

THE MINUTES OF THE GOVERNORS MEETING OF GREAT DUNHAM PRIMARY SCHOOL HELD ON TUESDAY 7<sup>th</sup> JUNE 2016 HELD IN SCHOOL AT 5.30PM.

1. PRESENT: Brenda Upton, Kim Whitlock, Sue Davis, Sharon Nour, Chris Ridout and Claire Gill.
2. APOLOGIES: Gordon Phillips, Cherie Wild, Steve Treavett, Jan Emmerson, Paul Gorham.
3. QUORATE 50% Of 11 = 6, 6 attending
4. DOES ANYONE NEED TO DECLARE CONFLICTS OR CHANGES TO BUSINESS INTEREST? None reported.

5. MINUTES OF LAST MEETING

The minutes of the last meeting held on 12<sup>th</sup> April 2016 and the extra meeting held on 19<sup>th</sup> May 2016 were agreed and signed.

6. MATTERS ARISING

- a. *Cluster Governance/L.L. Community update* - Sharon and Kim are due to attend a meeting on 8<sup>th</sup> June. Sharon reported that there had been no correspondence from the interim head at Beeston. Nothing further to report.
- b. *Governor visit reports* - A curriculum visit was carried out by Brenda and Chris on 28/1/16 with a follow up visit on 22/4/16. Chris briefly went through the report. The Curriculum Committee terms of reference is still outstanding and the clerk was requested to check with Gordon about this to have it in place for the next meeting. 27/4/16 - Chris went through the report from a meeting on monitoring the School Development Plan he carried out with Kim. The Governors were requested to check the SDP through Perspective on items that need their attention and to let Sharon know when this is done. 15/4/16 - Steve and Brenda had carried out a visit to assess the accuracy of levelling by teacher assessment. Brenda briefly went through the report. Scrapbook Learning journeys were discussed, which were now showing improvement since staff changes. A safeguarding report from a visit carried out by Brenda with

Sharon on 20/4.16 was discussed. It was suggested that all governors should carry out safeguarding training as this one area that Ofsted will be looking at on a visit. **The governors requested a safeguarding report from Sharon for the next meeting.**

- c. *Committee terms of reference update*** - The Personnel Committee terms of reference had been drawn up. Sue Davis has been added to Pupil Discipline Committee to make 3. Gordon will be asked to complete the terms of reference for the Curriculum Committee.
- d. *Website update*** - nothing to report.
- e. *MAT resolution*** - Chris went through the draft Governing Body Resolution. It was requested to minute the below item from the resolution:

The Governing Body of Great Dunham Primary School Resolves:-

- (i) to apply for Academy Status;
- (ii) to establish an Academy Trust; and
- (iii) to delegate to the head the authority to explore conversion, comply with any requirements of the Department of Education and, subject to the final approval of the Governing Body, to enter into any agreements necessary to achieve conversion.

This would be agreed and signed at the next meeting.

***AGENDA ITEMS - Cluster Governance/L.L. Community update, Governor visits, Committee terms of reference update, MAT resolution, Safeguarding report.***

## **7. MULTI ACADEMY TRUST UPDATE**

Sharon reported she is currently working through the application form. There is a head's meeting on 10<sup>th</sup> June. Membership of the MAT will be discussed at this meeting. Members/Trustees make up was discussed. The only other communication was about the name for the MAT.

## 8. HEADTEACHER'S REPORT

This had been previously circulated on the Hub. Sharon reported that there had been a very successful meeting with the attendance officer (AIO) on 6<sup>th</sup> June. Governors were reminded that the Attendance Policy is on the GovernorHub. This will need to be agreed and signed at the next meeting. Sharon went through the data. **The Governors requested further information on Science.** Sharon explained that basically the Science curriculum needs reviewing to ensure that all topics are covered within the year that they are assessed as opposed to the current two year cycle that is in place.

Some governors still need to complete their DBS checks. The clerk will request a list from Leanne to chase the outstanding members. Once certificates have been received they must be taken into the office for confirmation.

It was agreed that the SEN governor, Sue Davis, should meet with Stewart (SENDCO). It was requested that there be a SEN report to governors in the Autumn Term.

The Headteacher's mid term appraisal needs to be carried out. Sue Davis will meet with Sharon this half term.

***AGENDA ITEM - Headteacher appraisal, DBS checks update, Attendance policy to be signed.***

## 8. PUPIL PREMIUM

Sharon reported that next year there would only be 1 child applicable for Service children pupil premium, currently 7. This information needs to be updated annually on the website. How Pupil Premium funds are spent should be considered when carrying out governor visits. It was agreed that Pupil Premium would remain an agenda item for continuing awareness.

## 9. SCHOOL DEVELOPMENT PLAN

This item had been covered earlier in the meeting. It is continually being updated and can be viewed through Perspective.

## 10. RESOURCES REPORT

Draft minutes had been placed on the GovernorHub. In Jan's absence, Kim went through the minutes. It was flagged up that these were still

only draft subject to final approval, so would be signed off at the July meeting.

**AGENDA ITEM - sign off resources minutes from 24/5/16**

**11. POLICIES**

The policies requiring agreement plus the Attendance Policy are all on the GovernorHub. These need to be approved at the next meeting.

**12. ANY OTHER BUSINESS**

- **Resignation** - William Barratt had resigned, his letter of resignation was in the folder on the Hub for this meeting. Chris will write to him thanking him for his valued contribution in his short time as governor. The clerk will upload his PE visit report to the HUB.
- **GovernorHub** - It was requested that the Clerk should attempt to tidy up the GovernorHub documents page.
- **Advertising in newsletter** - Sharon informed the governors that she had had a request from a parent to place an advert in the Gazette. This was discussed and it was agreed it was not appropriate for adverts to be placed in the Gazette but that flyers promoting educational or community events would be acceptable. Chris thought that adverts may have been placed in FODS newsletters in the past.

**AGENDA ITEM : GovernorHub tidy up**

**NEXT MEETING - TUESDAY 5<sup>TH</sup> JULY 2016.**

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