors present, thanked her for her immense contribution to the school. Letter of thanks to be sent from GB by CW</p> <p>Letter of thanks from GB to be sent by CW to caretaker for his involvement with ensuring the Nursery build could continue over the summer and the outstanding effort he put into cleaning, furnishing and organising the school in preparation for the new term.</p> <p>Part 2 Confidential</p>	<p>CW</p> <p>CW</p>
5.09/17	Any Other Urgent Business	
a)	<p>Nursery Build Commissioning Document</p> <p>DG reports that Derbyshire wouldn't release the keys at the handover because there was no Commissioning Document. All details including Safeguarding are included in the document. JH pointed out some contradictions between the commissioning document and the lease which arrived today. Specifically under sections 9, 10, and 11 on the lease agreement and 12.3 on the Commissioning Document. It was agreed that the nursery would take all responsibility for the cost of essential tests undertaken by the caretaker. <i>SH concerned about the school's liability and safeguarding. SH feels the documents are not as thorough as they could be in her experience with lease agreements, especially where children are involved. JH and DG advised that the nursery is completely separate from the school and will operate as outlined in the The Commissioning Document.</i></p> <p><i>CW asked if the nursery furniture belonged to the school. DG/JH advised that yes the furniture belongs to the school.</i></p> <p>Governors discussed changing Termination of Agreement (Item 18 on Commissioning Document). All agreed to keep at 6 months notice.</p> <p>Two parking spaces were agreed.</p> <p><i>CW asked if Nursery is Privately run or through a Charity. DG advised she understood it was charity based but will check.</i></p> <p>DG advised that neighbours were invited for a tour to maintain good relations. No new complaints regarding road access.</p>	<p>JH/DG</p> <p>DG</p>

	<p>A discussion took place regarding the school funding a School Crossing Patrol Officer based on voluntary contributions from the PA. The governors opposed setting up any Service Level Agreement based on voluntary contributions in light of the teacher redundancy. DG to speak with PA prior to AGM regarding Crossing Patrol request.</p> <p>JH left meeting at 7:35pm</p> <p>b) MT informed governors that he has applied for a £10,000 playground equipment grant.</p> <p>Increase in capacity grant – Nursery Build Equipment A £6,000 grant was used to order furniture which belongs to the school.</p>	DG
6.09/17	Minutes of Previous Meeting 23rd May 2017	
a)	Approval of the minutes from the previous meeting 27/6/17 Public and confidential minutes from previous meeting were circulated. MJ noted discrepancy with public minute 12.06/17 b. – all approved with amendment . SB to print amended copy for chair signature.	SB DG/SB
b)	Action Log statement– deferred	
c)	Matters arising from the minutes None	
7.09/17	Election of Chair and Vice Chair of Governors (if applicable)	
	N/A	
8.09/17	Delegated Responsibilities	
a)	Subject Leader Link Reports/Equality Feedback/Learning Walk Feedback/Sports Report MT and LA presented their reports for Maths, ICT and RE. (Circulated prior to meeting). There were no questions. Learning walk report circulated prior to meeting. LA, CW and DGfeedback on Learning Walk was very positive. LA reported that the classes were proud and eager to show what they were working on. LA and CW were very impressed. DG was also pleased. Sports Report circulated prior to meeting with breakdown of spends for academic year 2016/2017. Intra-house competitive sports have been introduced 4 x weekly for lunchtime league. UK sport and On Target Sportafter clubs have now started. <i>PW asked how SPS could acquire a new football kit.</i> The possibility of sponsorship was discussed. Although Sports funding has increased this year, GE advised that Bikeability will not be fully funded and school may have to consider continuing it on a year by year basis. They have pulled out at this time due to the expense. Equality Feedback – deferred .	GE/MJ/SB
b)	Review Membership As discussed - 3.09/17 a	
c)	Review and appoint link governors List of Curriculum Responsibilities circulated, gaps discussed and filled. Meetings to be arranged for those who have not yet met with their Link Leader. Phone call or Skype meetings discussed to better coordinate with schedules. It was	DG/All

	suggested to fill the remaining Governor Training and MFL French gaps with KC and NH.	
9.09/17	Curriculum and Achievement	
a)	Summer Review/Review National Test Results, other data and the national picture against School's Self-Evaluation DG reports that KS2 writing improved from last year. Reading was up from the previous year at 1.2, Writing was up from last year at 2.4 and Maths was up from last year at 0.1. Not at risk of being a coasting school this year. New measures for EYFS to KS1 focusing as priority for KS1 Maths and English this year. <i>CW asked if assessment is working well. DG advised that they are developing maths and continue with improvements.</i>	
b)	Sports report As discussed - 08.09/17 a	
10.09/17	Safeguarding Report and Audit	
	GE to attend CSE (Child Sexual Exploitation) course and will cascade information down to staff. Safeguarding Audit in process – deferred . DG and GE report that the safeguarding advice line for non emergencies is almost impossible to reach. They are waiting several days to speak with someone. SH advised that she could be a point of contact for questions as well. DG/GE to check if this is allowed. DG informed governors that the Glossop Heads Cluster will be writing a joint letter of complaint to the local MP regarding School Health provision and the shortage in school nurse care. There is currently one nurse for the whole of the High Peak, working 3 days a week who divides her time between 20 schools and she will soon be leaving. A school parent who is a qualified nurse has offered to do epi-pen and asthma training for free as school is unable to get the school nurse in. Part 2 Confidential	DG/GE
11.09/17	Health and Safety Action Plan	
	Caretaker, JH and DG have put an action plan into place. All agreed that the Caretaker will lead this role due to his extensive professional experience. Report in progress, to be deferred .	DG/JH
12.09/17	Staffing	
	Receive report on teacher appraisal process and confirm pay decisions Part 2 Confidential	
13.09/17	Policies	
	Geography, History, RE and Science policies all circulated prior to meeting. No changes. All approved . Computing and English policies to be deferred . SB to create spreadsheet when policies are reviewed to keep as guide through the following school. Will also request policy time table from Governor Support.	DG/SB SB
14.09/17	School Website	
	MT advised that all up to date. Nothing to report.	
15.09/17	Governors' Visits into School	
a)	Feedback from Governors' Visits into School As discussed under 08.09/17	
b)	Arranging Governors Visits into School As discussed under 08.09/17	

c)	Arrange Governor Working Group for Self Evaluation Deferred	CW/DG
16.09/17	Governor Training	
	CW has been on Leadership and governance course. She had positive feedback. DG advised that there is local training available, as circulated over last summer term.	
17.09/17	What have we achieved tonight that will improve outcomes for the children in this school?	
	Providing the pupils with a clean, organised environment to return to after the summer holidays. Overall improvement of KS2 – Reading, Writing and Maths Filling gaps in Subject Leader Links. Continuing to improve on the budget deficit. SH offering Safeguarding expertise in addition to hotline support.	
18.09/17	DG wanted to make acknowledgment of Bob Billson’s passing. A card was sent to his family on behalf of the school. Bob was an amazing contributor to the GB and to SPS. He will be greatly missed.	
19.09.17	Governors were given a tour of school to show off the new furniture that was donated and the kitchen that was generously donated/fitted by the Hazelhursts. Letter of thanks from GB to be sent by CW	CW
20.09/17	Meeting time Ended –8:35pm	
21.09/17	Date and time of next meeting–Tuesday 21st November 2017	

ACTION LOG		
FGB meeting dates TBD - deferred	2.09/17	DB/CW/SB
Confirm Parent Governor needs with Governor Support	3.09/17 a	SB
Check progress of LA application	3.09/17 a	SB
Code of Conduct/Practice - deferred	3.09/17 b	DG/CW/SB
Derbyshire email set up for governors	3.09/17 e	SB/JH - ALL
Confirm with Governor Support if email apps can be used	3.09/17 e	SB
Letter of thanks to JH	4.09/17	CW
Letter of thanks to caretaker	4.09/17	CW
Amend contradictions in Lease/Commissioning Document	5.09/17 a	JH/DG
Check if pre-school charity or privately run	5.09/17 a	DG
Speak with PA prior to AGM re-crossing guard	5.09/17 a	DG
SB to amend 27/06/17 minutes and have resigned by chair	6.09/17 a	SB
Action Statement re-circulate actions for completion - deferred	6.09/17 b	DG/CW/SB
Equality Feedback – deferred	8.09/17 a	GE/MJ/SB
Organise Subject Leader Link Meetings	8.09/17 c	DG – ALL
Check if SH can be safeguarding point of contact	10.09/17	DG/GE
Health and Safety Report - deferred	11.09/17	DG/JH
Computing and English Policies - deferred	13.09/17	DG/CW/SB
Create Policy timetable spreadsheet	13.09/17	SB
Arrange Governor Working Group for Self Evaluation - deferred	15.09/17 c	CW/DG
Letter of thanks to Hazelhursts for kitchen donation	19.09/17	CW