

Darell Primary and Nursery School

**Minutes of the Meeting of the Governing Body held at the School on
Tuesday 15th September 2015 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		Laura Whateley	N/A
Staff (1)	Election	Sara Tricker	May'16
Co-opted (9)	Governing Body	Janet Deboo Anna Gilbert Peter Mackie Tracey Mullins Susan Tapp Katy Scally Jane Spencer (Chair) Joanne Winship 1 vacancy	Dec'18 Dec'17 Feb'18 Jun'18 Feb'19 Dec'18 Sept'17 Dec'18

bold = absent

Also attended:

Katy Wakefield (Clerk), Deborah Lane (Deputy Headteacher), Emma Claridge (Deputy Headteacher)

			ACTIONS
1	<p>Apologies for Absence Peter Mackie, David Linnette, Joanne Winship and Susan Tapp gave their apologies, which were accepted by the Governors.</p>		
2	<p>Election of the Chair and Vice-Chair Jane Spencer was elected as Chair of the Full Governing Body (FGB) for the academic year 2015/16. Jane stated that this will be her final year in the position of Chair of the FGB at Darell.</p> <p>Jane Spencer nominated Anna Gilbert as Vice-Chair of the FGB, this was seconded by Janet Deboo. Anna was elected as Vice-Chair for the academic year 2015/16.</p>		
3	<p>Declarations of Interests No Governors declared any potential conflicts of interest with regard to items on the agenda. All Governors were asked to complete updated declarations of interest forms and submit them to the school office.</p>		ALL
4	<p>Minutes of the meeting held on the 19th May 2015 The Governors approved the minutes from the Full Governing Body meeting on the 23rd June 2015.</p>		
5	<p>Matters Arising Minute 5 – Foyles School Library Scheme application: It was reported that the application is complete and that it will be submitted by the school with the necessary attachments enclosed.</p>		EC

	<p>Minute 5 – Governor’s Checklist: It was reported that the Checklist, which is to be reviewed annually, will be updated and submitted ahead of the next FULL GOVERNING BODY meeting.</p> <p>Minute 9 - Admissions and Leavers: It was reported that there has been a lot of movement of students over the summer period, which Darell were not informed about prior to it happening. It was stated that, now the autumn term has begun, admissions will be reminded to inform Darell prior to a child being offered a place elsewhere.</p> <p>Minute 10 – School Council: How Governors can be involved with the school council was discussed. Inviting school council members to a Committee meeting as well as Governors attending a school council meeting were suggested. It was agreed that Susan Tapp is to liaise with Emily Cartwright to move this forward.</p> <p>Minute 11 Transparency and engaging with key stakeholders:</p> <ul style="list-style-type: none"> - It was agree that a board will be put up in the main reception with photos of Governors and the latest FGB minutes. - Tracey Mullins volunteered to report GB activity in the parent newsletter. This will start once a clerk is recruited to coordinate the Governors weekly update emails. - What Governor information is required on the school website will be discussed at the next Welcome Committee meeting. 	<p>JS/L W</p> <p>LW</p> <p>STa</p> <p>LW</p> <p>STr</p>
6	<p>CPD Opportunities Governors noted the 2015/16 CPD opportunities, which were circulated ahead of the meeting. It was agreed that all CPD training courses booked will be shared with the FGB via email so that all areas of training are covered.</p>	<p>ALL</p>
7	<p>FGB Terms of Reference and Code of Practice</p> <p>7.1 Terms of Reference The Terms of Reference were agreed pending an amendment required to the staff membership section, which needs to be updated to reflect the Instrument of Governors.</p> <p>7.2 Code of Practice The Code of Practice was agreed by the Governors and it was noted that Governors are expected to attend at least 75% of FGB meetings.</p> <p>The Governors discussed the number of FGB meetings that take place and it was pointed out that the school is obligated to have four each academic year. Governors agreed that two FGB meetings are required in the Autumn Term; the first one to set Governors up for the year ahead and the second one to address any issues. Whether there should be one FGB meeting scheduled at the end of the Spring Term and one at the end of the Summer Term and then flexibility regarding further meetings if required was discussed. It was stated that if Governors agree to this the Terms of Reference will need to be updated accordingly. It was suggested that fewer meetings may mean more focused working.</p>	<p>JS</p>
8	<p>Governor Responsibilities The Governors noted the Committees and the members of these Committees, which had been circulated ahead of the meeting. It was agreed that a Disciplinary Committee and an Appeals Committee will only be put together if/when they are required.</p>	
9	<p>Working Groups</p> <p>9.1 Pupil Premium Working Group It was noted that Susan Tapp will Chair this Working Group, Janet Deboo will be Vice-Chair and Tracey Mullins, Fiona Booth, Joanne Winship and Jane Spencer will be members.</p>	

	<p>9.2 MAT Working Group</p> <p>It was noted that all Governors are welcome to attend these Working Group meetings, but that the members are made up of Anna Gilbert, Fiona Booth, Jane Spencer, Kate Scally, Sara Tricker and Tracey Mullins.</p>	
<p>10</p>	<p>Headteacher's Report (verbal)</p> <p>Laura Whately tabled the updated Governors Factsheet at the meeting.</p> <p>10.1 SDP Priorities 2015/16</p> <p>It was reported that the priorities from 2014/15 continue into 2015/16. However, it was explained that some additional priorities have arisen:</p> <ul style="list-style-type: none"> - Manage change effectively; it was reported that: <ul style="list-style-type: none"> o The Deputy Head and the acting Deputy Head will both be going on maternity leave. It was explained that work is being done to look for an experienced Deputy Head who could be seconded to the school to cover this period. o There will be change in the roles within the school office and staff will be supported with this. o There is building work outstanding, which needs to be completed. o Introduction of a new assessment system; Target Tracker, and that much work is being done to understand what results will look like this year. - Improve pupil attendance; it was explained that any child whose attendance is below 90% will now be considered as having 'persistent absences' and so work will be done to improve individual's attendance. <p>10.2 Pupil Performance (SATs results)</p> <p>The Governors were taken through the results reported on the Factsheet and it was explained that the 2015 targets have been predicted, but that until the new assessment system (Target Tracker) has been in use for a couple of academic years, it is difficult to be accurate with these predictions. It was reported that Darell will be working with other local schools, who are also using Target Tracker, to support one another and to gage how the school is performing and comparing to others. It was reported that a moderation of the new system is taking place on the 30th October with Queens School.</p> <p>It was stated that teacher's performance management will also be challenging due to the introduction of the new assessments, but that Laura Whateley will raise her concerns regarding this at the next Heads Forum.</p> <p>Governors asked the following questions:</p> <ul style="list-style-type: none"> - Q Last year very ambitious targets were set and these targets were exceeded. Will such ambitious targets be set again this year? A It was stated that yes ambitious targets are being set, but that due to the new assessment system it is difficult to know what 'expected' and what 'exceeding' looks like. - Q It is important that the children do not lose out due to the change in assessments. How will this be ensured? A It was explained that the new curriculum expectations, which are now higher, will ensure that the children will not lose out. - Q How will the Local Authority be able to judge schools in this first year of the new assessment system? A It was explained that, with the higher curriculum expectations, the Local Authority are expecting a national drop in results initially. <p>It was agreed that results will be monitored closely at Achievement and Curriculum Committee meetings and that a training session on Target Tracker will be scheduled for all Governors.</p> <p>Governors were also invited to an Inset planning session on the 12th October (3:40-</p>	<p>LW</p>

	<p>5pm), when staff will be discussing the SDP priorities.</p> <p>Governors asked the following further questions:</p> <ul style="list-style-type: none"> - Q How many children started in Reception? A It was reported that 40 children started in Reception, which is 20 below capacity and that numbers are also low in the nursery. It was explained that work is being done to explore alternative nursery offerings so that it's a more attractive option for working parents. It was pointed out that, if nursery children numbers are affected, the decision will need to go through a consultation process. - Q Have AfC commented on Darell's low numbers in Reception? A It was explained that AfC defend their demographic data, which supported the need for another school in the area. It was stated that such low numbers are not sustainable and that whether the office building work, which is worth £50k, goes ahead needs further consideration at the next Resources Committee meeting. It was suggested that the school capitalises on the new school building and it was agreed that this will be discussed further at the next Welcome Committee meeting. 	<p>PM</p> <p>STr</p>
<p>11</p>	<p>Governing Body objectives for 2015/16</p> <p>The importance of clear objectives to ensure FGB and Committee meetings are focused was reiterated. The idea being that Governors' time is used effectively and that clear outcomes are achieved.</p> <p>Laura Whateley stated that the Governor link visits are very helpful for not only Governors, but the staff as well. Laura suggested that Governors join the monitoring the Senior Leadership team (SLT) does already rather than scheduling separate monitoring sessions so that extra work is not created. It was stated that, by Governors joining SLT monitoring sessions, they will be able to see the impact and cycle of change first hand and that this information then needs to feed into the analysis of results at Achievement and Curriculum Committee and Pupil Premium Grant Working Group meetings so that Governors are aware of the context of the data.</p> <p>The following Governing Body objectives were suggested:</p> <ul style="list-style-type: none"> - Ensure the school is resourced as best it can be to achieve the SDP objectives; - Ensure that the school has a robust leadership structure in place; - Ensure that the right teaching and support structure is in place; - Ensure delivery of the curriculum; - Examine Multi-Academy Trust (MAT) status and make a decision; - Continue to work towards improving Darell's reputation. <p>External funding for the school was discussed and it was suggested that the school recruits an Intern, whose focus could be to manage and pursue any funding opportunities. It was agreed that this will be discussed with the School Business Manager.</p> <p>Academy conversion proposal</p> <p>It was reported that the MAT Working Group did some research over the summer and that this work will be circulated to the FGB with the minutes.</p> <p>It was reported that an external advisor will be required to guide the Governing Body through this decision making process and that Jane Spencer has been trying to find a suitable person for this role. It has been advised that the two decisions the Governing Body need to make; whether Darell converts to an Academy and, if it does, whether it should join a MAT, should be made at the same time.</p> <p>It was reiterated that the Governing Body will need to consider all options available.</p>	<p>LW</p> <p>KW</p>

	It was stated that there is a MAT meeting being held for this area on the 12 th November. It was agreed that Jane Spencer, Laura Whateley, Tracey Mullins, Anna Gilbert and Sara Tricker will attend this meeting.	
12	<p>Policies</p> <p>12.1 Instrument of Government The Instrument of Government, circulated ahead of the meeting, was agreed by the Governors.</p> <p>12.2 Attendance Targets It was reported that the national target for attendance is 95%, therefore Darell's target is 96%. The target % for 'persistent absence' improvement will be circulated to Governors.</p>	LW
13	<p>AOB</p> <p>13.1 Welcome Committee It was reported that the agenda for the next Welcome Committee meeting will be circulated ahead of next week's meeting.</p> <p>13.2 School website Governors were asked to send Sara Tricker their feedback on the new website.</p>	ALL
14	<p>Dates of next meeting Tuesday 8th December at 7pm Tuesday 2nd February 2016 at 7pm Tuesday 22nd March 2016 at 7pm Tuesday 10th May 2016 at 7pm Tuesday 28th June 2016 at 7pm</p>	

The meeting ended at 9.10 pm

Signed by the Chair _____