

Darell Primary and Nursery School

**Minutes of the Meeting of the Governing Body held at the School on
Tuesday 8th December 2015 at 7.00 pm**

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	Governing Body	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 Katy Scally Jane Spencer (Chair) Joanne Winship 2 vacancies	Dec'18 Dec'17 Feb'18 Jun'18 Dec'18 Sept'17 Dec'18

bold = absent

Also attended: Julia Hunt (Supply Clerk), Emma Claridge (Deputy Headteacher), Jonathan Croft, Jenny Mikkelsen

ACTIONS

1	<p>Welcome and Apologies for Absence JS welcomed governors to the meeting. There were no apologies for absence. Peter Mackie was absent without apology.</p>	
2	<p>Declarations of Interests No declarations were made.</p>	
3.	<p>Governor Membership JS introduced two prospective governors Jonathan Croft (JC) and Jenny Mikkelsen (JM) to the governing body for their consideration. JC and JM outlined their skills and experience and governors voted unanimously to appoint JC and JM as co-opted governors.</p>	
4	<p>Minutes of the meeting held on the 15th September 2015 Governors agreed responsibility for Sports Premium should fall within the Resources Committee and not the Pupil Premium Working Group. Clerk to amend item 9.1 of the minutes. Governors approved the minutes from the Full Governing Body meeting on the 15th September 2015 subject to the amendment.</p>	Clerk
5	<p>Matters Arising Minute 3 – Declaration forms: Actioned. JC and JM to complete declarations of interest forms and submit them to the school office. Minute 5 – Foyles School Library Scheme application: The school's application was successful and a grant of £4,000 has been awarded which will be used to purchase new books for the library. The application showed a good collaboration between staff and governors.</p>	JC/JM

	<p>Minute 5 – Governor’s Checklist: Actioned.</p> <p>Minute 5 - School Council: The Headteacher recruitment process has provided governors with a good opportunity to engage with the school council.</p> <p>Minute 5 – School Noticeboard: Outstanding. A group photo of governors to be taken after the meeting and uploaded to the website.</p> <p>Minute 7 – Update Terms of Reference: JS to amend ToR with information from Instrument of Government</p> <p>Minute 10.2 – Target Tracker: A training session has been arranged for 2.30 pm on 11 January 2016 and governors are welcome to attend.</p> <p>Minute 10.2 – Building Work: The office refurbishment will be financed out of the capital budget and will take place during Christmas holidays. Arrangements in respect of the Head’s office will be discussed with the new Head.</p> <p>Minute 11 – Internship: Initial contact has been made with St Richard’s who have experience of an intern. It was agreed AG will liaise with Angela Catlin to move this forward.</p> <p>Minute 11 – MATs: Actioned. LW to update further in agenda point 9.</p> <p>Minute 13.2 – Website: The feedback form is on the website and has been well received by parents.</p>	<p>ST</p> <p>JS</p> <p>AG</p>
6.	<p>Headteacher Recruitment Update</p> <p>JS was pleased to confirm that Karen Bos has been appointed as the new Head and will be in post from February half term.</p> <p>JS outlined the interim leadership arrangements and confirmed Elaine England will be acting as part time interim Head with Jane Johnston as acting Deputy. Heads from schools within the locality have kindly offered support and assistance if required.</p> <p>AG and JS will meet with Angela Catlin to discuss the financial implications of these interim arrangements.</p> <p>Governors stressed the need to ensure the leadership team are fully supported during this interim period and LW gave her assurance that steps have been taken to address this.</p> <p>A communication has been circulated to parents notifying them of the new appointment and details of the interim arrangements will be included in the newsletter this week.</p> <p>JS thanked governors for their involvement in the process and governors felt the process was a good learning experience for the FGB as a whole.</p>	<p>AG/JS</p> <p>JS</p>
7.	<p>Clerk’s Report</p> <p>Julia Hunt (supply clerk) gave an update on key issues arising from the LA’s clerks’ briefing in November.</p> <ul style="list-style-type: none"> - Designated safeguarding leads should ensure their training is updated every 2 years - The Governor Handbook has been updated and is renamed The Governance Handbook. - Register of business interests and governor attendance should be on the website and readily accessible. - Enhanced DBS checks for governors is likely to become mandatory in 2016. Although all governors had been checked it was agreed any governors with checks older than three years and the two new governors should contact Angela Catlin with their details for a new check to be undertaken. - Advice from the School Governance Regulations 2013 recommends that governing bodies produce an annual statement of governance. 	<p>SA</p> <p>ALL</p>
8.	<p>Committee Meeting Reports</p> <p>Minutes from committees had been circulated prior to the meeting.</p>	

	<p>8.1 Achievement and Curriculum (Fiona Booth) The primary challenge for this committee is establishing effective measures to track a child's progress without levels.</p>	
	<p>8.2 Resources Committee (David Linnette) A more limited office refurbishment of the old Food Tecnology room is taking place at a cost of £29,000 from the Capital budget rather than the previous estimate of £50,000. Budget projections are slightly better than expected with a carry forward next year. It is likely the budget will not be in deficit for the next 2 years although the reduced number of Reception pupils will have an impact.</p> <p>8.3 Welcome Committee (Sara Tricker) The website update has been the primary focus of this committee. The website photos have been well received but the diverse nature of the school's population needs to be better represented. Q. How soon will the governor area be available? A. This is on the agenda for January's meeting. The appointment of a clerk will be key in helping to populate this area.</p> <p>This term two Reception open days and one Nursery open day have taken place and the Nursery will be full from January. Q. How do families know about our full time provision? A. During the open day parents were informed although given the limited number of places available this was not widely publicised. Q. Are we funded twice if children attend more than one session? A. No, only one session is funded.</p> <p>The work being undertaken on vision has been put on hold until the new head is in post.</p> <p>Q. Have any parents raised security concerns following the recent terrorist attacks? A. Yes, a school trip to St Paul's took place shortly after the Paris attack and parents were given the option not to send their child although in fact all children attended. In line with safeguarding procedures a thorough risk assessment had taken place and the decision was made to proceed in line with LA guidance.</p> <p>8.4 PPG Working Party (Joanne Winship) The next meeting is on 14 December. 82 children (excluding Nursery children) are receiving funding, which equates to a sum of £107,000. Case studies were submitted to the meeting which gave governors a better insight.</p> <p>8.5 Pay Committee (Jane Spencer) FW, AG and JS met with LW and a number of teacher appraisals were evaluated to support and evidence decisions made. The committee are confident that robust procedures are in place.</p>	
9	<p>Headteacher's Report An updated Governors' Factsheet was tabled at the meeting. The Factsheet will be updated prior to each FGB meeting.</p> <p>9.1 Overview LW gave an overview of the school's achievements during her time as head; improved teaching standards; building improvements providing an enhanced learning environment for the children and strong distributed leadership. The ethos of inclusion is strong and the school is committed to welcoming vulnerable children.</p> <p>9.2 Challenges ahead Schools in the locality, including those in the private sector, are experiencing similar challenges around pupil numbers Academisation is a reality for many schools. Governors and the new head will need to work together closely to give MATs their consideration. The amount of work required as part of the academisation process is extensive and the new Head will require plenty of support. Q. Was academisation discussed during the</p>	SLT

	<p>interview process? A. Yes. The new head comes from a soft federated school.</p> <p>9.3 Behaviour for Learning This continues to be a priority. Year 6 pupils are excellent role models however there are a small number of challenging children within the school.</p> <p>9.4 Strategic Planning Both the SDP and SEF are complete and extensive planning has been undertaken to mitigate any issues during the forthcoming transition period. The middle leaders are strong and a Strategic Management Team (SMT) has been established comprising of English, Maths, Science and Early Years middle leaders. The new Head will need to consider the deputy situation.</p> <p>9.5 General Performance management has been completed for all staff except support staff which runs from January to January. The new EWO has helped improve attendance and punctuality is improving. Staff have recently attended a very informative training session on Prevent. This training will be available to governors in the New Year.</p>	
10.	<p>Assessment without levels update Details of the new assessment system has been circulated in the newsletter and staff have been working closely with other schools to ensure judgements are consistent and accurate. The time required to assess the children was underestimated and staff have felt under pressure during the process. However staff really know their children and pupil progress meetings are setting really challenging targets. Six steps of progress is sufficient progress and some year 6 children are being set nine. A revised list of targets will be circulated. Q. What are the levels of expectation? A. The score of 100 may equate to an old score of 4A/5C although this is yet to confirmed. KS1 levels are low currently and the upper level children have not been taught to the new curriculum. The maths curriculum appears especially challenging. Q. Is Maths Mountain still ongoing? A. Yes. Sarah Milliner is the lead on this. Although the floor standard of 85% is not applicable to this year's results the school is nearer 45/50%. It is possible that the 85% figure may be revised following the publication of the results. Q. Do we have the resources to help children address the gaps in their learning? A. Yes, this forms part of a teacher's normal planning. An additional challenge is how best to stretch the more able children. It is also harder to show progress with this group of children as their progress will be on developing mastery.</p>	EC
11.	<p>SDP and SEF The SEF was not circulated prior to the meeting but will be circulated with the draft minutes. The SDP requires the following amendments on page 1: - Correct dates in colour to be inserted - Title reads School <u>Improvement</u> Plan not School <u>Development</u> Plan Q. Who will take over responsibilities on the SDP now both deputies are on maternity leave? A. A meeting will take place next week to allocate responsibilities.</p>	Clerk LW
13.	<p>Any Other Business JS made a presentation to LW on behalf of the governors thanking her for the contribution she has made to the school during her time as Headteacher.</p>	
14	<p>Date of next meeting Tuesday 2nd February 2016 at 7pm</p>	

The meeting ended at 8.35 pm

Signed by the Chair _____