

**THE MINUTES OF THE MEETING OF GOVERNORS OF GREAT DUNHAM PRIMARY HELD ON TUESDAY 19<sup>th</sup> September 2017 IN SCHOOL AT 6pm.**

1. **PRESENT:** Brenda Upton, Sharon Nour, Kim Whitlock, Paul Gorham, Chris Ridout, Cherie Wild, Gordon Phillips, Edward Hill and new Co-opted Governor Caroline Elburn.
2. **APOLOGIES:** Apologies received and accepted from Clare Gill and Robert Garner. Apologies were also received from Stewart Spooner (observer in his current capacity as part of the SLT), and Kevin Savage (potential LA Governor). Kevin will attend the December meeting.
3. **50% of 11 = 6, 9 attended**
4. **PRESENTATION OF PRIMARY WRITING PROJECT BY ELLEN WATSON (English Subject Leader)** - Ellen started the meeting with an introduction on the white board. Ellen outlined the structure of PWP and how it works across the school in each class. Each class starts with a story as a map, with illustrations and words, with the children learning the story with actions. The end result enables the children to make up their own story map, changing the main characters to their choice, enabling them to construct their own story. Finally, the children will write a story with a beginning, middle and end. The different stories used across the school, give the children a basis for improving vocabulary, sentence contraction and forming their own ideas. All this will impact on their own reading and writing. The benefits will be seen as the children progress through the school. Ellen answered questions.

***QUESTION: What benefits will there be using this system? Benefits will include seeing the raising of standards in reading and writing, as the children progress through the school. It also helps children's imagination for future writing.***

***QUESTION: Does this work with Read, Write Inc? It works alongside this programme, but is different.***

***QUESTION: Are children more engaged with reading because of their increased engagement with story telling? This is not obvious yet but the children who are more reluctant to read in class have shown an increase in engagement with the stories used for PWP, and actively seeking to read those texts independently.***

Ellen was thanked for her presentation.

5. **WELCOME** - Caroline was welcomed to the meeting as the new Co-opted Governor.
6. **DOES ANYONE NEED TO DECLARE CONFLICTS OF CHANGES IN BUSINESS INTEREST?** None declared. Business Interest forms were handed out for completion to update the register. Clare Gill and Robert Garner outstanding.

#### **AGENDA ITEM - completion of business interest forms - CG/RG**

#### **7. MINUTES OF THE LAST MEETING.**

The draft minutes from the last meeting held on 11<sup>th</sup> July 2017 were agreed and signed by the chair Kim Whitlock.

#### **8. ELECTION OF OFFICERS**

As there were no other candidates for the position of chair, Kim Whitlock agreed to stand again - nominated by Cherie Wild, seconded by Paul Gorham. Vice Chair - Paul Gorham, nominated by Kim Whitlock and seconded by Gordon Phillips. A discussion was held with regard to succession planning. At present the Chair and Vice chair work very closely together to share experiences and learning, and to ensure that any transition in the future would be seamless. Any governors who may be interested in the role of chair/vice-chair in the future were encouraged to attend the 'Role of chair' training offered by Educator Solutions.

#### **9. MATTERS ARISING**

- a. ***Cluster Governance/L.L. Community update*** - Nothing to report. Next meeting: 29<sup>th</sup> November 2017 at Gt. Massingham.
- b. ***Governor visits/reports*** - SEND visit carried out by KW - 8/9/17. Pupil Premium visit carried out by CR - 14/7/17. Reports on the Hub. **QUESTION: The SEND report stated that the information report would be updated on the website by the 19<sup>th</sup> September, has this been completed? ANSWER: Yes.**
- c. ***DBS checks update*** - Robert Garner still outstanding. Clerk to email Robert. Caroline Elburn - completed.
- d. ***MAT progress update*** - KW/PG had carried out a visit to Cherry Tree Academy on 8/9/17, which is on GovernorHub. Kim explained that Cherry Tree Academy is open to possibly joining with another school, if the 'fit' is suitable. Cherry Tree is keen on establishing a mutually beneficial partnership, and proposes working collaboratively over the next academic year to explore advantages (and disadvantages) whilst writing a proposal for consideration by the HT board. A discussion was held on how best to work with the

Cherry Tree Academy to benefit both schools. **QUESTION: What happens now to move forward? Answer: The MAT Steering Group needs to explore other options and visit other schools wishing to Academise.** Sharon mentioned Chapel Break Infants, Bowthorpe, as they have a similar ethos to our school, however they are already part of a larger trust called EOS. KW agreed to contact them with a view to arranging a visit.

- e. **Governor vacancy update** - Kevin Savage (potential LA Governor) will attend the next meeting in December. Jan Emmerson has stepped down, leaving a co-opted vacancy. After a discussion, it was agreed to not rush into filling this vacancy at the moment.

Jan's responsibilities were considered and it was agreed that there is no need for an ICT governor. Resources - Ed Hill agreed to join the Resources committee. He will also be responsible for Maths and PE. Caroline will join the Curriculum Committee and be responsible Science.

Chris Ridout/Caroline Elburn/Cherie Wild and Ed Hill will visit after half term on 2/11/17 - 9.00 - 10.30, to carry out monitoring in Maths, PE, Science and Pupil Premium.

New Governors were requested to submit a photo and pen portrait to be added to the Governor section of the school website.

- f. **Chairs 360 degree performance review update** - After discussion it was agreed that Kim and Chris would streamline the Governors form, which the Governors are encouraged to complete, as part of the evaluation of the performance of the chair. Once streamlined, the form will go on the Hub for completion. Leanne will be asked to co-ordinate the answers.
- g. **Church and Village Magazine** - It was reported that an article had been submitted for the October edition. The next submission needs to be in by 5<sup>th</sup> November. Submissions need to be proof read by Sharon before submission. Eh agreed to write entry.
- h. **Small Schools Review update** - It was agreed that the MAT steering group on 7th November would review this.
- i. **Governor Awards update** - To be discussed at the next meeting once new student council has been established and consulted.

**AGENDA ITEMS - Cluster Governance/L.L. Community update, Governor visits/reports, DBS checks update - RG, MAT progress**

*update, Chairs 360 degree performance review update, Small Schools Review update, Governors Award update.*

## 10. HEADTEACHER'S REPORT

Sharon went through her report.

- **ADMISSIONS - Question: How can the school recruit new pupils to keep the numbers up? Answer: Advertising in local nurseries, promote the school anyway possible with a positive attitude, by word of mouth. Sharon reported that it is difficult to get the press to come out for news items and if submitted from school they are not always published.**
- **CLASS STRUCTURE** - Same 4 classes.
- **ATTENDANCE TARGET** - remains at 97.5%
- **SHED ROOD REPAIR** - A parent has volunteered to carry out the shed roof repairs. Sharon agreed to look into protocols and insurance for this as well as costs.
- **CHURCH CLOSURE** - a discussion was held on the impact on the school during the church closure for repairs.
- **PARENTS EVENING** - Encourage governors to attend these where possible. A discussion was held with regard to the role governors could undertake, including encouraging parents to complete parent views.

## 11. GOVERNORS OUTSTANDING ACTIONS ON PERSPECTIVE

Governors were reminded to check and address Perspective outstanding actions regularly.

Pupil voice questionnaire - Results were queried on some results. Sharon explained it is difficult to know how accurate the results are due to certain criteria, i.e. Understanding the question, just pressing for random answers, not reading the questions accurately.

Practical Data training - It is recommended that governors should attend some sort of training. An in school training session using our own data would cost £300. A free session is available using general data. Kim agreed to investigate scheduling a free in school session, but using up to date data information.

## 12. SAFEGUARDING & CHILD PROTECTION

All staff have completed core training for Child Protection and online Home Office Prevent training and Female Genital Mutilation.

### **13. SUBCOMMITTEE REPORTS**

- **RESOURCES** - Minutes from last meeting - 19<sup>th</sup> July 2017 are on the GovernorHub. Next meeting - 28<sup>th</sup> November 2017.
- **CURRICULUM, STANDARDS & STAKEHOLDERS ENGAGEMENT COMMITTEE** - Minutes from last meeting - 14<sup>th</sup> July 2017 on GovernorHub. Next meeting - change of date to Thursday 19<sup>th</sup> October 2017 at 9.30am. **QUESTION: what has the response been to the proposal of Parent Council? ANSWER: 2 parents (4 Year groups) have volunteered. The first meeting date is 4<sup>th</sup> October at 2.30pm.**

### **14. POLICIES**

**Governor expenses** - it was unanimously agreed that governors do not wish to claim expenses, therefore a policy is not required.

Policies, previously on GovernorHub, were signed off.

- Admissions Arrangements for 2018
- Admissions policy
- Anti bullying Policy
- Bomb Threat
- Capability
- EAL
- Safeguarding
- Governor Code of Conduct - CG/RG
- Supporting Children with Medical Conditions
- Teachers Pay Policy

**AGENDA ITEM - CODE OF CONDUCT POLICY - CG/RG still to sign**

### **15 ANY OTHER BUSINESS**

- *Deep Dive Day* - date confirmed of 14<sup>th</sup> June 2018.

**NEXT MEETING: 12<sup>TH</sup> DECEMBER 2017 AT 6PM IN SCHOOL**