

Darell Primary and Nursery School

**Minutes of the Meeting of the Governing Body held at the School on
Tuesday 28th June 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 Kate 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

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| 1 | <p>Apologies for Absence</p> <p>Apologies were received from David Linnette, Jenny Mikkelsen and Kate Scally and were accepted by the chair.</p> | |
| 2 | <p>Declarations of Interest</p> <p>No conflicts of interest were declared.</p> | |
| 3 | <p>Minutes of the previous meeting</p> <p>Governors approved the minutes from the full governing body meeting held on 10th May 2016.</p> <p>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 and filed securely at school.</p> | KN KN |
| 4 | <p>Matters arising and Update on Actions</p> <p>School Improvement Cycle</p> <ul style="list-style-type: none"> Next year the SDP will have three main priorities, each led by a named member of the SLT | |

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| | <ul style="list-style-type: none"> Once the SDP has been fully drafted, monitoring of each priority will be carried out by governors alongside the SLT in order that governors can track the impact of the SDP and provide evidence for the SEF at the end of the year SDP should be monitored by the relevant committee eg teaching and Learning by A&C committee, with a focus on progress rather than attainment In addition, governors should ensure that their individual monitoring activities as subject links, should also tie into these areas of focus. Jane S will circulate the subject link list for 16/17 and a suggestion of one SDP-monitoring visit each year for each governor. <p>SEND information for parents A working group (Judy Worth, Diane Pummell, Janet Deboo and Jenny Mikkelsen) will review the SEND report and write two guidance documents for parents which will be put onto the school website:</p> <ol style="list-style-type: none"> Explaining the 'graduated response' to meeting the additional needs of children at Darell Providing guidance on the process of establishing and reviewing Education, Health and Care Plans (EHCPs) <p>In addition, the working group will conduct a short access audit to attach to the draft Accessibility Plan, which required completion. Welcome Committee will oversee the progress of the working group and Karen B will update governors in September 2016?</p> <p>End of Term Governors' Newsletter. Committee chairs should provide text and send to Jane Spencer by 6th July, the draft will be circulated for comments and sent to parents on 15th July 2016</p> <p>Homework Policy After some discussion it was agreed that the school's policy regarding homework would be a guidance document circulated to governors for their information, not a policy requiring their approval.</p> <p>Safeguarding/volunteers in school The distinct roles of PSA helpers (essentially fundraising and social) and school volunteers (teaching and learning) were discussed. A new, more robust selection and training process for school volunteers is required. Karen will plan a coffee morning for current volunteers and will update governors.</p> | <p>JS</p> <p>SEND Working Group</p> <p>KB</p> <p>Chairs</p> <p>KB</p> <p>KB</p> |
| 5 | <p>Committee Meetings</p> <p>The most recent minutes from the three committees had been circulated prior to the meeting. The committee chairs also reported the following updates:</p> <p>Achievement and Curriculum The last committee meeting of the term will be on Tuesday 12th July, when the available data will be analysed. The planned NUT strike may create a delay in the KS2 SATs results and data.</p> <p>Resources Committee The budget suggests that the school will be going into deficit in Yr 2 (17/18), so</p> | |

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| | <p>there is much pressure to consider creative ways of saving money. One example is a proposal (recommended by Atomwide) to move the school phone system from BT to VOIP. It was noted that in the course of this year, improvements have been made to general housekeeping and health and safety at school.</p> <p>Welcome Committee A summary of the pupil and parent questionnaire answers has been circulated to parents and now needs to go onto the website. Karen B to liaise with Jayne B. The summary document has not prompted any further feedback from parents.</p> | <p>KB/JB</p> |
| <p>6</p> | <p>Working Groups</p> <p>PPG (Pupil Premium Grant) Jane Johnston has completed a thorough audit of Pupil Premium at Darell, including a new working document which tracks the interventions and impacts per child. This is a fantastic piece of work and the governors are very grateful to Jane, whose interim role at the school is now coming to an end. A new summary of PPG spending has replaced the outdated documents on the website and this will be reviewed every autumn by the PPG working group. Emma Claridge will be the SLT lead on PPG.</p> <p>The governors' mentoring scheme must be meaningful and timed sensitively; this will be reviewed by Karen B in the autumn term and a proposal brought to the working group.</p> <p>Update from Multi Academy Trust (MAT) Working Group The working group has met twice since the last full GB meeting. Consultant David Groves was invited to explain the process of joining a Multi Academy Trust and the governors in the working group benefitted from his expertise. In early June, the working group met to decide what course of action they would recommend to the full GB.</p> <p>Members of the working group presented their recommendations as a series of advantages to be gained from joining, and answered questions from governors.</p> <p><u>Potential opportunities from joining the MAT: Every Child Every Day</u></p> <ul style="list-style-type: none"> • To become part of a bigger family of local schools across ages 3 to 18. • To access a far wider range of resources, expertise and specialist skills to support our pupils than we could afford on our own. • To offer pupils a broader curriculum and access to better sports facilities. • To better prepare pupils for secondary school. • To raise pupils' aspirations. • To share best practice on teaching and learning through collaboration and networking, in order to raise standards. • To offer staff better professional and career development, improving retention of skills. • To achieve better value for money through economies of scale in procurement of goods & services. • To achieve longer term financial savings through better resources and staff utilisation. • To improve our self-evaluation through Ofsted-trained teachers. <p>Q What if the structure of the organisation and scheme of delegation isn't what</p> | <p>KB/EC</p> |

the school wants?

Every Child Every Day is a new MAT whose structure is not yet fixed. As an "early joiner" we can be part of shaping the structure by negotiating the scheme of delegation, and contributing to the writing of the policies which we would then be working to.

Q Would the school receive any help with the arduous and time consuming process of academisation?

It is acknowledged that Karen and her team would have an increased workload in the short term. Grey Court and Hollyfield have already gone through this process and can help e.g. suggest effective ways to consult with parents and staff.

Q How can the GB help to ensure that Darell doesn't lose its ethos and identity?

Grey Court in particular is an inclusive school and the headteacher is very much in favour of inclusivity which is a core part of Darell's ethos.

Q What would happen if Maggie (Chief Executive of the MAT) left?

Maggie has a distributed leadership style, a secure chair of governors and a strong team. She has a proven track record of developing the careers of school leaders and this provides good succession planning.

Q What are the implications for staff members, some of whom may have heard negative stories from colleagues who have joined academy chains?

Staff will need reassurance all the way through the process and we should arrange an early meeting with Maggie to reinforce the rationale of Every Child Every Day.

Q Would joining the MAT lead to job losses?

In the long term, when the MAT has taken on more schools, it is possible that there will be some implications for non-teaching staff, but this must be balanced against the fact that being part of the MAT will provide more opportunities for movement between schools.

Q If the decision to begin conversion was decided today, when would it be communicated to staff and parents?

Staff and parents trust the governors to make the best decision for the school: it is essential that the GB is transparent about the decision and process and that the whole community is informed as soon as is practical, probably in September at the beginning of the academic year.

Q Might negative reactions from parents result in children leaving Darell?

We need to ensure effective communication about the process and benefit to parents by involving Maggie Bailey in meetings with parents. Her credibility and enthusiasm will help parents understand why we have chosen Every Child Every Day. We believe that joining the MAT will result in more families wanting to send their children to Darell because it will increase our capacity to improve.

Following this question and answer session, all present governors were invited to vote to accept the proposal made by the MAT working group.

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The result was a unanimous vote in favour of accepting the proposal.

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| | <p>It was therefore agreed that the resolution be carried and that an application be submitted to convert to academy status as a member of the Every Child Every Day MAT.</p> <p>Jane S explained that this was a 'pre-decision' which would now lead to the research and feasibility stage, which would then be followed by legal process of conversion. The final decision is only made next March and there is no penalty attached to pulling out before then.</p> <p>Proposed timescale:</p> <table border="0"> <tr> <td>Late Summer term 2016</td> <td>submit application form to convert</td> </tr> <tr> <td>Early Autumn term 2016</td> <td>due diligence process</td> </tr> <tr> <td>Late Autumn term 2016</td> <td>consultation with staff and parents</td> </tr> <tr> <td>Early Spring term 2016</td> <td>admin and legal work leading to</td> </tr> <tr> <td>April 2017</td> <td>final conversion</td> </tr> </table> <p>It was agreed that the job of completing the application form will be delegated to the MAT working group. The working group will complete the application form, ensuring that it is submitted before 1 September 2016.</p> | Late Summer term 2016 | submit application form to convert | Early Autumn term 2016 | due diligence process | Late Autumn term 2016 | consultation with staff and parents | Early Spring term 2016 | admin and legal work leading to | April 2017 | final conversion | MAT working group |
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| April 2017 | final conversion | | | | | | | | | | | |
| 8 | <p>Headteacher's Report</p> <p>A copy of the headteacher's report had been circulated to governors prior to the meeting. Karen B verbally updated governors about attendance: 30 children within the school have attendance under 90%</p> <p>Q What steps are being taken to address these attendance figures?</p> <p>Karen B has met the Educational Welfare Office and agreed the following actions:</p> <ol style="list-style-type: none"> 1. Parents will be invited to a meeting with Deborah Lane and Glynis Minors to discuss their child's attendance 2. School will provide clearer communications about when children should be in school and when they should not, due to illness etc 3. 100% attendance letters will be sent out each term to reward good attendance. <p>Q What progress has been made on the outstanding Education, Health and Care Plans (EHCPs)?</p> <p>Each child requiring an EHCP will receive an SEN review this term. This will provide the necessary paperwork to bring to the parental meetings planned for September. It is understood that the Local Authority has a backlog to process and local headteachers will be raising this with Rob Henderson, who oversees SEN within AfC (Achieving for Children).</p> <p>Q How can we ensure that children's needs are being met, despite their EHCPs being overdue?</p> <p>Children will receive the support that they required, even without the plan.</p> | KB | | | | | | | | | | |
| 9 | School Council | | | | | | | | | | | |

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| | Governors received a report prior to the meeting and were invited to attend the annual School Council tea party at 2.30pm on 12 th July. In the autumn term, the new School Council will be consulted on the plans for the playground area. | |
| 10 | <p>Governor Self Assessment</p> <p>A new self-assessment tool created by Michelle Robbins will be available shortly. It was therefore decided to delay the self assessment activity until it becomes available in the autumn term.</p> | |
| 11 | <p>Finance</p> <p>It was noted by governors that the budget forecasts a £113,000 deficit for 18/19. Anna G explained that this is a conservative budget, however, most local schools anticipate going into deficit over the next few years due to reductions in funding and an incremental rise in operating costs. Becoming a member of a MAT is likely to have an impact on the whole financial situation of the school and these early projections might change significantly.</p> <p>The governors accepted the recommendation from the Resources Committee and approved the budget, and passed on their thanks to Angela Catlin.</p> | |
| 12 | <p>Policies</p> <p>The following policies recommended by Resources Committee were approved:</p> <ul style="list-style-type: none"> • Statement of Internal Control • Health & Safety Policy. <p>The review of the SEND report will now be led by Judy Worth and governors will expect a further update at the next meeting.</p> <p>The Safeguarding and Child Protection Policy has been reviewed by Karen Bos. Governors approved this new policy subject to some minor changes (changing the references from Jane Johnston to Deborah Lane), prior to publication. There was some discussion over whether or not the entire policy should be published on the school website, given the level of detail about the school's procedures. After some discussion, the following suggestions were made:</p> <ul style="list-style-type: none"> • Instead of publishing the entire document online, a summary could be available for parents to read and a link given to the whole document • Safeguarding information should be displayed at Reception and all visitors required to read it before entering school. <p>The Safeguarding Policy will be taken to Achievement & Curriculum and these suggestions followed up.</p> | <p>KN to file</p> <p>KB</p> <p>KN</p> <p>FB</p> |
| 13 | <p>Governors' factsheet</p> <p>A small error was spotted (EAL as a percentage of school roll) and Kate N will re-circulate the corrected factsheet with the meeting's draft minutes.</p> | KN |
| 14 | Governor training update | |

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| | Anna Gilbert will circulate a short report on 'Looked After Children' training. Anna is the designated governor for CLA. Judy Worth is the designated staff member for CLA and a second member of staff should receive training in September. | KB |
| 15 | <p>Order of Business for 2016/17</p> <p>Governors requested that the starting time of meetings of the full GB should remain 7pm. The dates of school holidays were inaccurate. Kate to amend before re-circulating with the draft minutes.</p> <p>Stefanie reminded governors that their attendance would be appreciated at the summer fair on Sunday 3rd July. Help is needed at 1pm. Please contact Stefanie for more details.</p> | KN ALL |
| 13 | <p>Dates of next meeting</p> <p>Tuesday 13th September at 7pm.</p> | |

The meeting ended at 9.25 pm

Signed by the Chair _____

Full Governing Body

Action Table as of 28th June 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 8.1 | SEN graduated response to be communicated to parents via leaflet | KB | SEN working group will move this forwards | |
| 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 8.1 | Safeguarding Audit results to be discussed and presented to full GB | KB/JM | | |
| 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 | To be considered by SEN working group | |

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| 28/06/16 4 | List of subject links for 16/17 to be circulated with SDP link suggestions | JS | | |
| 28/06/16 4 | SEND Working Group to pursue SEND report and communications to parents | SEND working group | | |
| 28/06/16 4 | Homework guidance to be circulated for information, to governors | KB | | |
| 28/06/16 4 | Coffee morning to launch the new training/expectations for/of school volunteers | KB | | |
| 28/06/16 5 | Parent questionnaire summary to be published on website | KB | | |
| 28/06/16 7 | Proposal for PP mentoring scheme 16/17 | KB/JW | | |
| 28/06/16 7 | MAT working group to complete application for conversion to academy as part of ECED MAT | MAT working group | | |
| 28/06/16 8 | Meeting the needs of children with SEN without EHCPs: update | KB | | |
| 28/06/16 12 | All new approved policies to be filed for governors on the secure area of the website and published online or filed on the school's shared drive, as required. | KN | | |
| 28/06/16 12 | Safeguarding information for parents and visitors to be provided at Reception and on website. | KB | | |
| 28/06/16 14 | A second CLA designated staff member should receive the specific training in autumn 16/17 | KB | | |
| 28/06/16 15 | Circulate the amended order of business and corrected governor factsheet, with the draft minutes. | KN | | |