

MINUTES OF THE MEETING OF THE GOVERNORS OF GREAT DUNHAM PRIMARY SCHOOL HELD ON TUESDAY 15TH SEPTEMBER 2015 AT 5.30PM

1. **PRESENT** : Chris Ridout, Cherie Wild, Gordon Phillips, Kim Whitlock, Sue Davis, Sharon Nour, Mark Codman, Steve Treavett, Brenda Upton and Jan Emmerson.
2. **APOLOGIES** ; None
3. **DOES ANYONE NEED TO DECLARE CONFLICTS OR CHANGES TO BUSINESS INTERESTS?** None declared.
4. **MINUTES OF THE LAST MEETING:** The minutes of the meeting held on 7th July 2015 , previously circulated on the GovernorHub, were agreed and signed.
5. **MATTERS ARISING**
 - **Cluster Governance/L.L. Community update** - Nothing to report.
 - **Federation issues update** - Chris reminded governors that he had posted a response from Beeston Chair of Governors about working with Great Dunham School. They are happy to continue to develop links with Dunham. It was suggested that Maths challenge and EYFS be pursued.
 - **Vision Statement** - Sharon had posted this on the GovernorHub. A discussion was held regarding wording, but finally agreed the format. This will be reviewed annually.
 - **Delegation Planner** - A sub-committee was formed to address this: Chris Ridout, Steve Treavett, Mark Codman and Brenda Upton. They will meet up with Sharon at 4.30pm on 22nd October 2015 to discuss this. At the same time the 'Annual Review of Governors' would be looked at.
 - **Governing Body** - Claire Gill has offered to take on the role of Staff Governor. The paperwork will be carried out for this by the clerk . The vacancy for the co-opted governor was discussed. It was agreed to carry out a parent governor election before half term, ahead of Cherie Wild's term of office ending 27th November. She would remain as governor until the 27th, and has the option to stand again in the election if she so wishes. The newly elected Parent Governor would then attend the January meeting. Letters to parents about the vacancy would go out 5th October. At the next Governors meeting the co-opted vacancy will be discussed further.

- **Governor Training** - Introduction to Finance completed on line - Kim Whitlock. Future training - Sue Davis - Safeguarding (December). Brenda Upton to carry out training for Head teacher appraisal. Sue Davis - Headteacher and staff wellbeing (March 2016). Chris Ridout - Governor monitoring in practice. Fisher Family Trust training - Sharon Nour/Gordon Phillips on 1.00 until 4.30 pm on 19th October.
- **Governor visits and reports** - Three visit reports had been posted on the GovernorHub and were discussed - Development of English Skills, Gordon Phillips and Sue Davis. Pupil Premium, Chris Ridout and Sue Davis. Staff Well Being in view of recent staff restructuring - Chris Ridout and Sue Davis. Pupil Premium Evidence line in report should read 0% not 100%. There will be subject leader reports, one a term, after item 4 on the agenda on English, Maths, Science and ICT. **3rd November - Ellen Watson - English. 5th January - Stewart Spooner - Maths. 12th April - Emily Newell - Science & Computing.** Future visits carried out by the governors will be linked to the School Development Plan. Theme leaders will arrange visits to cover the SDP topics as required.
- **Governor roles and responsibilities** - These were checked and completed and will be reviewed after the new governor appointments.

- **GOVERNORS' ROLES AND RESPONSIBILITIES (2015)**

Staff Dismissal Committee - Jan Emmerson, Chris Ridout

Staff Dismissal Appeals Committee - Brenda Upton, Sue Davis, Gordon Phillips

Pupil Discipline Committee - Gordon Phillips, Brenda Upton.

Resources Committee - Sharon Nour, Kim Whitlock, Chris Ridout, Jan Emmerson

Health and Safety Committee - Sue Davis, Sharon Nour, Chris Ridout.

Curriculum Committee - Sharon Nour, Gordon Phillips, Brenda Upton.,

ChrisRidout

- **SUBJECT GOVERNORS**

Science - Chris Ridout.

ICT - Steve Treavett,

PE - Mark Codman

EYFS - Cherie Wild, Mark Codman, Kim Whitlock.

Music/SEN - Sue Davis.

English/RE - ?, Gordon Phillips.

Maths - Mark Codman

Personnel Committee - , Brenda Upton, Sue Davis.

Headteacher Performance Management Committee - Gordon Phillips,

Cherie Wild (Appeals Governor) Sue Davis, Brenda Upton

Pay Committee: Chris Ridout, Jan Emmerson, Steve Treavett, Sharon

Nour

Safeguarding : Brenda Upton, Cherie Wild.

Extended Schools : Mark Codman.

AGENDA ITEMS: Cluster Governance/L.L. Community update, Federation issues update, Delegation Planner, Governing Body update.

6. HEADTEACHER'S REPORT/FLYING START

Sharon went through her report. Clarification was requested by Governors on the following points:

Free school meals, Number on roll and future admissions referring to making sensible use of the space we have, Governors questioned the attendance rewards and there was a discussion on this topic .

Governors were requested to agree the attendance/absence targets - 2015-2016 97% attendance and absence 3%. The governors agreed.

The 'Flying Start' data pack was discussed. This data analysis had been sent out by County, and is available for viewing on the GovernorHub. Maths will be the focus.

7. SCHOOL DEVELOPMENT PLAN

The copy is on the GovernorHub. This will also shortly be available on line via "Perspective". Passwords will be issued to take you to the front page and then to the Development plan. Governors will receive a welcome email.

8. POLICIES

Sharon had added policies to the GovernorHub for the governors approval. Safeguarding policy - updated, agreed and signed.

Complaints policy - Clarification was requested by the governors on procedures for complaints - Sharon explained these. The policy was agreed and signed.

Considering the number of policies that had been updated by Sharon during the summer, governors were allocated policies to consider, This was based on their allocated target areas for the SDP. They will, send any suggested changes to Sharon, before agreeing and signing at the next governors meeting. The list was circulated to all governors.

9. DATES FOR MEETINGS

The dates drawn up by Sharon were agreed and will be placed on the GovernorHub.

10. ANY OTHER BUSINESS

Next meeting - Chris is unavailable for the next meeting, so Mark Codman agreed to chair the meeting.

Election of officers - In light of the fact that Chris will not be at the next meeting this will be deferred to the January meeting.

NEXT MEETINGS : RESOURCES MEETING 20TH OCTOBER 2015

FULL GOVERNORS MEETING 3RD NOVEMBER 2015

Signed.....Date