

**MINUTES OF THE MEETING OF THE
GEORGE TOMLINSON PRIMARY SCHOOL GOVERNING BODY
HELD ON THURSDAY 19 JANUARY 2017 AT 6PM, AT THE SCHOOL**

Present: Mrs Debbie Strowbridge (Chair) - Local Authority Governor

Co-opted Governor(s)

Ms Gillian Barker
Mr Alun North
Mr Andrew Warren

Headteacher

Ms Verity Carter

Parent Governor(s)

Mrs Maya Peyton-Nicoll
Ms Ellie Ross

Staff Governor

Dr Matthew Laban

Clerk to the Governors: Donna Miller

Also present: Mr Bradley Ekman, Interim School Business Manager
Assistant Headteacher
Assistant Headteacher

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4	Agenda item – Minutes of 15 December 2016 & confidential Minutes of 15 December 2016	Governor Services	March 2017
4	Correct version of minutes to be issued to governors	Governor Services	ASAP
9.2	Governor training record to include attendance at the recent 'short inspection impact of governance'	Governor Services	ASAP
9.3	Governor Skills Audit report to be issued and added to the agenda for March 2017	Governor Services	ASAP
9.4	Governors to book financial training as available	Governors	ASAP
10.3	Agenda Item: Pupil Premium letter to parents	Governor Services	March 2017
10.5	School to compile a pupil premium report Mrs Strowbridge to be appointed link governor for Pupil Premium	School Governor Services	March 2017

10.9	A line to be added to the school newsletter as a reminder of the schools complaints process and policy	School	Next newsletter
14	School Financial Documents, i.e. statement of internal control, Best value statement to be reviewed by the School Business Manager All items to be added as agenda items for the next meeting	School Business Manager Governor Services	March 2017 March 2017
15.1	Ms Ross to obtaining copies of the schools premises risk assessment reports from the Local Authority	Ms Ross	March 2017
15.3	Agenda item: School field	Governor Services	March 2017
16	Agenda item: Schools Financial Value Standards	Governor Services	March 2017
17	Interim school business manager to prepare a draft 2017/2018 budget Agenda item: draft 2017/2018 budget	Governor Services	March 2017
18	Agenda items: Governor Self-Evaluation Form Governor Effectiveness Statement	Governor Services	March 2017
23.2	Agenda item: School Website review	Governor Services	March 2017

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Mrs Strowbridge opened the meeting and welcomed all those present. Governors welcomed all visitors to the meeting and thanked them for their attendance.
- 1.2 There were no apologies for absence with all governors present at the meeting.
- 1.3 The clerk confirmed the meeting was quorate.

2. DECLARATIONS OF INTEREST

- 2.1 The clerk confirmed that all declarations of personal and pecuniary interest forms were in place for all governors.
- 2.2 There were no declarations to consider relating to any agenda items.

3. GOVERNING BODY

- 3.1 The clerk confirmed that there were currently no vacancies on the board with no terms of office due to expire prior to 2020.
- 3.2 There was no consideration to disqualification applicable for this board.
- 3.3 The clerk confirmed that DBS checks were all in place for all governors.
- 3.4 Governors duly noted the national database of school governors and the level of data held within this database.

Chair of Governors Initials:

4. MINUTES OF THE LAST MEETING

4.1 Governors noted that amendments to the minutes of the 15 December 2016 had not been included in those minutes issued for this meeting and therefore governors agreed to defer the minutes of the December meeting until the next meeting.

Action: Agenda item

Governor Services to issue the correct minutes to governors

4.2 Confidential minutes

It was agreed to defer these minutes as per minute 4.1.

Action: Governor Services – Agenda item

4.3 Matters arising

Minute 11 - Governors noted that standards and target setting was deferred at the last meeting but not included on this meeting's agenda, these would therefore be considered as an additional item within the Head teacher's report.

5. SCHOOL BUSINESS MANAGEMENT

5.1 Confidential minutes were taken.

Mr Ekman left the meeting at 6.40PM.

6. HEADTEACHER'S REPORT

6.1 Governors noted that a full report was provided in September and a written report would be provided towards the end of the term.

6.2 Governors thanked Ms Carter for the pack of information presented to Ofsted for information.

6.3 Ms Carter noted that she was currently spending a considerable amount of time working on several HR related matters and informed governors that an interim school business manager and substantive finance officer had been appointed. The school had appointed three teachers that were secure good, with the recently appointed assistant Headteacher taking up their posts already having an impact in the school.

6.4 The school was planning for a mock Ofsted inspection in preparation for the anticipated full inspection this academic year. School staff had received training on what happens throughout a full Ofsted inspection with the school working to ensure a 'good' outcome.

6.5 A meeting had been held with Mrs Jackson regarding the school's Early Years Foundation Stage, 2 year old provision and additional playgroups for children. Governors discussed the practicalities of having 2year old provision on site and welcomed a full report to be presented to this board when available.

Q – Have the nursery roll numbers increased?

A – Yes, however some parents have a preference for Davies Lane as they offer a full day provision. The school needed to focus on attracting parents early on to ensure they accessed the provision at the school.

6.6 Governors reviewed the school's headline RAISE Online data. (Appendix A)

- Governors asked that the school ensure that all reports issued be filed with the minutes of this meeting for ease of reference.

- Governors noted that boys and girls comparison was showing that both groups of children were not achieving and therefore all children in the school were broadly reporting poor progress, this needed to be addressed by the school as per the development plans in place; governors would monitor progress.
- Governors discussed the breakdown of ethnic minority children achievement and noted that there was no consistency in the trends of achievement.
- Governors reviewed the strengths and focus for this coming term, these being all subjects particularly writing. Year 6 progress was good in writing so their focus would now be mathematics.

Q – Is there a reason that the year 3 cohorts were particularly low?

A – There was a high mobility rate, lots of children with English as an additional language and poor previous achievements.

Governors agreed that a special training meeting be scheduled to enable governors to spend a great deal of time clearly identifying and understanding the schools trends and understand the impact of various interventions and support mechanisms in place.

Action: Meeting to be scheduled by governors

Governors noted that the school DfE Validated data was now available, as of today.

6.7 Governors asked Ms Carter to confirm that the school had now provided all teachers with support and training to ensure that all pupil data was reviewed and accurate. This was confirmed, although additional training was being scheduled on the use of target tracker to ensure a continued robust approach to accurate data being maintained.

Q – How does the school validate moderation?

A – Half termly moderation in the year groups and termly moderation with local schools.

Q – Is an evaluation completed on the effectiveness of all moderation completed externally?

A – Yes, this was completed with colleague surveys being completed. Ms Carter confirmed that reports were available from the school effectiveness advisor on the effectiveness of external moderation.

Assistant head teachers were thanked for their attendance and left the meeting at 7.15PM

7. CHAIRS ACTION

7.1 Mrs Strowbridge informed governors that action had been taken as detailed in the confidential minutes. Governors recorded their support and authorisation of both actions approved by Mrs Strowbridge relating to staff pay.

8. LINK GOVERNOR REPORT

8.1 Ms Ross informed governors that she had visited the school to perform a link visit to review English and Mathematics. Ms Ross reported that she felt that the school was well resourced and demonstrated a good learning environment. MS Ross felt that children enjoyed their learning and spoke positively of their learning when spoken to. Ms Ross noted a full written report would be provided for governor reference and file.

8.1.1 Ms Ross noted that at her next meeting with Mr Laban and the Assistant Headteacher she would be reviewing if Pupil Premium Funding was having an impact on children achievement and how this was identified in the schools data being presented to governors and parents.

9. GOVERNORS' TRAINING

- 9.1 Governors agreed that a session focused on school data was to be scheduled and attended by all governors.
- 9.2 Governors recorded that they had attended training on the 'short inspection impact of governance' delivered by the Council's Principal Advisor for School Standards and asked that Governor Services ensure this is captured on their training report.
Action: Governor Services
- 9.3 A full audit report of the recent governor skills audit was yet to be received from Governor Services.
Action: Governor Services
- 9.4 Governors noted the need for colleagues to attend Finance related governor training to ensure a robust approach to school finances is secure across all board members.
Action: Governors to book training as available
- 9.5 Governors noted that there was online Prevent training available for governors and requested all colleagues participate in this.

10. SCHOOL ITEMS

- 10.1 Governing Body Strategic Plan/Self Evaluation
Governors noted this was in hand as reviewed at the recent governor training event. Governors noted the pending crib sheet of governor decisions that would be used as a tool to track the effectiveness of governors.
- 10.2 Breakfast Club
Ms Carter informed governors that a review report was pending; the club was very popular with a waiting list in place. Governors asked if this could be extended to cover holiday club and it was agreed that the breakfast club be prioritised in the first instance.
- 10.3 Pupil Premium Letter to Parents
Ms Peyton-Nicoll asked governors to consider a more direct approach to parents that may be eligible for premium funding. Ms Carter agreed to look into this for discussion at the next meeting.
Action: Agenda item – Pupil Premium letter to parents
- 10.4 Critical Incident Management Policy
Governors noted that this was a document that merged the emergency response plan of the school and that this document was pending completion.
Action: Agenda item
- 10.5 Pupil premium impact evaluations
Governors noted that this would be covered in the special meeting as agreed in minute 9.1. It was agreed that a member of staff was required to lead on this area to enable a robust monitoring programme to be implemented; once this responsibility had been assigned governors would be made aware.
Governors asked for an anonymised report to be produced for governors for a summer term meeting to enable an overview of impact to review.
Mrs Strowbridge agreed to be the Pupil Premium Link Governor.
Action: School to compile report and Mrs Strowbridge to be appointed link governor for this area

- 10.6 Data Reports
These were reviewed in the Head teacher's report, minute 5.
- 10.7 Staffing Structure
This was included in the pack of papers provided for this meeting.
- 10.8 Performance Management Reviews
All teaching staff reviews had been completed by 31 December 2016.
- 10.9 Complaints Process
Mrs Strowbridge noted that there was an evident need to ensure that all parents need to be made aware of the school complaints policy. The governing board and clerk continued to receive a minimal amount of complaints directly and therefore the policy was not being adhered to.
Action: A line to be added to the school newsletter as a reminder of the schools complaints process and policy
11. **APPRENTICESHIP LEVY**
Mr Laban noted that the school had an apprentice in post and fulfilled the requirements in relation to this appointment.
12. **SCHOOL TERM DATES**
Governors noted that these were pending cabinet approval.
13. **FEEDBACK ON SKILLS AUDIT**
This was discussed under minute 9.
14. **SCHOOL FINANCIAL DOCUMENTS**
- 14.1 Governors noted that copies of the documents were provided at the previous meeting and following review governors were not satisfied that the documents provided were correct and therefore asked that the school business manager be tasked to review these documents for the next meeting.
- 14.2 Governors asked that the full list of documents be issued to all governors with the relevant attachments.
Action: School Business Manager
Agenda items
15. **HEALTH AND SAFETY AT SCHOOL**
- 15.1 Mrs Ross noted that the school annual report was signed by the Chair of Governors and returned to the Local Authority. The next stage was to obtain the risk assessment and inspection reports from the Local Authority for governor consideration and file.
Action: Ms Ross to continue with obtaining these reports from the Local Authority
- 15.2 Governors encouraged Mrs Ross and Mr North to visit the school to review physical changes to those recommendations within reports obtained regarding the school premises in addition to a meeting with the site services officer and school business manager.
Action: Ms Ross to arrange a meeting
- 15.3 Governors noted that the use of the school field had not been discussed following the discussion in summer 2016 and asked that this be an agenda item for the next meeting.
Action: Agenda item, School Field

16. SCHOOLS FINANCIAL VALUE STANDARDS

Governors noted that Mr Ekman was working on this and agreed to defer this to the next meeting.

Action: GB Agenda item

17. DRAFT 2017/2018 BUDGET

Governors noted that this was pending from Mr Ekman in addition to the schools three year budget plan.

Action: Agenda item

18. OFSTED ACTION PLAN PROGRESS

Mrs Strowbridge noted that there was a list of actions arising from the recent training and information to be obtained to complete governor packs. Governors noted that those packs had been issued and in addition to these there was a governor review of the Self Evaluation Form.

A detailed parental feedback survey would be completed upon an Ofsted inspection. Governors noted the intention for a crib sheet of governor actions to be formed and the impact this had on evidencing governor effectiveness; Ms Ross was thanked for her on-going work in the population of this form for governor consideration at a future meeting. Governors noted the need to publish an annual statement to parents and agreed that the crib sheet of actions be used as a tool to inform this statement.

Ms Ross and Mr North had scheduled a visit to the school to complete a learning walk with the school effectiveness advisor; focused on each year group.

**Action: GB Agenda items:
Governor Self-Evaluation Form
Governor Effectiveness Statement**

19. DRAFT DEVELOPMENT PLAN

19.1 Governors noted that the school key priorities had been received and adopted by governors at a previous meeting.

20. STAFFING PLAN

20.1 Governors noted that the staffing plan related to the related to the need to review the schools leadership plan upon receipt of the schools forecast budget.

Action: Agenda item – SLT Staffing plan

21. RAISE ONLINE DATA

Governors noted that this had been received and discussed in the Head teacher's report.

22. DATE OF NEXT MEETING

22.1 Thursday 2 March 2017, 6pm.

22.2 Governors noted the cycle of business was managed by the Clerk (Governor Services) and requested that the school policy review cycle be aligned with this document to ensure the school business manager and governor services collectively ensured the board had a robust policy review cycle in place.

Action: Governor Services

22.3 Governors noted the date of the next Governors' Briefing, Mrs Strowbridge and Ms Barker noted their intention to attend this briefing.

23. ANY OTHER BUSINESS

23.1 School Vision Event

Governors discussed the school event that launched the schools Vision and noted the positive attitude of the school community for the school and its development. The event was very well attended and enjoyed by all those present.

Governors recorded their thanks to all those that engaged in the setting of the school vision and the efforts of those children on stage throughout the event itself.

23.2 School Website review

Ms Carter informed governors that she had recently attended a meeting regarding the school website with a pending proposal for governors to consider.

Action: GB agenda item

23.3 SEND, Information report

Governors received the information report and agreed that any comments be sent to Ms Carter by Friday 26 January 2017 to enable an approved version to be published on the school website.

23.4 Confidential item

Confidential minutes were taken.

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
