

THE MINUTES OF THE GOVERNORS MEETING OF GREAT DUNHAM PRIMARY SCHOOL HELD ON TUESDAY 8th MARCH 2016 HELD IN SCHOOL AT 5.30PM.

1. PRESENT: Gordon Phillips, Kim Whitlock, Steve Treavett, Sue Davis, Sharon Nour, Chris Ridout, Jan Emmerson, Brenda Upton, William Barratt, Paul Gorham.

2. APOLOGIES: Cherie Wild, Clare Gill.

3. QUORATE 50% Of 12 = 6, 10 attending

4. DOES ANYONE NEED TO DECLARE CONFLICTS OR CHANGES TO BUSINESS INTEREST? None reported. PG/WB forms completed - register up to date.

5. MINUTES OF THE LAST MEETING

The minutes of the last full governors meeting held on 5th January 2016 were agreed and signed. In addition the confidential item (Item 10 in the minutes) was signed, plus minutes from additional meetings held on 23rd February and 1st March.

6. MATTERS ARISING

a. **Cluster Governance/L.L. Community update** - Nothing to report apart a meeting is due to be held on 16/3/16.

b. **Governing Body update** - William Barratt and Paul Gorham have been welcomed to the governing body as Co-opted governors.

c. **Governor visits and reports** - Brenda and Chris had carried out a visit on 27/1/16, but it was agreed that the report would be included in the Curriculum visit, which will be carried out on 21/3/16. The Curriculum Committee Terms of reference would also be addressed at this meeting.

d. **Governor's Roles and responsibilities update** - Governors were allocated to fill various spaces on committees and subject areas. The updated version is now on the GovernorHub.

e. **Working Party (Classroom)** - Governors who agreed to make up this committee are Brenda Upton, Jan Emmerson, Sharon Nour, Steve Treavett and Kim Whitlock.

f. **Committee terms of reference update** - It was agreed that

Discipline, Hearings and Appeals would be one committee formed by all the governors. It was requested that other committees draw up

their terms, using the guidance on the Hub. Update at next meeting.

AGENDA ITEMS - Cluster Governance/L.L. Community update, Governor visits and reports, Committee terms of reference update

7 CONFIDENTIAL ITEM HERE.

8 HEADTEACHER'S REPORT

Sharon's report had been circulated on the GovernorHub. She went through her report.

The Governors requested clarification from Sharon on how Levels were explained to parents? This was explained to parents at parents' evenings as a percentage to show current progress towards ARE (age related expectations) & next steps.

Sharon updated the governors on the appointment of Laura Titmarsh as the new Early Years Teacher, hopefully to start in May.

The governors wanted to know what resources had been bought with Pupil Premium funding? Sharon outlined what resources had been bought and how they were being used.

The governors questioned whether there were there specific plans in place for each Pupil Premium child? Sharon mentioned that the ECP suggested tracking the use of PP money should be against each child entitled to it. She had checked whether this has to be implemented and no-one else is tracking PP money spent against individual pupils. Other schools are using the same tracking tool of expenditure and impact as we are. Pupil Premium will be tracked to show how it is spent, impact of these actions in making sure there is no gap between Pupil Premium children and others.

A discussion was held as how the Pupil Premium is used.

Pupil Asset training is being undertaken.

Sue Davis and Chris Ridout will visit school for further monitoring of Pupil Premium.

The report had been circulated after a recent visit by the Education Challenge Partner. There is a need to provide more evidence of Governor monitoring. It was suggested that a plan for

the year be developed, based on the School Development Plan for visits. Visit sheets then need to go to Sharon for action points, immediately after the visits.

The Governors requested a brief run down on Staffing - Reception/Year 1 - Laura Titmarch, Year 5/6 - Ellen, Year 3/4 - Stewart, Year 2 - Sharon + job share. A discussion was held about cleaning and caretaking in the event of staff absence.

AGENDA ITEM - Pupil Premium Governor visit report

9. SCHOOL DEVELOPMENT PLAN

It was proposed that Chris Ridout and Kim Whitlock work with Sharon to develop and update the Plan, especially in how Governors should get more involved in monitoring.

Sharon reminded governors to keep up to date with the live, on line School Development Plan on PERSPECTIVE. The Governors should have received passwords to access this. Sharon agreed to re send passwords, as it appeared some Governors had not received them. The SEF will also be on this site.

10. RESOURCES REPORT

Jan went through her minutes from the meeting held on 8th February 2016. The minutes had not been on the Hub before the meeting, but the Clerk will give Jan admin access so she can upload them as soon as they have been checked. Any confidential items will be tabled at the meeting. THE RESOURCES MINUTES ARE NOW ON THE GOVERNORHUB.

11. POLICIES

Nothing to report.

12. HEADTEACHER APPRAISAL PROCEDURE

Chris had drawn up the Headteacher Appraisal Procedure following guidance from the Governor Services. After a discussion there will be an amendment about making recommendations to the Governing Body before the appraisal probably in the September meeting each year, before the appraisal at the full Governors meeting. Chris will amend the procedure to be agreed at the next meeting.

AGENDA ITEM - Headteacher appraisal procedure for adoption

13. ANY OTHER BUSINESS

- **Skills audit forms were requested** - CW/CG still outstanding.
- **Clerks initiatives update** - The clerk briefly updated the Governors on recent legislation changes that had been flagged up and implemented including: Reconstitution, DBS checks for Governors which now have to be in place by September 2016, Reminders about training, Governor Focus sheets, templates for visit reports, new business interest forms implemented, new Governor Skills audit forms implemented, MATs information researched and uploaded to the GovernorHub for Governors information, 20 Key Questions for Governors, Required Website information to bring it up to date.
- **DBS checks** - These need to be in place for every Governor by September 2016. The Governors were requested to see Leanne in the office with relevant paperwork to carry this out.

AGENDA ITEM - Skills audit forms for completion CW/CG, DBS Checks update.

NEXT MEETING: TUESDAY 12TH APRIL 2016 IN SCHOOL AT 5.30PM.

SIGNED.....DATE.....