

Darell Primary and Nursery School

**Minutes of the Meeting of the Governing Body held at the School on
Tuesday 10th May 2016 at 7.00 pm**

Constitution and Membership

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

bold = absent

Also attended: Kate Nepstad (Clerk)

ACTIONS

1	Apologies for Absence	
2	Declarations of Interest No conflicts of interest were declared.	
3	GB Membership Update Governors unanimously approved the appointment of Sara Tricker as co-opted governor. There is now a vacancy for a staff governor. The changes to membership are reflected in the table above. Clerk to inform Governor Support.	KN
4	Minutes of the previous meeting Governors approved the minutes from the full Governing Body meeting held on 22 nd March 2016, subject to one amendment ('Multi Academy Trust' to be spelt out in full under 7.2). Approved minutes from the meetings of the full GB are now published on the school website. This excludes confidential minutes, which will be circulated to governors only, with a watermark on coloured paper, and filed securely at school.	KN KN
5	Matters arising and Update on Actions Updated SDP to be circulated – the SDP is in the process of being updated. Karen B to send to Kate N to circulate.	KB

	<p>All governors to confirm DBS certificate status - Jane S explained that governors have the opportunity to sign up for the 'Update Service', free of charge. See https://www.gov.uk/dbs-update-service. This must be done within 19 days of the certificate being issued.</p> <p>Target Tracker data – Karen B and Fiona B still to discuss</p> <p>SEND</p> <ul style="list-style-type: none"> • The SEND report should be on the website. • Governors were informed about the Special School MAT being formed by AfC. There have been discussions about the Darell provision and a review by AfC is planned in early July. • Karen B to report back verbally to Achievement & Curriculum in July 2016 and also to full GB in September 2016. 	<p>KN</p> <p>KB/FB</p> <p>KB</p>
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>Committee Meetings</p> <p>Achievement and Curriculum Committee feedback The approved minutes from the meeting on 15th March 2016 and draft minutes from 21st April 2016 were noted.</p> <ul style="list-style-type: none"> • Anna Brice (subject leader for Science) presented her work on the science quality mark and science assessments to governors. This was extremely useful as context for the data received by the committee. Other subject leaders will be invited next year. • More link visits have taken place and governors will commit to two visits per year to provide on-going monitoring. • Karen B is improving records of staff training. Gaps have been identified and where possible are filled during inset days • Teaching observations are being linked to performance management this term. All teachers (except Yr2 and Yr6) will be formally assessed by Karen B on writing (along with Phase leaders) and maths (with one of Jane J, Deborah Lane or subject lead Sarah Milliner). <p>Q How does the SLT (Senior Leadership Team) ensure that the training is disseminated to all staff?</p> <p>Inset days provide an opportunity for teachers to share learned good practice and for SLT to consult staff on their skills gaps. It is more difficult to schedule time for TAs (Teaching Assistants) but a Wednesday morning briefing session once per half term for TAs is planned for the future. Karen B to update governors at the next meeting</p> <p>Q Staff recently received Positive Touch training. Has there been any impact?</p> <p>Karen B reported an immediate increase in the confidence of staff – especially TAs. They are using the strategies learnt, calmly and effectively.</p> <p>Resources Committee feedback The approved minutes from the meetings on 19th January and 14th March 2016 were noted.</p> <ul style="list-style-type: none"> • Anna Gilbert reported that the school had ended the financial year with a positive carryover • A positive budget is set for the next three years, but there is a substantial decrease in the carryover figure each year • Proposed changes to staffing structure are still to be finalised and the financial 	

implications worked through

- One specific target is to get the best possible value out of the school's teaching assistants. This is being pursued alongside shifting some of the focus from support for behaviour to support for learning.
- A plan for the future is to identify more accurately the extent to which the school's budget supports improvement.

Q Why is the carryover figure reducing after this year?

The national trend is for schools to pay increasing costs with decreasing means. It is costing more to run the school and despite increasing numbers of children the income is reducing. The biggest risk to the carryover is dropping pupil numbers as this reduces the school's income. Census data is used to calculate the school roll and certain anomalies exist for example if a child joins the school after the January census the school will not receive the funding for that child until the following year.

Q How confident is the Resources Committee in the school's budgeting?

The school operates on a tightly managed budget. Budgets are managed prudently and there is a cautious approach to identifying future costs for example when recruiting the highest grade will be budgeted for. Financial consultant Steve Llewellyn (formerly of AfC) works closely with the School Business Manager and he provides expertise in school budgets.

6.3

Welcome Committee feedback

The approved minutes from the meetings on 19th April 2016 were noted.

- The Committee has been busy working through the data produced by the parent and pupil questionnaires. The results have been tabulated and a meeting will be held on Friday 13th May at 2pm to discuss how to report back to parents
- The Home School Agreement has been updated in order to set out clear expectations. The new document will be reviewed and signed by parents, pupils and staff annually.
- Welcome Committee is working through a number of policy updates and a meeting with Karen B is scheduled to identify opportunities to streamline the policy schedule
- The reputation of the school needs to be enhanced locally

Q What can be done to improve the school's public relations?

There is a PSA Facebook page which is used for fundraising activities primarily and it unlikely to be a suitable vehicle

Action: Karen Bos to speak to Tracey M about making herself available for quotes, in the interests of school reputation and driving up pupil numbers

KB/TM

Action: School to remind parents about the School News app (available to download from <https://itunes.apple.com/gb/app/school-news/id413035731?mt=8>) which feeds automatically from the newsletter items on the school website.

KB

Q What can be done to improve the parent community's awareness of the work of the governing body?

	<p>There should be regular updates about GB business in the newsletter.</p> <p>Action: Each committee chair to submit a paragraph for an 'end of year roundup' piece for a governor newsletter, by the next meeting of their committee. This should not overlap school news and should be GB led items such as the playground improvements.</p> <p>Governors agreed that the newsletter is a very successful part of the new website. suggested improvement would be to</p> <ul style="list-style-type: none"> • Embed the newsletter text into the webpage, instead of opening it as an attachment. • embed links in the text to take readers back to other website pages. <p>Action: Karen B to discuss with Jayne Blake</p> <p>Homework Policy</p> <p>It was felt necessary to clarify the school's view regarding homework. This will be discussed at the full GB meeting in June 2016, Karen B to discuss with SLT and produce a draft policy and circulate it prior to the next meeting.</p>	<p>Chairs</p> <p>KB</p> <p>KB</p>
7	<p>Working Groups</p> <p>Update from Multi Academy Trust (MAT) Working Group</p> <p>The opportunities identified at the last full GB meeting have been considered by the working group.</p> <ol style="list-style-type: none"> 1. Joining a MAT with Grey Court, Hollyfield and other primary schools in a new MAT called Every Child Every Day (see below) 2. Forming a MAT with local primary schools eg Meadlands, Vineyard etc 3. Focussing on links with the locality schools eg Holy Trinity, Marshgate <p>The first option is preferred by the working group, due to the advantages of being in a Trust with secondary schools providing education from 3-19 years and having access to specialist teachers and facilities.</p> <p>Karen B and Jane S met Maggie Bailey (Headteacher at Grey Court/Hollyfield schools) and Frank Kitson (Chair of Governors) to discuss the opportunity. There are advantages of joining as a formative partner in this new MAT, which should be operational from 1st September 2016. Initial negotiations will include important factors such as the scheme of delegation and the board structure of the MAT.</p> <p>The working group will meet and draft a proposal to put to governors at the next meeting of the full GB to support the application to convert to academy status as a member of the new Every Child Every Day MAT.</p> <p>Action: MAT Working Group to circulate the proposal to all gobs prior to the June meeting along with evidence of willingness of ECED to accept Darell's membership in the MAT.</p> <p>If the resolution is passed in June, there will be much work to do. Members of the MAT working group are asked to consider if they would be able to commit to this</p>	<p>JS/AG</p>

	increased work load. KN offered clerking support for the Working Group if required.	KN
8	School Improvement	
8.1	<p>Headteacher's Report</p> <p>Karen B drew governor's attention to a few details:</p> <ul style="list-style-type: none"> • Reception 2016 – 60 places have been offered and 54 have been accepted. • 22 parents attended the open morning recently and pupils did a great job of advertising the school. • Safeguarding Audit – Jane S and Jenny M will meet with Karen B to talk through the results and it will come to the GB at the next opportunity after that. <p>Q How can governors drive up school improvement by monitoring performance?</p> <p>Governors are invited to attend observations alongside SLT in the autumn term. The coordination of governors' monitoring schedule will be delegated to someone in SLT, under the new structure. Until then, subject link governors should let Karen know if they would like to be added to the schedule.</p> <p>Q Is the high number of leavers from Yr 2 this year since December 2015 connected to the high level of SEN and other additional needs in that year group?</p> <p>This link is unconfirmed, however, careful planning is taking place to ensure that this year group has the best possible support from teachers and support staff in order to achieve the best educational outcome for all pupils.</p>	JS/JM
8.2	<p>Update on the SEF 2015/16 (Self Evaluation Form)</p> <p>The last update was at the end of February 2016. This form will be divided into sections to be updated at different points throughout the year. The updates will either come to the relevant committee or full GB</p> <p>Action: Karen B to draft a review cycle for the SEF.</p> <p>EYFS (Early Years Foundation Stage): This will now be evaluated separately from the rest of the school and requires a higher profile. Janet D agreed to take this on as a new link</p>	KB
8.3	<p>Staff Governor election</p> <p>There has been no response to the staff governor vacancy. Karen B to speak to staff again at a forthcoming briefing. Sara T to speak to fellow TAs.</p>	KB/ST
9	<p>Governor Training</p> <p>Janet D and Jane S attended AfC Prevent training which raised awareness of the responsibility to protect children from extremism and radicalisation. Janet will circulate a summary of the training and all governors should make themselves aware of this new requirement.</p>	JD/All
10	<p>Governor's Factsheet</p> <p>Karen B circulated the updated factsheet for 15/16, which will be produced termly for governors prior to the full GB meetings. Fiona B offered to update the performance data annually, using data from the headteacher's report. Kate N to</p>	KN

	update the footer and recirculate to governors and upload onto secure area of website.	
11	Clerk's Update	
11.1	<p>Policies</p> <p>The GB should be overseeing the review of school policies, not reviewing the policies themselves.</p> <p>A suggested clarification of the process of policy review is as follows:</p> <ol style="list-style-type: none"> 1. Each policy clearly identifies the staff member responsible for the review. 2. The appropriate committee will request that the staff member reviews the policy, tracking changes, and ensures that it is fit for purpose 3. The reviewed document should be circulated to the committee, with a recommendation that it is adopted at the next meeting 4. If a governor wants to query something substantive they should contact the staff member before the meeting 5. If a governor spots any formatting errors, typos etc, they should ask the clerk to correct them prior to the meeting at which the document is to be approved. <p>Karen B to meet with Kate N to establish an overview of policy families and the staff members responsible for the review of each policy.</p> <p>Website</p> <p>The governors' section of the website is largely finished and Kate N will update it as and when necessary, but certainly once each term. Welcome Committee will oversee this process.</p> <p>The secure access area is now a useful resource for governors: committee meeting papers from 15/16 are available as PDFs as well as being circulated by email. If you would like to add any useful documents please send them to Kate N who is the administrator for this part of the website.</p>	<p>ALL</p> <p>KB/KN</p> <p>ALL</p>
12	Any Other Business	
	<p>SATs week</p> <p>Fiona Booth has carried out a monitoring visit to school during SATs. The monitoring report will be filed at school. Governors were thanked for their help at Yr 6 breakfasts</p> <p>Karen B has found that the training of parent volunteers requires improvement and she will update governors at the next meeting</p> <p>The Accessibility Policy will be reviewed by committee chairs on Friday 13th May and circulated to governors for approval in due course.</p> <p>The school summer fair is on Sunday 3rd July from 11am – 2pm. It would be helpful for the GB's profile if some governors were to help out on a stall (with governor badges on!). Please let Stefanie know if you could help out.</p>	<p>KN</p> <p>KB</p> <p>Chairs</p> <p>ALL</p>

	<p>A model Complaints Procedure from NGA (National Governors Association) is recommended. Welcome Committee to consider the necessary changes.</p> <p>Now that data dashboard has gone, school performance can now be compared using this site: http://www.education.gov.uk/schools/performance/. This link has been added to the 'school statistics' page on the website. Achievement and Curriculum committee to consider data at their meeting in September.</p> <p>A glossary of acronyms used in education will be added to the governors' pages on the website.</p> <p>There were no known pupil absences due to anti-SATs protests earlier this month.</p>	<p>ST</p> <p>FB</p> <p>KN</p>
13	<p>Dates of next meetings Tuesday 28th June 2016 at 7pm</p>	

The meeting ended at 9.20 pm

Signed by the Chair _____

Full Governing Body

Action Table as of 10th May 2016

Meeting/Minute	Action	Assigned to	Update	Completed ?
22/03/16 4	A review cycle to be established for the SEF and distributed to governors	KB/JS		
22/03/16 4	Updated SDP to be circulated	KB	The SDP is in the process of being updated	
22/03/16 5	Governors without current DBS certificate to liaise with KN	KS/JM/JC	Only one governor is without DBS	
22/03/16 8.1	SEN graduated response to be communicated to parents via leaflet	KB		
22/03/16 8.1	Review of Specialist Provision	KB	This will take place in July 2016. KB to report back to Achievement & Curriculum in July	
10/05/16 6.3	KB to speak to Tracey M about press relations: providing quotes for local newspapers	KB/TM		
10/05/16 6.3	KB to re-publicise School News app to parents and consider changes to format of newsletter online	KB		
10/05/16 6.3	All Chairs to write a short paragraph about GB led projects this year for newsletter	Chairs		

10/05/16 6.3	Homework Policy to be drafted by KB and circulated for approval	KB		
10/05/16 12	Welcome Committee to consider the NGA model when updating the Complaints Policy	Welcome Committee		
10/05/16 7	MAT Working Group to prepare proposal to convert to academy status as part of Every Child Every Day MAT	JS/AG		
10/05/16 8.1	Safeguarding Audit results to be discussed and presented to full GB	KB/JM		
10/05/16 9	JD to circulate summary on Prevent training for all governors to read.	JD/ALL		
10/05/16 12	KB to review parent volunteer training and suggest improvements	KB		
10/05/16 12	Accessibility Policy to be reviewed by committee chairs and presented to full GB for approval	FB/ST/AG		
10/05/16 12	Sign up for a slot on a stall at the summer fair!	ALL		
10/05/16 12	KB to meet KN to establish a system for grouping policies into families for greater clarity.	KB/KN		
10/05/16 12	School Performance Comparison data to be considered by A&C Committee	Achievement & Curriculum Committee		