

THE MINUTES OF THE GOVERNORS MEETING OF GREAT DUNHAM PRIMARY SCHOOL HELD ON TUESDAY 5th JANUARY 2016 HELD IN SCHOOL AT 5.30PM.

1. **PRESENT:** Gordon Phillips, Kim Whitlock, Mark Codman, Steve Treavett, Sue Davis, Sharon Nour. Chris Ridout, Jan Emmerson, Clare Gill
2. **APOLOGIES:** Brenda Upton, Cherie Wild,
3. **QUORATE 50% Of 12 = 6, 9 attending (+ 1 arrived 6.35pm)**
Chris Ridout welcomed Claire Gill as Staff Governor to the meeting.
4. **DOES ANYONE NEED TO DECLARE CONFLICTS OR CHANGES TO BUSINESS INTEREST?** None reported. CR/CG/JE forms completed so register up to date.
5. **STEWART SPOONER - Maths across the school**

Stewart went through his extensive report having circulated handouts.

Points of note included:

Pupil Voice Survey - its purpose was to more easily understood/age appropriate questions. A discussion was held about this; Children were asked a series of questions to gauge their thoughts and feelings about maths. It did highlight some areas where whole school consistency needed to be improved. This survey will be repeated towards the end of the school year but questions will be differentiated so that more easily understood by all children.

Action Plan - the subject leader plan was presented

New Calculations, written and mental maths policy was outlined

Maths Data Analysis, Autumn Term - **The Governors questioned and challenged Stewart on aspects on the presented charts, requiring to know how it shows the weaknesses and strengths and progression in different areas.** It also highlighted where intervention groups for were needed. Stewart also mentioned that he would like to set up a curriculum map to see at a glance where the children are academically. A parent maths workshop is to be planned to help parents better understand the calculation strategies used in school. Stewart was thanked for his report.

6. ELECTION OF OFFICERS

Chris reported that he had been in discussion with Kim and Mark about the progression forward of the Governing Body. Kim has agreed to stand as Chair from September, shadowing Chris as Vice- chair until then. Mark

has decided to stand down now as Vice-chair, and resigned as Parent Governor as he has now taken the position of Staff Governor at Necton School, where he also works. He was thanked for his 8 year commitment to the Governing Body.

Chair of Governors - Chris Ridout (nominated SN, seconded JE)

Vice Chair - Kim Whitlock (nominated SD, seconded SN)

Governor vacancies - Chris has received two applications for the Co-opted Governor vacancy. After discussion it was agreed to reconstitute the governing body altering the numbers of the categories - 3 parent governors and 6 co-opted. Chris will write to the two applicants to invite them onto the Governing Body as co-opted governors.

The clerk to arrange the reconstitution.

7. MINUTES OF THE LAST MEETING

The minutes from the meeting held on 3rd November 2015 were agreed and signed just with the correct spelling of Quorate added.

8. MATTERS ARISING

- a) Cluster Governance/LL Community update - The terms of reference for the Cluster Governance Committee to be deferred until the next meeting due to be held on 16.3.16 - Kim Whitlock will attend.
- b) Federation Issues update - A letter had been received from County re: the small schools survey - it is on GovernorHub.
- c) Governor Body update - Covered in Election of Officers item.
- d) Governor visits and reports - Curriculum visit report (7.12.15) has been placed on the GovernorHub. It had been decided that the next visit would be carried out in the afternoon to look at curriculum areas outside the core subjects. Next visit - 27/1/16.
A Health and Safety inspection had been carried out on 24/11/15, the report is on the GovernorHub. The Annual Health and Safety Inspection will be part of the Resources/Premises remit Terms of Reference. An additional governor should be added to the committee to replace Sarah Dennis.
Growth mindset - to be covered on Governor visits.
SEND - Small schools review recommended a termly report to Governors. Sue Davis (SEND governor) will meet up with the new SENDCO.

Calculations Policy - is to be discussed with the Maths Governor after half term.

9. COMMITTEES TERMS OF REFERENCE

Resources Terms of Reference already agreed.

After discussion, the model terms of reference will be reviewed by the chairs of each committee and brought to the next meeting for approval.

10. HEAD TEACHERS APPRAISAL

At the governors request Sharon (headteacher) and Claire (Staff governor) left the meeting.

An external advisor and Sue Davis, Brenda Upton and Gordon Phillips had carried out the appraisal. This was a positive appraisal. The governors agreed the recommendations. (Confidential item to be signed)

11. HEADTEACHER'S REPORT

The report had been circulated on the GovernorHub. Sharon went through her report. Number on roll was now 81; a year 4 boy has started. Cyber-bullying was challenged from the report. Sharon explained that actions have been taken at school, but she could not control what went on outside. It was suggested that parents be reminded regularly that their children should only play age-appropriate games. Also a record should be kept of any actions taken.

A request was made by a governor for previous progress to be added to attainment and progress charts, in future. Sharon went through the EYFS chart for further clarification. The governors agreed with the request to advertise the TLR post internally. A 'Working Party' was formed to strategically plan for future classroom provision - Steve Treavett, Jan Emmerson, Brenda Upton, Kim Whitlock plus a new co-opted governor. Brenda to join Sharon, 5th February - Chapel Break Infants re challenge curriculum. Governors were requested to attend Parents Evenings on 9/11 February.

AGENDA ITEMS - Reconstitution, Cluster Governance/L.L. Community update, Federation Issues update, Governing Body update, Governor visits reports, Working Party (classroom) governor vacancy, Roles and responsibilities.

12. PUPIL PREMIUM

Sharon went through the breakdown of the financial calculation report for Pupil Premium, which was on the GovernorHub. This will be an agenda item for each meeting. Governors were requested to look at this document and report back.

Protocol for spending Pupil Premium - **The governors challenged Sharon on the Protocol re: gifted and talented children receiving pupil premium allocation.** Also 'Raising aspirations' should be added to widening experiences. The governors approved this protocol.

AGENDA ITEM - Pupil premium

13. SCHOOL DEVELOPMENT PLAN

Continues to be updated. Access to the on-line version will be made available to Governors. Governors have access to the online SDP via Perspective. Welcome emails should have been received by Governors.

14. RESOURCES

Jan went through the minutes from the meeting held on 15/12/15.

- The draft Terms of Reference were agreed and listed under headings of Premises, Staffing and Finance.
- It was agreed that a 4th Governor would be added to committee making a total of 5 including HT, quorum of 4.
- Revision 2 (Nov 2015) of budget reviewed and signed. Large carry forward of £58,583 (15.34%) was currently predicted for end of financial year - March 2016. It was noted that only 8% of budget could be carried forward, so some of this must be spent. Alternatives were discussed such as repaying loan, paying into refresh or capital project (replacement of mobile classroom)
- There was a reminder that increases to teacher salaries still hadn't been actioned by payroll and that would also make a difference to the predicted carry forward.
- BCR reviewed and Governors are satisfied with regard to discrepancies to the 66.67% spend to date. Listed in minutes on Hub.
- Details of Capital Fund to be established and circulated to committee.
- Overall RAG Grade is red - until loan is repaid.
- 1 x Red - school has loan in excess of 10% of budget
- 16 x Greens

- 5 x Amber
- I. Restructure
- II. Audited a/c due for year end 31/8/14 - 3 months limit
- III. Two further finance refresher courses are needed for a green in spring term 2016 - Governor, JE attending Vicki Hatch, also online Pupil Premium closing the gap
- IV. HT needs 2 further finance refreshers
- V. Finance staff - 2 more, Leanne.

Governors challenged the possibility of using some of the carry forward monies for High Achieving pupils.

15. POLICIES

Collective Worship Policy - approved and signed.

16. ANY OTHER BUSINESS

Parking outside the school - Health and safety issues continue with parents parking outside the school and up towards Church Farm. Sharon was requested to make the reminder in newsletters more strongly worded.

NEXT MEETING: TUESDAY 23RD FEBRUARY 2016 AT 5.30PM IN SCHOOL

Signed.....Dated.....