

Minutes of a meeting of the Governing Body of Sowerby Community Primary School held on 12th September 2016 at 6.30pm at the school.

Present: Paul Cullen(Chair), Polly Crook, Alison Mount, Keeley Ungerechts (Headteacher), David Tucker, Andrea Lloyd, Luke France, Chris Kee, Charlotte Daynes, Karen Holdsworth, Polly Holme

Apologies: Sally Valentine, Alison Mount, Ewan McIntosh, Andrea Lloyd

In attendance: Ellen Wilson (Clerk)

Core Functions of GB:

- **Ensure clarity of vision, ethos and strategic direction**
- **Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- **Overseeing the financial performance of the school and making sure its money is well spent**

Minute No.		Action
PART 'A' – PROCEDURAL		
FGB 87 2016	<p><u>Apologies for absence</u> Apologies received from:</p> <p>Alison Mount Ewan McIntosh Andrea Llyod Sally Valentine</p> <p>Resolved: Apologies accepted and consented to. (2) Due to the chair being unable to attend the meeting Paul Cullen Vice Chair chaired the meeting. (3) Catharine Barker has resigned as a Governor from 1st September 2016. (4) Clerk look into Local Authority availability for governors.</p>	Clerk
FGB 88 2016	<p><u>Declarations</u> Resolved: No declarations of interest received.</p>	
FGB 89 2016	<p><u>Confidentiality</u> Resolved: The part of the agenda relating to Academy conversion & Headteacher Performance Management should be treated as confidential and therefore excluded from the minutes made available for public inspection.</p>	
FGB 90 2016	<p><u>Complete Annual Paperwork</u></p> <ul style="list-style-type: none"> • Declaration of business interests • Publication of governors details • Register of interest 	

1 SignedChair

	Resolved: (1) All Governors present completed the annual paperwork. (2)All absent governors would complete paperwork at the next meeting.	Clerk
FGB 91 2016	<p><u>To approve minutes from the last meeting</u></p> <p>FGB 73 2016-The New Governors are Charlotte Daynes, Karen Holdsworth, Polly Holme. FGB 79 2016-This is early punctuation and grammar testing.</p> <p>FGB 79/2016- the schools don't not trust the judgment but pupils need to be assed in levels and may come from a different cluster in age related.</p> <p>FGB 79 2016-These are not new appointments but new roles within the school. Helen Gibson is assistant Head and Susan Dougherty has joined the SLT.</p> <p>Resolved: The Minutes of meeting on Monday 16th July 2016 to be amended to approval at the next meeting.</p>	
FGB 92 2016	<p><u>Matters Arising</u> Resolved: All agreed there are no matter arising.</p>	
FGB 93 2016	<p><u>Governor Training Requests</u></p> <p>The clerk to circulate Introduction to Governance training dates for the new Governors.</p>	
FGB 94 2016	<p><u>Allocate Governor Class Links</u></p> <p>The chair had circulated new link governor allocations to the Governing Body for approval. The Headteacher informed Governors of a number of name and class changes.</p> <p>Q-Is it deliberate the new Governors have the older section of the school? A-No this is to avoid parents being linked with the same class as their children.</p> <p>Q-Can I confirm the email address for staff? A-The Head informed governors of the contact details for each class teacher so they could get hold of the correct class.</p> <p>Q-Should governors contact the class? A-Yes the governors should contact the class teacher.</p> <p>Q-How will I perform my link governor role? A-If are allocated literacy you would arrange to speak Literacy lead in school and report back to the governing body.</p>	

Q-Can you tell me the lead for each of the link governor roles?

**A-Finance- Sue Chapel
Health and Safety-Headteacher
Data-Headteacher
Inclusion-Carol Merifield
Safeguarding-Headteacher
Pupil and Sport Premium-Headteacher
Literacy-Susan Dougherty
Numeracy-Alison Mount
Science -Angela Stringer
Early Years-Helen Gibson
ICT-Avril crack
Policy-David Tucker/Sally Valentine /Headteacher and Val**

The chair took nominations to assist with a number of surveys due for completion.

Q-What do we need to do as Governors?

A-Ensure the questionnaire's go out on time and ensure the information is collated once returned.

Q-Do you need to be good at excel?

A-No, the Headteacher is looking to use Prospective Lite to analysis the results of the Parent and staff questionnaire, this could only be send to the parents the school holds an email address for. The Headteacher to complete a test via on via Marvelous Me.

Q-Is parents don't have access to ICT could this be picked up at parents evening?

A-Yes they could complete this at parents evening if we time the two alongside each other.

Q-How often are the surveys circulated?

A-They normally go out one per term, but due to the New Headteacher they all went out at Easter.

Q-Who completes the pupil's questionnaire?

A- KS1 is completed via thumbs up and thumbs down and one is completed for the full class.

Governors decided for the Early Years, Pupil and Parents questionnaire to all be circulated at Easter this means they can pick up on any themes throughout the school. The staff questionnaire will be completed at the end of the academic year. They decided on the following governors to complete each questionnaire:

Pupils-David Tucker
EYFS-Polly Holme
Parent-Karen Holdsworth
Staff-Headteacher

	<p>Resolved: (1) The Governing Body approved the new class link roles. (2) The Governing Body decided on which governors would assist in undertaking each survey.</p>	
<p>PART 'C' – SCHOOL IMPROVEMENT</p>		
<p>FGB 95 2016</p>	<p>Safeguarding and Health and Safety</p> <ul style="list-style-type: none"> • Update on new classroom construction • Disclosure by Association <p>New Classroom Construction</p> <p>The construction of the new classrooms were delayed but were handed over at the start of term. The site manager needs to return to sign the completion document due to some access problems but this should be resolved this week. There have been a number of minor issues which are currently being resolved.</p> <p>Due to the new classrooms the Headteacher is looking to update the fire policy to ensure these can be effectively evacuated and is looking to implement a separate telephone or intercom system to communicate with the new classrooms.</p> <p>Q-Why have you added a padlock to enclose the playground? A-This is to ensure there is no unauthorised access, there is a coded padlock so this can be opened by all staff at playtimes.</p> <p>Q-What about fire drills? A-The school will have a planned talk through to ensure all pupils are aware of exit routes and a number of pupils having disabilities, after this they will have a timed evacuation where the Headteacher puts a number of obstacles in the way to ensure best practice is followed.</p> <p>Disclosure by association</p> <p>Annually all staff must complete disclosure by association all staff must declare if anybody living with them has a criminal conviction.</p> <p>The new staff have completed all relevant safeguarding in the induction.</p>	
<p>FGB 96 2016</p>	<p><u>Policy Review Update</u></p> <p>A report in relation to a proposed policy schedule was circulated prior to the meeting.</p>	

	<p>Q-What are the actions needed? A-We had to plan out step by step the polices which needed to be removed and amalgamated and which still needed to be approved by governors. Q-Are we going to spread these out so they are a little bit more manageable? A-Yes this is the next step.</p> <p>Resolved: Governors approved the principle of the policy schedule.</p>	
<p>FGB 97 2016</p>	<p><u>School Development Plan</u></p> <p>The School Development Plan was circulated to governors at the meeting. This highlighted the key main points the school is concentrating on this academic year. This is displayed in the Staff Room so all staff are aware.</p> <p>The School Development plan has been completed under the Ofsted ratings.</p> <p>Effectiveness of Leadership & Management Quality of Teaching and Learning Personal Development, behavior and welfare Outcomes for Children Buildings and Premises</p> <p>The Headteacher highlighted each item on to the School Development plan to Governors. One key element is strengthening the leadership in the school for Early Years, the Headteacher is looking make the nursery part of the school, this will provide wrap around care to all pupils.</p> <p>Q-Does Marvelous Me take up a lot of staff time? A-No this doesn't take up to much time for staff this is just sharing the information.</p> <p>The Headteacher will continue to develop the school alongside the School Development plan.</p> <p>The school has been selected to receive some funding for the playground form Tesco, this may be £8000, £10,000 or £12,000. The Headteacher will communicate with Governors & Parents once she has further information,</p> <p>The Governors commented they liked the style of the School Development Plan.</p> <p>Resolved: The Governing Body approved the School Development Plan.</p>	

	<p><u>Challenge</u></p> <p>The Governors will take away the challenge “If you were to describe the strengths and weaknesses of your school succinctly, what would you say?” and report back the next meeting.</p> <p>Resolved: Clerk to add to the agenda for the next meeting.</p>	
	The meeting closed at 8.30pm	