

THE MINUTES OF THE MEETING OF GOVERNORS OF GREAT DUNHAM PRIMARY HELD ON TUESDAY 28th FEBRUARY 2017 IN SCHOOL AT 5.30PM.

1. **PRESENT:** Brenda Upton, Gordon Phillips, Sharon Nour, Kim Whitlock, Paul Gorham, Sue Davis.
2. **APOLOGIES:** Apologies received and accepted from Chris Ridout, Cherie Wild, Clare Gill. No apologies received from Jan Emmerson.
3. **50% of 10 = 5, 6 attending**
4. **DOES ANYONE NEED TO DECLARE CONFLICTS OF CHANGES IN BUSINESS INTEREST?** None declared.

5. MINUTES OF THE LAST MEETING.

The draft minutes from the last meeting held on 24th January 2017, plus confidential minutes from the same meeting were agreed and signed by the chair Kim Whitlock.

6. MATTERS ARISING

- a. ***Cluster Governance/L.L Community update*** - A meeting had been held on 25/1/17. The chair of Brisley had been re elected as Cluster Chair. It was reported that it had been agreed at the Headteachers' cluster meeting that the Notional Cluster Money had been allocated to the Cluster. This was ratified at the meeting on 25/1/17. Nothing further to report.
- b. ***Governor visits and reports*** - Visits carried out were: Gordon Phillips - English, Chris Ridout - PE and Science, Brenda Upton - Behaviour and Safety, e-safety. Gordon explained his reasons for his personal opinion at the end of his report, referring to the school taking a creative approach to the development of language skills. PE report - **The Governors requested clarification on PE funding and resources. SHARON REPORTED THAT THERE IS £8K PLUS £5 PER CHILD ALLOCATED FOR PE IN THE SPORTS PREMIUM GRANT. WE USE THAT MONEY FOR SWIMMING INSTRUCTORS AT THE POOL AS WELL AS TRANSPORTING CHILDREN TO THE POOL - APPROXIMATELY £5,000. WE THEN USE INSPIRE SPORTS TO PROVIDE SPECIALIST SPORTS COACHING SESSIONS WHICH IS A REALLY POPULAR CHOICE FOR THE CHILDREN. WE ALSO PAY FOR HIRING THE VILLAGE HALL FOR PE. INSPIRE SPORTS HAVE SAID THAT WE ARE VERY RESOURCED FOR PE. BEFORE ANY MORE MONEY IS ALLOCATED TO PE, THE SUBJECT LEADER NEEDS TO**

COMPLETE AN AUDIT OF RESOURCES AND ENSURE THAT WE ARE ADEQUATELY RESOURCED TO MEET THE NEEDS OF OUR PE CURRICULUM.

Governors looked at the Perspective target sheets for governors, which Sharon had printed out. The Governors were requested to access these on line and click to complete when visits had been carried out. They should use this resource as a reminder for visits to be carried out.

- c. **Committee Terms of Reference (Curriculum and Standards Terms of reference to be agreed and signed)** - The meeting had been cancelled due to illness. Carried over to next meeting.
- d. **Headteacher Appraisal Process** - It was agreed that the appraisal procedure needs updating. Kim will then update the procedure and email it to all Headteacher Appraisal committee, to be agreed and signed at the next meeting. It was suggested that Michaela Williams, Finance Officer, be asked to clarify what ISR points are available for this school at the budget setting meeting on 9th March. This should be discussed at the next Resources meeting on 14th March. Once the ISR is established the Pay Policy requires updating.
- e. **Additional Training Day approval** - Sharon reported that The Primary Writing Project training had been arranged for 9th June; therefore the school would be closed so the staff can attend the training. Approval for this extra training day was requested from the governors. They agreed.
- f. **DBS check update** - Jan Emmerson still needs to present her copy to be verified in school. At the moment this is preventing the Single Central record being up to date and if an Ofsted inspection should be carried out, the school could be put in special measures, as safeguarding is a limiting judgement. . It was agreed that Kim should email Jan requesting that this be carried by 31st March.
- g. **Safeguarding update** - Cherie Wild still needs to submit her certificate to the office. Kim to contact Cherie as a reminder.
- h. **MAT update** - A discussion was held about the progress so far and the way forward for our school. It was agreed that as the Headteacher Board had deferred the decision, the Governors should take time to consider all options and opportunities.
- i. **Parent Governor Election update** - It was reported that the election process is underway. There has been one definite applicant and another possible. A discussion was held about reconstituting the instrument of government. It was agreed that the clerk should

contact Educator Solutions to get this changed to 4 Parent Governors and 5 Co-opted Governors.

- j. ***Complaints Policy update*** - deferred to next meeting
- k. ***Effective Governing Benchmarking exercise update*** - Sharon agreed to re email the link to Governors.
- l. ***Clerks Appraisal date*** - Kim to meet with Pat on 15 March 2017.

AGENDA ITEMS - Cluster Governance/L.L Community update, Governor visits and reports, Committee Terms of Reference (Curriculum and Standards Terms of reference to be agreed and signed, Headteacher Appraisal Process, DBS check update, Safeguarding update, MAT update, Parent Governor Election update, Complaints Policy update, Effective Governing Benchmarking exercise update, Clerks Appraisal update.

7. HEADTEACHER REPORT

Contextual information circulated at the meeting.

It was noted that no parents had attended the open afternoon on 8/2/17.

8. PUPIL PREMIUM

This will only be addressed at alternate meetings in Headteachers Report - Autumn 1, Spring 1 and Summer 1.

9. SCHOOL DEVELOPMENT PLAN

This is available on Perspective. Some governors were having problems accessing Perspective. Sharon agreed to carry out a brief tuition session at the next meeting. In the meantime she will check the settings for Governors access.

Sharon flagged up improvement in the quality of teaching, leadership in school and improvement in senior leadership in school. Improvement was still required on presentation throughout the school.

Sharon reported that Stewart Spooner has been absent since the start of term. Stewart has had a consultation with Occupational Health and is not expected to return to work before 13th March at the earliest. Another consultation with OH will take place to support Stewart's eventual return to work. HR is aware of the situation. Stewart had stated that the absence is due to personal reasons rather than work related.

10. RESOURCES REPORT

Nothing to report as there had been no meeting. The next meeting will be the budget setting meeting due to be held on Tuesday 14th March 2017 at 4.45pm, following the budget setting afternoon with the Finance Support Officer on 9th March, which Kim will attend.

POLICIES

No policies to review.

11. ANY OTHER BUSINESS

- ***Traffic issues*** - Parking outside the school and speeding traffic was discussed again.

NEXT MEETING: TUESDAY 9TH MAY 2017 AT 5.30PM IN SCHOOL.

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