

THE MINUTES OF THE MEETING OF GOVERNORS OF GREAT DUNHAM PRIMARY HELD ON TUESDAY 9th May 2017 IN SCHOOL AT 5.30PM.

1. **PRESENT:** Brenda Upton, Sharon Nour, Kim Whitlock, Paul Gorham, Chris Ridout, Jan Emmerson, Cherie Wild, Clare Gill and new parent governors Edward Hill and Robert Garner.
2. **APOLOGIES:** Apologies received and accepted from Sue Davis. No apologies received from Gordon Phillips.

The Chair, Kim Whitlock, welcomed the two new Parent Governors, Edward Hill and Robert Garner. The Governors introduced them selves.

3. **50% of 12 = 6, 10 attending**
4. **DOES ANYONE NEED TO DECLARE CONFLICTS OF CHANGES IN BUSINESS INTEREST?** None declared. Business interest forms completed by RG and EH. The clerk will enter these on the register.
5. **MINUTES OF THE LAST MEETING.**
The draft minutes from the last meeting held on 28th February 2017, were agreed and signed by the chair Kim Whitlock.
6. **MATTERS ARISING**
 - a) **Cluster Governance/L.L. Community update** - The cluster development plan had been agreed at the last meeting held on 15/3/17.
 - b) **Governor visits/reports** - Visits carried out with reports posted on the Hub:
 - EYFS - 9/3/17 - Kim Whitlock
 - FSO visit for Budget Setting - 9/3/17 - Kim Whitlock
 - Magistrate workshop visit - 16/3/17 - Brenda Upton
 - Whole School visit - 9/3/17 - Kim Whitlock
 - Curriculum visit - 15/3/17 - Sharon Nour, Gordon Phillips, Brenda Upton.

Discussions were held about the visits. EYFS VISIT REPORT - **A Governor requested clarification on the difficulties that Laura Titmarsh seemed to be experiencing in interacting with the EYFS cluster. SHARON WAS ABLE TO CLARIFY THE SITUATION AND EXPLAINED THAT FUTURE MEETINGS HAVE NOW BEEN**

ARRANGED. WHOLE SCHOOL VISIT - A query was raised relating to to a section in the report dealing with Teaching Assistants contribution to the School Development Plan, they seemed unsure this happened. **KIM EXPLAINED HER REASONING FOR THIS COMMENT IN HER VISIT REPORT. SHARON CLARIFIED THAT THEIR INPUT DOES COUNT AND HAPPEN, BUT THAT THEY HADN'T REALISED IT INFLUENCED THE SDP.** The next Curriculum meeting would be held on 7th July 2017 at 10.30am in school. The Clerk will add this to the GovernorHub calendar and to a folder called Curriculum Dates. Kim had compiled an Annual Report from Governors for Great and Little Dunham Parish Council. It was also agreed that it would go on the school website, with an amendment that the clerk had achieved accreditation.

Kim informed the governors that there was a new Governor visit report form on the Hub, in this meetings folder, including an additional box - Governors observations and comments on the school Ethos and Vision. The governors agreed to the new format.

c) Committee Terms of Reference for Curriculum & Standards (to be agreed) - At the Curriculum Committee meeting held on 13th March, the committee looked at changing its terms of reference. This reflects the fact that it now has a broader remit and a new title, the **Curriculum, Standards and Engagement Committee**. New clauses were inserted into the terms of reference to illustrate that we will now: **Evaluate the impact of data analysis on the progress and attainment of all children, including FSM/Gender/SEND/HA/Ethnicity/LAC/PP, And To ensure stakeholder thoughts and opinions are gathered and used to inform the School Development Plan and practices.** This was agreed and signed by the chair - to be stored in the folder in the office with other terms of reference.

d) Holding School Leaders to account training/HT appraisal process update - Headteacher Appraisal procedure was agreed and signed after the addition of item 5 - Mid term review prior to May half term. It was agreed that Perspective should flag this up as a reminder to chair and committee. Kim and Paul plan to go through the Ofsted questions, which were at the end of training session.

e) DBS checks update - Robert Garner and Edward Hill were requested to see Leanne in the office to carry out their checks.

- f) Safeguarding update** - All up to date now. It was suggested that the two new governors attend a session in September.
- g) MAT progress update** - Additional information had been placed on GovernorHub. No further progress with the application yet, but the commitment to form a MAT as the way forward is still there. It was agreed to remain in discussions to acadamise for now. Future meetings are to be held. Marham MAT (Infant & Junior), are willing to come out and talk to us and share their experiences of forming a MAT, which might help the governors to decide the way forward. Sharon agreed to arrange a meeting, inviting governors from Litcham and Beetley to join us. Sharon will inform governors when she has a date.
- h) Parent Governor update** - As previously mentioned we have successfully recruited two new parent Governors. Sue Davis (Co-Opted governor) has reluctantly offered her resignation, due to pressure of work. The clerk to contact her for an official letter of resignation. Chris Ridout also announced that he is standing down at Christmas as LA governor. Thought needs to be given to replacements.
- i) Governor roles** - Consideration was given to SD resignation, and succession planning CR leaving in December and 2 new governors - offering mentoring in new roles.
- **Resources** - Paul Gorham (chair), Kim Whitlock, Sharon Nour, Jan Emmerson, Edward Hill (to be mentored by other governors)
 - **Curriculum** - Gordon Phillips, Sharon Nour, Clare Gill, Brenda Upton, Chris Ridout (off in December)
 - **HT Appraisal/Pay Panel** - Brenda Upton (Chair), Gordon Phillips, Cherie Wild
 - **Personnel** - Brenda Upton, Paul Gorham
 - **Pupil Discipline** - Gordon Phillips, Brenda Upton, Jan Emmerson.
 - **Health and Safety** - Chris Ridout, Sharon Nour, Clare Gill, Jan Emmerson
 - **Maths/Science/PE** - Chris Ridout (Mentor) Edward Hill (visit planned for 24th May 2017)
 - **SENd** - Kim Whitlock, Paul Gorham
 - **Pupil Premium** - Chris Ridout, Cherie Wild (visit planned for 24th May 2017)
 - **ICT** - Jan Emmerson
 - **EYFS** - Clare Gill
 - **Safeguarding** - Brenda Upton, Cherie Wild.

Chris Ridout volunteered to write a piece to raise awareness about Governors, in view of vacancies coming up. This would go out to parents, village magazine, school Web page. The chair requested that governors consider possible suitable candidates for the co-opt governor vacancy.

j) Effective Benchmarking exercise update - This was the results of the effective governance survey - results on the Hub. Kim went through the results highlighting the negative results. These were discussed. Ways to improve the negative result for "Are we as effective as we could be?" could be improved in visit reports showing impacts for the next visit.

Chris agreed to carry out 360 Degree Chairs Performance for Kim. A proforma can be obtained through The School Bus.

It was agreed that there should be the opportunity for annual changes for chairs of Committees, with those expressing an interest to chair a committee to inform the clerk, before the annual review is due. It seemed sensible that this would be carried out at the same time as the election of officers.

k) Clerks Appraisal update - The Clerks appraisal had been carried out and was signed by the Chair. To be reviewed annually.

AGENDA ITEMS - Cluster Governance/L.L. Community update, Governor visits and reports, DBS checks update, MAT progress update, Co-opted governor vacancy update, Chair's 360 degree performance review update.

7. HEADTEACHERS REPORT

This report was available on the GovernorHub. **A governor requested clarification on the National Average attendance number was, as we are consistently high? The answer was 96%.**

It was agreed that a whole school Data Analysis training session be arranged, as this was one of the weak points on the Benchmarking questionnaire.

The governors questioned where the Caretaker position was being advertised? Answer: School Website, Norfolk County Council.

Parent Review - Governors should be encouraged to attend this. It was agreed to have specific Governor Lanyards made for such occasions.

Spring Term Data Analysis - Sharon highlighted action points. Looking at Year 1 pupils, they are currently on track.

Quality and Teaching: Question: *Governors questioned Sharon on how she made judgements on the standards of teaching.* ANSWER: BETTER TO BEST HAD BEEN IN DURING THE SPRING TERM AND COMPLETED A QUALITY OF TEACHING REVIEW, WITH PAIRED OBSERVATIONS WITH ME OF THE TEACHERS IN SCHOOL. THIS ENSURED MY JUDGEMENTS WERE SOUND. Another query was raised grouping of teaching judgements? ANSWER: SHARON REPLIED THAT IT WAS TO ENSURE THAT AN INDIVIDUAL TEACHER COULD NOT BE IDENTIFIED.

Numbers: *Governors questioned pupil number projection and class management. Sharon explained that there were 4 children coming in, in September and outlined how the classes were to be planned, and it was agreed at the Resources meeting to remain with 4 classes. This class structure allows for more growth throughout the year by ensuring spaces within all year groups except Year 6.*

8. SUB-COMMITTEE REPORTS A) RESOURCES B) CURRICULUM, STANDARDS & STAKEHOLDERS ENGAGEMENT

Resources - Kim went through the minutes. She informed the governors that it was felt that the Enhanced Finance Service Package was no longer required, so would be cancelled next year. It was felt by the committee that we now have the skills to set and manage our own budget. A letter of complaint has been sent regarding the quality of the enhanced financial service received this financial year. This is being followed up by KW.

Curriculum, Standards & Stakeholders engagement - This had already been addressed in Matters Arising, section c).

9. POLICIES

Complaints policy with the addition of complaints against governors was agreed and signed.

10. ANY OTHER BUSINESS

- *Church and village magazine* - A request was made as to whether anyone would like to take on entering school activities, visit, governor duties, Fods regularly into the Church and Village

magazine. A mention was made that maybe the children would like to add articles on occasions. The annual report will be added.

AGENDA ITEM - Church & Village Magazine update

NEXT MEETINGS: RESOURCES - Tuesday 6th June 2017

FULL GOVERNORS MEETING - Tuesday 13th June 2017 at 5.30pm.

Signed **Date.....**