

**THE MINUTES OF THE MEETING OF GOVERNORS OF GREAT DUNHAM PRIMARY HELD ON TUESDAY 8<sup>TH</sup> NOVEMBER 2016 IN SCHOOL AT 5.30PM.**

1. **PRESENT:** Chris Ridout, Jan Emmerson, Brenda Upton, Gordon Phillips, Sharon Nour, Kim Whitlock, Sue Davis

2. **APOLOGIES:** Clare Gill, Paul Gorham, Cherie Wild

3. **50%of 10 = 5, 7 attending**

4. **DOES ANYONE NEED TO DECLARECONFLICTS OF CHANGES IN BUSINESS INTEREST?** None declared. Business interest forms completed by those governors in attendance to update the register. Paul Gorham submitted forms in advance of the meeting. Cherie Wild/Clare Gill to update at next meeting.

***AGENDA ITEM: Business interest forms for completion by CW & CG.***

5. **MINUTES OF THE LAST MEETING.**

The draft minutes from the last meeting held on 27<sup>th</sup> September 2016 required a couple of amendments to be carried out by the clerk, for signing by the Chair Kim on 9/11/16.

6. **MATTERS ARISING**

- a. ***Vice Chair Election*** - Paul Gorham had put himself forward as Vice Chair and in his absence the election was carried out. Proposed by Jan Emmerson, seconded by Kim Whitlock. The clerk will email Paul.
- b. ***Cluster governance/LL Community update*** - Nothing to report. Next meeting scheduled for December.
- c. ***DBS check update*** - Jan has completed the process and is just waiting for her certificate so that a copy can go to the school office.

- d. ***Safeguarding training update*** - Sue Davis was requested to submit a copy of her certificate from training carried out at her school workplace. Still outstanding: Cherie Wild.
- e. ***SEN Subject leaders meeting dates*** - The SENCO still needs to respond to an email sent by Sue Davis.
- f. ***Feedback on pay increase query from Governor Services*** - The clerk had contacted David Amis GS&D officer. His reply, below, was read out to governors and discussed. ***"As the headteacher is the appraiser of the teaching staff, pay increases are based on their recommendations. They need to be approved by the governing board pay/finance committee who would have knowledge of the criteria for pay progression set out in your schools performance management and pay policy. The governors responsibilities are to ensure that the policy is applied consistently across the school and to ensure they have evidence that the process is completed. The governors have access to pupil performance data and reports on the quality of teaching so would be aware if there were any issues."***
- g. ***Annual Review of Small Schools/Other documents feedback*** - A meeting had been held prior to this meeting with Chris, Brenda, Gordon, Sharon and Kim in attendance. The Annual Review of Small Schools, was discussed and updated, consulting last years input. This document will now be uploaded to the GovernorHub for governors to approve before it is sent to County before November 18<sup>th</sup>. The Norfolk Governing Body Profile was also updated which will also be on the Hub for Governor approval before it is sent to The PDC. Due to time constraints, the GovernorHub Healthcheck questionnaire and Governing Body Self Evaluation, both of which need updating, will be addressed at the next meeting.
- h. ***MAT update*** - Sharon reported that this is being presented to a Headteacher's board on 24<sup>th</sup> November. ***A governor requested clarification on the status for inspection when we become a MAT - would we still be inspected independently? THE ANSWER WAS YES.***

*AGENDA ITEMS - Cluster Governance/LL Community update, DBS check update, Safeguarding update, SEN subject leader meeting update, GovernorHub Healthcheck/Self Evaluation document completion update, MAT update.*

## **5. CODE OF CONDUCT**

Amendments and commitment were discussed. It was noted that this would change after we become a MAT. The Governors agreed to the document and amendments and it was signed by GP, KW, SD, SN, BU, JE, and CR. Remaining governors will sign it at the next meeting - CG, CW and PG.

*AGENDA ITEMS - Final signatures for Code of Conduct*

## **7. PARENT GOVERNOR ELECTION FEEDBACK**

The notification letter will be going out to all parents this week. A thank you card to Steve Treavett was circulated for all governors to sign, recognizing his time as Parent Governor.

*AGENDA ITEMS - Parent Governor Election feedback.*

## **8. GOVERNOR SKILLS/DEVELOPMENT AND TRAINING**

The new skills audit form was completed by all governors in attendance. Absent governors will complete this at the next meeting. Kim will enter data on the central matrix. Resources meetings were discussed with a proposal of meeting once a term, with the usual second meeting to become the 'Curriculum and Standards Committee' meeting. Committee members are - Kim Whitlock, Jan Emmerson and Paul Gorham. These are the resources committee - not necessarily new committee members. Committees and roles would be discussed at the next meeting when all governors are in attendance.

Part of this committee will involve listening to pupils and parents. Committee Terms and Reference need to be agreed for this new committee.

*A governor showed concern that the reduction in resources meeting time might mean less information on school finances.*

**CONFIRMATION WAS GIVEN THAT THE REDUCED NUMBER OF FINANCE MEETINGS WOULD BE MORE FOCUSED. THERE WOULD STILL BE THE REQUIRED TERMLY COMMITMENT AS ADVISED BY GOVERNOR SERVICES. THIS CHANGE WOULD BE REVIEWED.**

It was agreed after discussion that a 'light touch' system should be approved for making minor finance decisions, so meetings do not need to be called. This could be done by email, with any correspondence on decisions being attached to the next Resources minutes, to document the process and decision.

*Agenda Items - Skills audit update, Committee Terms and Reference for Curriculum & Standards committee, Committees and Roles.*

## **9. STAKEHOLDER ENGAGEMENT**

**Definition of a stakeholder requested - ANYBODY TO DO WITH SCHOOL.** This would be addressed at the next Curriculum and Standards committee meeting.

Kim brought up the question of raising funds for school. It was expressed that Friends of Dunham School (FODS) experience difficulty in raising funds for school, which is due to lack of parent engagement. It is felt that this is mirrored in the low response rate to the Parent Questionnaire. Kim quested if governors would support a joint coffee morning at the School Christmas performances to raise governor profiles. Governors were supportive. Kim will discuss with FODS. Possibly establish a committee to organize fundraising.

## **10. HEADTEACHER REPORT/PARENT QUESTIONNAIRE**

Kim and Sharon had met in half term and agreed to alternate the detail on the Headteacher report - Statutory detail report followed by more detailed report focusing on data. Aim: to allow more in depth focus on data and school development plan alternately.

The Parent Questionnaire, which was on the Hub, was discussed, with emphasis on proactively asking parents to complete the questionnaire, as response seemed quite low. Encouragement was

needed to complete the forms to get feedback. This could be discussed at the Curriculum and Standards committee meeting.

## **11. PUPIL PREMIUM**

To be discussed on a termly basis.

### ***AGENDA ITEM - Pupil premium***

## **11. SCHOOL DEVELOPMENT PLAN/GOVERNOR MONITORING PLAN/VISITS REPORTS**

The School Development Plan can be accessed via Perspective. Visits are shown on here and Sharon explained how to find them and tick off when completed.

Jan Emmerson volunteered to fill the vacancies in Subject Areas for Governors of Maths and ICT. It was suggested that she read both curriculum documents and possibly attend a Subject Leadership training session.

Governor visits - No visits to report on. Sharon requested that Governors consult the Sch. Dev. Plan list for visits and arrange to come into school.

### ***AGENDA ITEMS - Governor visits***

## **12. FINANCES**

### **13.**

***Resources Report*** - The resources report was not available, but it will be on the GovernorHub before the next meeting. It was requested that in the future, a report be prepared in advance, if only draft minutes are available to governors prior to the meeting. It was discussed that it had been agreed that in-school training would be purchased for 'Holding School Leaders to Account' and 'Using Data workshop'. One to be deferred to the next financial year. Clerk to investigate if one free training session per annum is still available. Funding has also been agreed of £158 for chair and vice-chair to attend 'Chair of Governors Leadership' training.

***Schools Financial Value Standard*** - A 25 question document needs to be completed before February. A scheduled extra meeting was

arranged for 22 November to complete this, so that it can come before the full governing body meeting in January, to be submitted by 28<sup>th</sup> February.

***AGENDA ITEM - SFVS standard update.***

**14. POLICIES**

Science policy was agreed to approve today, but Chris Ridout agreed to meet with Science leader Laura for amendments at a later date.

**15. ANY OTHER BUSINESS**

- *Headteacher Appraisal* - a date to be arranged.
- *Clerk's Review* - Clerk to source appraisal procedure.

**DATE OF NEXT MEETING - TUESDAY 24<sup>TH</sup> JANUARY 2017 AT 5.30PM**

Signed.....Date.....