

GLADSTONE ROAD PRIMARY SCHOOL
"Learning, caring, growing together"

MEETING OF THE GOVERNING BODY

DATE: Tuesday 12th September 2017

TIME: 6.30 p.m.

PRESENT:

Mr. Keith Wright
Mr. Richard Adams
Mr. Peter Southward
Mr. Shaun Marshall
Mrs. Helen Kindness
Mrs. Andrea Cowley

Ms Jane Pepper
Ms Jane Malpas
Mrs. Sarah Stuart
Mr. Teddy Sulman
Mr. Julian Leader
Miss V Lewis (Clerk)

MINUTES

1. Welcome from the Clerk

The Clerk welcomed governors to the first meeting of the new school year.

Action: None Required.

2. Nomination of Chair

Governors were asked for nominations and thoughts. RA was nominated by PS and he was asked whether he would be happy to continue as Chair for 2017/18. RA said he was happy to take on but if anyone else was also interested that may be better as he is still not sure that he has the time to give the role the attention it deserves. Governors discussed (in his absence) whether RW would be a good option but it was felt that as he is still comparatively new to the school that he may be a better choice for the Vice Chair.

JM said RA has a lot to offer and KW agreed that he has total confidence in RA as chair and welcomes him staying on in post. He also said that RA has worked very hard to build and strengthen the governing body however also recognised RAs workload. If RW will step up as a strong vice chair this would reduce his time commitment.

It was therefore confirmed that RA would be the chair of governors for school year 2017/18.

Action: Update records.

By: Clerk

3. Confirmation of Vice Chair

Governors were asked for nominations for the role of Vice Chair for school year 2017/18. RA nominated RW in his absence. As above, governors agreed that they thought RW had skills and expertise to strengthen the leadership of the governing body. There were no further nominations therefore it was decided that RW would be approached re taking up the Vice Chair role.

It was therefore confirmed that RW would be the vice chair for school year 2017/18 subject to his agreement. If RW declines the Vice Chair role will be discussed at the next meeting instead.

Action: Speak to RW re Vice Chair role.

By: Clerk

Action: Update records/defer to next meeting depending on RW response **By: Clerk**

4. Chair's opening remarks

RA advised governors that this first meeting was with the purpose of completing annual business matters and would, as such, be brief. He briefly commented that later in the agenda a date would be set for a specific meeting to discuss the recently received OFSTED report received following inspection in July. He said that whilst he felt a little disappointed in the overall outcome he remains very confident in the school, KW and his team and looks forward to another year building on successes.

KW added that he has been visible in the playgrounds at the start and end of the day but has had no negative comments from parents. Staff morale is also good, they are keen to get started on action plans to move the school forward.

Action: Send governors copy of letter sent to parents re Ofsted Report **By: Clerk**

5. Apologies

Apologies received from: -

HH – childcare

RW – away in Norfolk

JJ – another appointment

EJB – childcare related

Apologies accepted.

Action: None Required.

6. Confidentiality

There were no matters identified as confidential.

Action: None Required.

7. Declaration of Interest in any Agenda Item

There were no matters identified as being of interest to any governor.

Action: None Required

8. Governor Responsibilities – including Code of Practice

The recent Health Check identified that governors should sign a Governor Code of Practice on an annual basis agreeing to appropriate levels of input, training and outlining their responsibilities as stakeholders.

Governors agreed to sign and adopt the Code of conduct with the addition of the following point: -

- *we will ensure all documentation is read and digested prior to attending a full or committee meeting.*

Action: Add the point outlined above to Code of Practice

By: Clerk

9. Confirmation of Committee Membership

Governors discussed the previous year's committee membership and the following was decided for 2017/18: -

Resources Committee

Emma-Jane Birley, Sarah Stuart, Peter Southward, Shaun Marshall, Keith Wright, Jonathan Jeeves, Ray Williamson, Andrea Cowley

School Improvement Committee

Richard Adams, Teddy Sulman, Helen Halliday, Keith Wright, Jane Malpas, Jane Pepper, Julian Leader, Helen Kindness

Action: Update records to reflect committee memberships

By: Clerk

Action: Contact absent governors re committee membership

By: Clerk

10. Appointment of Child Safeguarding and Attendance Governor

It was proposed that the same governor have responsibility for safeguarding / attendance and LAC. Therefore SM was asked if he would be happy to take on safeguarding and remain involved with LAC. He confirmed he would and there were no further proposals/nominations. SM was appointed following formal proposal by JP.

Action: None Required.

11. Appointment of Looked after Children Governor

SM was happy to remain in this role and was appointed following proposal by JM.

Action: None Required.

12. Appointment of Pupil Premium Governor

PP advanced much in last 12 months but was picked up by Ofsted that impact needs to be further assessed and reported on. JP proposed HK who was happy to accept. Mrs Jenkinson will continue to act as the school staff lead for Pupil Premium.

Action: None Required.

13. Appointment of SEND Governor

It was agreed to defer appointing a governor with SEND responsibility until the next full meeting as there were 4 absences.

Action: Defer further discussion until next meeting

By: Clerk

14. Appointment of three Governors for Head teacher Performance Management

Shaun Marshall, Peter Southward and Teddy Sulman were appointed with advice from Local Authority Adviser. KW advised that he will ask Joy Willis to act for the school.

Action: None Required.

15. Appointment of Governors to serve on Complaints Panel

It was agreed to defer full discussion of the complaints panel until the next full meeting as there were 4 absences. However AC and JM both said they would be able and interested in acting on this committee.

Action: Defer further discussion until next meeting

By: Clerk

16. Appointment of Governors to serve on statutory committees

- Pupil Discipline
- Staff Discipline
- Staff Dismissal Appeals

It was agreed to defer full discussion of these committees until the next full meeting as there were 4 absences. However AC and JM both said they would be interested in being involved.

Action: Defer further discussion until next meeting

By: Clerk

17. Register of Business Interests

Governors completed a pro forma indicating their business interests.

Action: Compile pro formas and file as per procedure

By: Clerk

Action: Contact absent governors to complete returns

By: Clerk

18. Register of Hospitality

Governors completed a pro forma indicating if they had been in receipt of gifts or hospitality completed the register.

Action: Compile pro formas and file as per procedure

By: Clerk

Action: Contact absent governors to complete returns

By: Clerk

19. 2016/17 Self Evaluation Exercise

The recent Governor Health Check identified that the governing body should complete an annual self-evaluation to ascertain their effectiveness over the past school year. It was agreed to use the '20 Questions' as suggested by the NGA for self-evaluation. It was felt that this would tie in with the discussions around the Ofsted Report and it was therefore decided to defer this until this specific meeting. Governors were asked to consider and make any notes before the meeting to allow completion.

Action: Defer to meeting re Ofsted (26.9.17)

By: Clerk

20. Set date for separate meeting re Ofsted Report

It was decided to meet on Tuesday 26th September at 6.30pm. Governors were asked to have read the Ofsted Report and to bring any thoughts/comments with them. They were also asked to consider the Self-Evaluation Form and any comments.

Action: Circulate Ofsted Report to governors

By: Clerk

21. Forthcoming Meeting Dates for School Year 2016/17

Governors discussed having more frequent but shorter full governing body meetings as some members felt that they did not have regular enough input into or information from the school. SM said that he feels he doesn't get the information often enough to allow him to have a full, effective picture of the governing body and school. AC agreed and said that she feels governors should meet more frequently. Clerk advised that the local authority governance section recommends 6 meetings annually as the reasonable number to be expected of any governor. SS said that meeting more frequently might pose an issue for some people due to employment and family commitments. JL said that if governors want to hold more frequent full meetings then the committees would have to be terminated. He said that with such a large governing body having so many full meetings might be less effective in the long run as he feels committees get more work done due to the size of the school.

KW said the full governing body should essentially only be fed into by committees and that the committees essentially drive the governing body. RA suggested that those who wished to meet more regularly could perhaps attend both resources and school improvement committees, however retaining voting rights only on the one for which they are a member. Governors agreed that this would be a reasonable middle ground and could be reassessed next year.

It was also agreed to space the meetings out more evenly, where possible, to ensure that there are not extended periods of time where the governing body has not met.

Therefore dates for 2017/18 were set as follows: -

Whole Governing Body: -	Resources Committee: -	School Improvement Committee:
Tuesday 5 th December	Tuesday 3 rd October	Tuesday 14 th November
Tuesday 20 th March 2018	Tuesday 16 th January 2018	Tuesday 6 th February 2018
Tuesday 10 th July 2018	(provisional additional meeting)	Tuesday 22 nd May 2018
	Tuesday 6 th March 2018	
	Tuesday 1 st May 2018	

NB. All meetings are scheduled for 6.30pm.

Action: Circulate dates for the year to all governors

By: Clerk

21. A.O.B.

Safeguarding Audit:

KW advised that JM has worked hard on the safeguarding audit. The meeting was deferred previously but KW will now email JJ and SM to arrange a date.

School Minibuses:

At the last meeting governors agreed that SBM Mrs Sarney could do some further investigation into minibus lease options to replace the existing aging minibuses. Governors were asked to consider the proposal options for 2 new minibuses: -

1. £4040 pa on 3 year contract (6000 mile annual limit)
2. £3736 pa on 4 year contract (6000 mile annual limit)

Both options would include brand new vehicles.

For context, over the Summer Holiday the minibuses have had their services, safety checks and appropriate remedial works at a cost £2300.

Two of the existing minibuses would be disposed of at auction by the new minibus providers and the third would be leased to the Pupil Referral Unit at a charge of £25 per day whilst they are between vehicles.

Governors all agreed that the purchase of lease vehicles seems a sensible and cost efficient course of action. They opted for Choice 2 (4 year contract).

Action: Inform SBM to proceed with leasing of new minibuses

By: Clerk

Action: Contact JJ and SM re Safeguarding Audit meeting

By: KW

The Meeting was closed by the Chair at 8.00pm

Signed _____ Dated _____