

Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Monday 4th September 2017 at 4pm.

Present

Lee Jowett – Co-opted Governor (Chair)
Robert John – Co-opted Governor
Susan Hind – Authority Governor
Jo Webb – Parent Governor
Sharmen Rahman – Parent Governor
Neil Thorpe – Staff Governor
Rhian Jones – Headteacher

In Attendance

Nazma Hamid – Associate Member (item 3)
Jenny Bosworth – Associate Member
Penny Cooper – Deputy Headteacher
Robyn Cooper – Clerk to Governors

1. Governing Body Business

a. Consider Appointment of Co-opted Governor – Lee Jowett

The governing body unanimously agreed to re-appoint Lee Jowett as a co-opted governor.

b. Consider the Re-nomination of Authority Governor – Susan Hind

The governing body unanimously agreed to re-appoint Susan Hind as the authority governor.

2. Election of Chair of Governors

The governing body unanimously elected Lee Jowett as Chair of Governors for the 2017/2018 academic year.

3. Election of Vice Chair of Governors

The governing body unanimously elected Jo Webb as Vice Chair of Governors for the 2017/2018 academic year.

4. Apologies for Absence

Apologies were received and accepted from Mr Cheetham.

5. Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted.

6. Register of Interests

Those Governors present duly completed and signed their annual declaration of business and personal interests which were co-signed by the Chair of Governors. It was noted that these should be kept in school for audit purposes.

7. Confirmation of the Minutes of the Last Meeting - 10th July 2017

The minutes of the meeting held 10th July 2017 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

8. Matters Arising

Item 6 Headteacher's Report (Page 4) – Mr Jowett reported that he had sent the thank you letter to staff and he had attended a staff meeting with Ms Webb at the end of the academic year. He also informed the governing body that he had sent thank you letters to Mr Berriman and Mr Aziz.

Item 7c Governing Body Business (Training and Development) – Mr Jowett had circulated the skills audit to all governors.

Item 11b Finance (Governor finance budget update) – Mr Jowett would arrange a meeting with Mel Thorpe to review energy and water bills by the end of September.

ACTION: LJ

9. To agree to enter into a collaborative arrangement with Medway Community Primary School to take forward any staffing matters where there are insufficient governors eligible to serve on a panel.

The governing body agreed to enter into the collaborative arrangement for the 2017/2018 academic year.

10. Governing Body Business

a) Review of Governing Body 2016/17 Action Plan

The governing body action plan for 2016/2017 had been circulated to all governors. Mr Jowett highlighted that the plan had been drawn up at the start of the 2016/2017 academic year following the audit of the South Highfields Community Federation governing body the previous year. He highlighted that he had RAG rated the plan and all actions were green.

Sharmen Rahman joined the meeting

Mr Jowett stated that moving into the 2017/2018 academic year continuing to improve governor presence in school would feature on the plan. Ms Webb highlighted that there had been a positive shift in the relationship with school staff over the last academic year. Mrs Cooper highlighted that the governing body had a higher profile in school since de-federation and staff knew who the governors were. The governing body agreed the RAG rated action plan and that it would be uploaded onto the website.

b) Action Plan 2017/18

The 2017/2018 governor action plan had been circulated to all governors. Mr Jowett explained that he had drafted the plan and asked for any comments or amendments.

Ms Jones confirmed that the School Improvement Plan would come to the next FGB meeting in October.

ACTION: RJ/Agenda Item

Ms Webb asked whether the school would have an Annual Performance Dialogue meeting with the LA this academic year. Ms Jones confirmed that they would but this would be in the spring term and the School to School Triad

meetings would take place in the autumn term with a focus on data. She confirmed that the report would come to governors. Mr Jowett explained the LA classification system and highlighted that the school was now classified as 'green'.

Ms Jones reported that the visits within the Triad would take place in the next 4 weeks and each school's data would be presented and Headteacher's challenged on areas of weakness. Ms Webb asked whether Ms Jones was comfortable to provide that challenge to other Headteachers. Ms Jones stated that if the challenge was supportive the system would work well but was undertaking training to support the ability to carry out the role.

The governing body reviewed the action plan for 2017/2018. Mr Jowett proposed the introduction of Link Governors for each year group. The governing body agreed to consider this for the next meeting.

ACTION: All governors/Agenda Item

The governing body agreed the 2017/2018 governor action plan.

Susan Hind joined the meeting

c) Training and Development

i) LA training programme

The LA training programme had been circulated to all governors and was noted. Mr Jowett also highlighted that the LeTs training programme had also been circulated and would forward this on to the governing body.

ACTION: LJ

Mr Jowett reminded the governing body that governors had been asked to attend at least one training session per year.

The Learning Link online training was also highlighted.

ii) School based training

Mr Jowett highlighted that induction would need to take place for new governors and a Child Protection/Safeguarding update and health and safety session would need to be arranged. Following a discussion it was agreed that the child protection update would take place at the start of the next FGB meeting in October.

ACTION: Agenda item

The Health and safety training session would take place separately and Mr Jowett would circulate some suggested dates to the governing body.

ACTION: LJ

It was also agreed that the governing body would visit the new F2 outdoor area after the meeting.

d) Skills Audit review

Mr Jowett had sent out the skills audits to all governors and was awaiting some replied. Mr Jowett and Ms Webb would review the audits and put together an analysis for the next meeting.

ACTION: LJ and JW

11. Health and Safety

Health and Safety was discussed under item 12.

12. Review of Policies, Procedures and Publications

The following policies had been circulated to all governors.

Fire Policies (3 policies for Gopsall, Saxby and the Ark)

Ms Jones explained that the policies had been updated to reflect changes in class names and evacuation routes. She informed the governing body that all staff were aware of the 3 policies due to the need to work in all 3 buildings at different times.

Mr Jowett asked how staff were made aware of the policies and any changes in them. Ms Jones explained that staff had copies of the policies and were updated on changes in meetings and phase leaders had also highlighted changes to their staff.

Prof John asked how often the school had a fire drill and how often the fire alarms were tested. Ms Jones stated that there were 3 each year and the alarms tested weekly. She explained that Mr Thorpe undertook the test and this took place on different days and times.

The governing body agreed the 3 policies.

Business continuity plan (Gopsall and Saxby)

Mr Jones explained that the plans had not changed apart from changes to staff. Ms Jones explained the purpose of the policies to the governing body. Prof John asked whether the server was backed up and stored off-site. Mrs Cooper explained that copies were backed up and stored in the other school building (Saxby or Gopsall) and highlighted that the finances were backed up daily.

The governing body agreed the continuity plans.

Gopsall CCTV policy

Ms Jones explained to the governing body that the policy was in place due to past vandalism and break ins. The governing body agreed the policy.

Swimming Procedure – Safe Swimming Practice

Mrs Cooper informed the governing body that the school now had a swimming folder in place including risk assessments which had been checked by the Evolve lead. She explained that 5 teachers had been trained in the wet and dry test and 3 staff trained in the dry test. Mrs Cooper confirmed that the LA had confirmed that those who had undertaken the dry test could go pool side to act as spotters. She explained the audit process to the governing body and highlighted that staff were aware of the policies, procedures etc. The governing body requested that any near misses or incidents were reported to governors as part of Health and Safety. Mr Jowett stated that he would undertake a spot check of the folder this term.

ACTION: LJ

Ms Webb asked what proportion of children were able to swim by end of the sessions. Ms Jones highlighted that the majority of students learnt to be water safe and water confident. She explained that a large number of children would not put their face in the water at the start. Ms Jones stated that there was an accelerated group.

The governing body agreed the folder.

13) [REDACTED]

[REDACTED]

14) Dates of Next Meeting

- Monday 2nd October 2017
- Monday 6th November 2017
- Monday 4th December 2017
- Tuesday 6th February 2018
- Monday 5th March 2018
- Monday 9th April 2018 (first day back after Easter)
- Wednesday 9th May 2018
- Monday 4th June 2018 (first day back after half-term)
- Monday 2nd July 2018

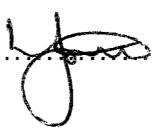
Mr Jowett informed the governing body that the school had joined NGA.

The Pay policy would be an agenda item at the next meeting.

ACTION: Agenda Item

It was highlighted that a meeting of the pay committee would need to be arranged. Mrs Hind asked if Ms Jones could provide some examples of appraisal targets. Ms Jones explained the 3 targets and examples. The membership of the pay committee was agreed as - Prof John, Ms Webb and Mrs Rahman. Mrs Bosworth would shadow.

The meeting closed at 5:10pm.

Signed  2nd October 2017

