

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held at the School on
Tuesday 12th September 2017 at 7.00 pm

Constitution and Membership

(reflecting changes in item 5)

Membership Category	Appointed By	Name	End of Term of Office
LEA (1)	LEA	David Linnette	Nov'18
Parent (2)	Election	Fiona Booth Alan Hamilton	Feb'18 Mar '21
Headteacher		Karen Bos	N/A
Staff (1)	Election	Vacancy	
Co-opted (9)	Governing Body	Jonathan Croft Janet Deboo Anna Gilbert Jenny Mikkelsen (Vice-Chair) Tracey Mullins Kate Scally Sara Tricker Joanne Winship Susanna Zotov (Chair)	Dec '19 Dec'18 Dec'17 Dec '19 Jun'18 Dec'18 May '20 Dec'18 Sept'21
Associate Member	Governing Body	Jane Spencer	Sept'18

bold = absent

Also attended: Assistant Headteachers Emma Claridge and Paul Gilbert, Angela Langford (items 1-3 only), Anthony Dunn (observer), Kate Nepstad (Clerk)

		ACTION
	<i>The meeting was chaired by Jane Spencer until item 5.</i>	
1	<p>Welcome and Apologies for Absence</p> <p>Apologies for absence were received from governors David Linnette, Jonathan Croft and Kate Scally. The apologies were accepted by the Chair.</p> <p>Jane Spencer welcomed Paul Gilbert (Assistant Headteacher) to his first governing body meeting. Anthony Dunn, parent of a child in Nursery was welcomed as an observer.</p>	
2	<p>Declarations of Interest</p> <p>All governors were asked to update their declaration of interest forms, to sign and date them, and to return them to the clerk for filing. The clerk will ensure that the register of interest summary is published online.</p>	KN
3	Competency Framework for Governance	

	<p>Jane Spencer introduced Angela Langford, AfC Head of Governor Services. Angela L explained that three new documents from the DfE are now linked to 16 identified 'competencies' for governors: Governance Handbook; A Competency Framework for Governance and Clerking Competency Framework. The slides from her presentation will be circulated with the minutes.</p> <p>At the end of her presentation Angela L urged all governors to read the Competency Framework and to reflect on their own work as governors. She suggested that regular self-evaluation was necessary to identify a governor's development needs and she suggested that these could be met by the training offered by AfC. The CPD schedule for 2017/18 will be circulated to governors electronically.</p> <p>Angela updated governors about a new law that provides new procedures for allowing governing bodies to remove elected parent governors if necessary. She commented that the Governor Support team works closely with the School Governors one-stop (SGOSS) Shop and they have a very good record of finding people with the appropriate skills, should a governing body find that they have a vacancy and no means of filling it.</p> <p>Governors thanked Angela for her presentation and she left the meeting.</p>	<p>KN</p> <p>KN</p>
<p>4</p>	<p>Minutes of the previous meeting and update on actions</p> <p>The minutes of the meeting on 27th June 2017 were accepted as an accurate record subject to a small amendment. They were signed by the chair of the meeting and will be filed by the clerk. The minutes will now be published online.</p> <p>Some changes were suggested for the confidential minute of the same meeting. The amended confidential minutes were agreed and will be signed and filed separately.</p> <p>Actions from the minutes will roll over to the next meeting of the full Governing Body.</p>	<p>KN</p> <p>KN</p>
<p>5</p> <p>5.1</p>	<p>Election of Chair and Vice-Chair of GB and committees</p> <p><u>Governing Body membership and appointments</u></p> <ul style="list-style-type: none"> • Jane Spencer informed governors that she was stepping down from her position as co-opted governor. Jane S agreed to be appointed an associate member with a remit that will take into consideration her declared conflict of interest. • Susanna Zotov was appointed as a co-opted governor and this appointment was confirmed by a majority vote of the full GB. • Anna Gilbert informed governors that she would seek reappointment at the end of her term of office in December but that she would be stepping down at the end of this academic year. • Janet Deboo agreed to replace Jane Spencer as Safeguarding Governor. The clerk will provide details of the relevant AfC training. 	<p>KN</p>

<p>5.2</p>	<p><u>Elections</u> Susanna Zotov was nominated for the position of Chair by Anna Gilbert and the nomination was seconded by Alan Hamilton. Susanna was duly elected Chair by a majority vote of the governing body.</p> <p>Jenny Mikkelsen nominated herself for the position of Vice-Chair and the nomination was seconded by Karen Bos. Jenny was duly elected Vice-Chair by a majority vote of the governing body.</p> <p>The following positions were confirmed by a majority vote of the governing body:</p> <p>Fiona Booth - Chair of Achievement & Curriculum Committee Joanne Winship - Vice-Chair of Achievement & Curriculum Committee Anna Gilbert – Chair of Resources Committee (until July 2018) Alan Hamilton – Chair of Welcome Committee Tracey Mullins – Vice-Chair of Welcome Committee Joanne Winship – Chair of PPG Working Group Janet Deboo and Jenny Mikkelsen – Co-Chairs of SEND Working Group</p> <p>The following memberships were also confirmed at the meeting:</p> <p><u>Pay Review Group for 2017/18</u> Susanna Z, Fiona B, Anna G.</p> <p><u>Headteacher Performance Management Group for 2017/18</u> Susanna Z, Anna G, Jenny M, Joanne W.</p> <p>Karen Bos thanked Jane Spencer on behalf of the staff at Darell, for her help and incredible support during her four years as Chair of Governors. Jane has had long experience of working with Darell to raise standards and her understanding of Darell's 'journey' over the past few years provides essential context for anyone seeking to understand the current position of the school. The governing body acknowledged this and newly elected Chair Susanna Z proposed that Jane's continuing involvement as associate member be supported and the practicalities of her new role sorted out as soon as possible.</p> <p>ACTION: The Chair and Vice-Chairs of GB, committees and working groups will meet at 9am on Friday 15th September to decide on practicalities and working structures.</p>	<p>SZ</p>
<p>6</p>	<p>Governing Body arrangements for 2017/18</p> <p>6.1 <u>Committee memberships and subject links</u> These will be discussed at the meeting on Friday 15th September.</p> <p>6.2 <u>Order of business 2017/18</u> There are some changes: the first meeting of Achievement & Curriculum committee will take place at 7.45am on Tuesday 31st October (instead of 6.30pm). The first meeting of Resources Committee will be postponed and a new date proposed as soon as possible.</p>	

<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p><u>Terms of Reference of the Full Governing Body</u> This document was approved for 2017/18.</p> <p><u>Code of Practice</u> This document was approved for 2017/18 and in line with best practice, all governors present were asked to sign the document to indicate their approval.</p> <p><u>Instrument of Government</u> This document was noted by governors.</p>	
<p>7</p>	<p>Headteacher's Report</p> <p>Karen Bos gave a brief verbal update. Staff have been busy over the summer holidays; the school building has seen asbestos removal, flowerbed removal and transformation of classrooms. One outstanding project is Robins classroom.</p> <p><u>Inset Day September 2017</u> The day started with an icebreaker and training sessions and then staff quickly split off to get the classrooms ready for the start of term.</p> <p>Q Why was there only one Inset day at the start of this term? It had been decided to hold one day back in case the MAT conversion process required a dedicated staff training day later in the year.</p> <p><u>Staffing Update</u></p> <p>School Business Manager Angela Catlin broke both elbows and a wrist in an accident over the summer holiday. She has been signed off until 6th October although she has offered to provide some support remotely, as soon as possible. In the meantime, members of SLT have been taking on extra day-to-day responsibilities and arrangements have been made for a school bursar to come into school on a Friday each week.</p> <p>The school office is currently down one member of staff: attempts to recruit a new administrative office in July were unsuccessful. A temp is covering the role at the moment but it is very difficult for her to get up to speed in a short time. She has a particular interest in the financial aspects of the role and it may be possible for Angela to provide some training to allow her to carry out some of these functions. Teaching Assistant Laura Gavin is also covering the office and although this has led to further knock-on changes to support staffing, it is felt that Laura's knowledge of the school and staff make her an ideal additional member of office staff at this busy time.</p> <p>Two members of teaching staff will be going on maternity leave and their positions are being advertised on eteach.</p> <p><u>Pupil Numbers</u></p> <p>25 children left in the course of 2016/17, compared to 28 children the year before. Karen B provided a short report (tabled) which indicated that years 2</p>	

	<p>and 3 have been particularly heavily affected. Karen B has met with all parents of those children leaving and has a clear understanding of their reasons: 7 children are moving abroad, 5 children have moved to Marshgate, which is their closest school. The additional 13 children have moved to other schools in the locality.</p> <p>The school roll is currently 341 and new starters continue to arrive. A total of twelve children will be joining the school over the next few weeks and Karen B has met them all, along with their parents. All children have English as an additional language (EAL) although in most cases one parent speaks professional English and the school has directed the other parent to the ESOL (English for speakers of other languages) classes held at the school.</p> <p>Q How does the school provide initial language support for these children with EAL?</p> <p>Coincidentally, 6 of the 12 new children come from Turkey and there are established families at Darell who speak Turkish. The normal induction would be for the HT to meet the parent and child and find out about the child's interests and needs. Where ever possible, the child is put in a class where another child speaks their first language. This early 'buddying' system is found to work well.</p> <p>Governors thanked Karen for her update and noted that the challenge with school numbers was to both retain the children who currently attend Darell while also attracting new families. Governors suggested that this should be a priority for the school, going forward.</p> <p><u>School Development Plan and SIP</u></p> <p>Karen reported that Charis Penfold would be remaining as Darell's School Improvement Partner (SIP), despite many changes within this department at AfC. Karen noted that the school's self-evaluation matched the evaluation of the SIP last year except in the category of Behaviour, Welfare and Safety.</p> <p>Q Which member of SLT will be covering Behaviour, now that Deborah Lane has left?</p> <p>This responsibility now falls to Karen B. A detailed matrix of SLT and MLT responsibilities has been produced and will be discussed with Susanna and Jenny in due course.</p> <p>ACTION: Karen B to share SLT/MLT responsibilities matrix with Susanna Z and Jenny M.</p>	KB
8	<p>AOB</p> <p>8.1 <u>The MAT Conversion process</u></p> <p>Jane S reported that the school has been asked to re-submit its application with updated financial information and a new date for conversion as 1 January 2018 is no longer viable. Frank Kitson (Chair of Trustees, Every Child, Every Day Trust) has been advised of this.</p> <p>Jane S reported that the concern about the status of the Caretaker's flat had</p>	

	<p>been resolved, with the Trust confirming that they would not put it on at market rate.</p> <p>The next step is for the application to be reviewed by the Headteacher's Board but Phoebe Clapham has suggested that Darell's application should be considered at the same time as a local secondary school. This would make Darell's date of conversion 1st September 2018. Governors agreed that it was crucial that a clear time line was produced and shared with the school community as part of an ongoing communication.</p> <p>ACTION: Susanna Z to speak to Frank K and Phoebe C (details from Jane S) and confirm a time line for conversion on 1st September 2018.</p>	SZ
8.2	<p><u>A Vision for Darell</u></p> <p>Karen B stressed the need for a 3 year plan for Darell, regardless of whether it is part of the Local Authority or a MAT. A parent meeting is planned at school on 26th September, to present SLT's vision.</p> <p>ACTION: Karen B to discuss governor attendance at parent meeting on 26th September with Susanna and Jenny.</p>	KB
8.3	<p><u>Complaint</u></p> <p>A complaint about the governing body's decision to convert to an academy as part of the Every Child, Every Day Trust is being considered by an external panel. Governors will be updated in due course.</p>	

The meeting ended at 9.15 pm

Signed by the Chair _____

Full Governing Body Actions

Updated as of 12th September 2017

Meeting/ Minute	Action	Assigned to	Update	Completed?
16/5/17	Wording about Assistant HT appointment to be agreed by KB and a note added to the newsletter this week.	KB	Formal notification to parents go out on Monday 3 rd July	Done
16/5/17	Seek resolution to disagreement about caretaker's flat status: Jane to	JS	Confirmed that it will not be put on at market rate	Done

	Speak to Paul Hodgins.			
16/5/17	Circulate Summer Term 2 monitoring schedule and governors to request attendance as required.	KB/SLT	New arrangement to be trialled: short Learning Walks after governor meetings	Done
16/5/17	Circulate answers to the likely questions on PPG/PE grants.	EC	Joanne W and Emma C have been working together to complete	
16/5/17	E-Safety policy to go onto the website.	KB/JB	To be done by the end of the week	Done
16/5/17	Work with Corinne T to produce a short report on British values.	AG/JD	To form part of planned PSHE link visit in June 2017	Done
16/5/17	Circulate collated self-evaluation responses with the FGB minutes.	KN	Circulated as draft	Done
16/5/17	Send completed and signed KS2 audit checklist, for filing.	FB	Checklist filed	Done
16/5/17	Request possible dates for mock interview and circulate to govts	KB/JS	Done	Done
27/6/17 3	Evidence of impact should be gathered and submitted to Richmond Parish Lands	SLT/FB	Roll over to next meeting	
27/6/17 7	Governor-staff tea party will be arranged early autumn term	KB/JS	Roll over to next meeting	
12/9/17 5	Meeting at 9am on Friday 15th Sept to decide on practicalities and working structures for comms/wgs.	SZ, JM plus chairs and vice chairs		
12/9/17 7	Share SLT/MLT responsibilities matrix with SZ and JM.	KB		
12/9/17	Speak to Frank K	SZ/JS		

8.1	and Phoebe C (details from Jane S) and confirm time line for conversion on 1st Sept 2018.			
12/9/17 8.2	Agree governor attendance at parent meeting on 26 th September	KB/SZ/JM		