

THE MINUTES OF THE MEETING OF GOVERNORS OF GREAT DUNHAM PRIMARY HELD ON TUESDAY 24th January 2017 IN SCHOOL AT 5.30PM.

1. **PRESENT:** Chris Ridout, Jan Emmerson, Brenda Upton, Gordon Phillips, Sharon Nour, Kim Whitlock, Clare Gill, Paul Gorham, Cherie Wild.
2. **APOLOGIES:** Sue Davis
3. **50%of 10 = 5, 9 attending**
4. **DOES ANYONE NEED TO DECLARE CONFLICTS OF CHANGES IN BUSINESS INTEREST?** None declared. Business interest forms completed by Clare and Cherie. Register now up to date.

5. MINUTES OF THE LAST MEETING.

The draft minutes from the last meeting held on 8th November 2016 were agreed and signed by the chair Kim Whitlock.

6. MATTERS ARISING

- a. ***Cluster Governance/L.L Community update - The***
December meeting had been cancelled due to sickness.
Meeting due to be held tomorrow (25th)
- b. ***DBS checks update -*** All now completed, except Jan still needs to have her copy verified in the office.
- c. ***Safeguarding update -*** Sue Davis and Cherie Wild still need to submit their certificates to the office.
- d. ***SEN subject leader meeting update -*** Sue had carried out a visit on 5th December 2016 and uploaded a report to the GovernorHub. Mention was made about a regular SEN report to Governors in the future. It was noted that SEN updates come from regular meetings between the SENDco and SEN Governor.
- e. ***Healthcheck/Self Evaluation document completion update -***
Kim reported that she and Paul had met and considered and amended the documents. They were passed round the Governors for their input and approval. The clerk will update these and copies will be added to the Governance file in the office.

- f. MAT update** - Sharon had received an email from Debbie Bratton, which had been circulated to governors via the GovernorHub. As a result of this Sharon had met with the other heads forming the MAT. She reported that there is a feeling of unease at the moment, following the improvement model deployed by Litcham School to raise standards in their Primary phase. Reassurance was needed that this model would not be the only one considered by the MAT. Proceeding with the MAT application will now be deferred until other options have been reviewed. Sharon and Kim are attending a training session on 21st February to explore alternatives to MAT/ alternatives to becoming an Academy. A discussion was held.
- g. Code of Conduct final signatures** - Final signatures were received from Cherie, Clare and Paul. A copy of this completed file will now go in the Governance folder in the office.
- h. Parent Governor election feedback** - In spite of running the election process twice, there was no successful candidate elected. After a discussion it was agreed to try and promote the parent governor position at the Open Afternoon due to be held on 8th February in school. There would then be another parent governor election process after half term.
- i. Headteacher Appraisal feedback - CONFIDENTIAL ITEM HERE.**
- j. Clerks Appraisal** - Date to be arranged.
- k. Skills Audit update** - Cherie Wild, Clare Gill and Paul Gorham were requested to complete the skills audit and return to Kim so that she can complete the matrix.
- l. Committee Terms of Reference/Curriculum & Standards CTR** - Copies of the CTR were circulated. Kim requested that the Curriculum and Standards committee terms of reference be combined, as is common practice now and include a focus on stakeholder engagement. A discussion was held and this was agreed. This CTR would be reprinted to be signed at the next meeting. It was also agreed that Sharon would allocate policies to the various committees. The Curriculum and Standards would meet 24th February to look at Assessment across the Curriculum + data and standards,

and to come up with a framework for the new Committee meetings.

m. Governor visits & reports - Visit reports had been circulated on the GovernorHub.

Chris Ridout - Science - 6/12/16

Kim Whitlock - EYFS - 2/12/16

Clare Gill, Paul Gorham, Chris Ridout - Annual Health and Safety Walk - 16/1/17

Chris Ridout - PE - 5/12/16

GOVERNOR CHALLENGE - Kim challenged if the use of PE grant is considered at visits. REPLY - NOT DISCUSSED IN DETAIL DURING THIS VISIT. TO BE CONSIDERED AND REPORTED ON AT THE NEXT VISIT.

Chris Ridout - Maths - 6/12/16

Sue Davis - SEN Provision - 5/12/16

Gordon Phillips to carry out a visit with English co-ordinator next term.

Brenda Upton will attend the ESafety day - safer Internet use and report next term.

AGENDA ITEMS - Cluster Governance/L.L Community update, DBS check update, Safeguarding update, MAT update, Parent Governor election update, Committee Terms of Reference update, Governors visits and reports, Clerks Appraisal update.

7. HEADTEACHER'S REPORT

This had been circulated on the GovernorHub. Sharon went through her report reporting that attendance was still good despite a bout of sickness before Christmas.

Resources' meeting has been rescheduled to 14th March.

All governors had been issued with new folders. The Data analysis is in the folder. Sharon went through the data. **The governors challenged Sharon on the Key Stage 1 and 2 maths results. THIS WAS DUE TO A CHANGE IN THE CURRICULUM AND INCONSISTENT TEACHING AND LEARNING OF THE CALCULATIONS POLICY.** The curriculum committee will challenge results at their next meeting. **Kim challenged if the 3-year upward trend in phonics tests could be attributed to pupil premium spend on RW1nc? REPLY - YES. Kim challenged about how the in school data evaluation of analysis was reached? REPLY - A TABLE WAS PRODUCED WITHIN SCHOOL BY HT AND TEACHING STAFF**

ANALYSIZING THE DATA TO ASCERTAIN STRENGTHS AND WEAKNESSES. Chris had looked at Pupil Premium website content which looks fine. Points to be raised at the next Pupil Premium meeting - how feedback from children, can be incorporated into a report on the website, and how to measure the impact of the spending on enrichment activities.

8. RESOUCE REPORT

The report from the meeting held on 18/1/17 had been uploaded to the G/Hub. There had been an exceptional bid, which was pending, backdated to April. A decision was being made at county on 20th January and we still have to await the results. **The Governors requested an explanation as to what are exceptional needs bids? REPLY - THIS IS MONEY THAT IS AVAILABLE FROM COUNTY SHOULD A CLUSTER NEED ADDITIONAL SEND MONEY.** The annual Health and Safety visit had been carried out and the report can be seen on the G/Hub.

9. POLICIES

The Teaching and Learning policy had been available for viewing on the G/Hub and had been discussed with staff. Governors agreed and the chair signed it.

10. ANY OTHER BUSINESS

- **"Effective Governing Benchmarking exercise"** - Sharon will email links to everyone. If this is completed, results can be compared to the National Average of all schools who take part. Perspective automatically collates all of survey results into a report.
- **Complaint** - CONFIDENTIAL ITEM HERE.

AGENDA ITEM - Updated Complaints policy for agreeing. Effective Governing Benchmarking exercise update.

NEXT MEETING - TUESDAY 28TH FEBRUARY 2017 AT 5.30PM

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

