

Outwoods Primary School

Minutes of the Meeting of the Full Governing Body (Curriculum and Staffing Focus) held in the School on Monday at 12th October 2015 at 4.30 p.m.

Present: Mrs D Shaw (Chair) Mrs L Wells (Headteacher) Mrs M Collier (Vice-Chair)
Mrs J Hunt, Mrs R Winter, Miss J Smart, Mrs J Yates, Mr R Fraser, Mr J
Marshall, Mrs A Parakath & Mrs J Lowe

In attendance: Mrs J Deaville, (Clerk to the Governors)

1 Apologies

Resolved - That apologies for absence be received and accepted from Mrs D Waddington, Mrs D Bacon and Mrs R Oliver.

2 Governing Body Matters

a) Membership

Governing Body membership changes since the last full meeting of the Governing Body and known to be taking place before the next full meeting were reported by the Clerk. It was reported that Mr Guy Jones has resigned as Foundation Governor due to work commitments. Mrs Shaw will be writing to Mr Jones to thank him for his work on the governing body. The Clerk advised governors that both Mrs Shaw and Mrs Yates terms of office were due to end at the end of November.

Resolved - Governors agreed that Mrs Shaw and Mrs Yates be re-elected and that their term of office shall be 4 years. Mrs Grant, having been nominated by the Trust was elected as a Foundation Governor and her term of office shall be 4 years.

b) Confidentiality

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

c) Register of Business Interests

Governors were reminded of the requirement for them to update the register of business interests on an annual basis.

Resolved - – All governors present signed the register and it was noted that this information must be published on the school website. Absent governors will be asked to sign at the next full meeting in November.

d) Declaration of Interest

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

e) **Code of Conduct**

Governors were advised that they should have a Code of Conduct in place that all serving Governors agree to and understand and that arrangements are in place to ensure that all new Governors are made aware of the code when joining the Governing Body. An updated code of conduct had been produced which included an agreement to publish governor details and the register of pecuniary interest on the school website.

Resolved - that the Code of Conduct be adopted by the Governing Body.

and

That all Governors agree to follow the Code of Conduct.

That new Governors will in future receive a copy of the code at the time of their appointment.

f) **Instruments of Government**

Governors were reminded that following the statutory requirement to reconstitute before 1 September 2015, all Governors should now have a copy of their new Instrument of Government.

Resolved – That all Governors have received a copy of the new Instrument of Government

That new Governors will in future receive a copy of the Instrument at the time of their appointment.

3 Minutes of the Previous Meeting

Resolved - That the Minutes of the full Governing Body meeting held on Monday 13th July 2015 be approved.

That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

4 Matters Arising from the Previous Meeting

Item 5 (b) Finance committee – Mrs Wells reported that we have only just got the sensory room working – one problem had been that the videos were not working as the LA filter was blocking them. It was finally sorted out but due to the length of time it had taken, staff had forgot the training they had received and the amount of information they had had to digest.

Item 6 (a) Mrs Wells reported that she had received a progress report document from the Local Authority. All boxes were green which is good. Mrs Wells added that praise should go to the Year 6 teachers. The following progress was reported:

2 levels progress in maths is better than county and national.

2 levels progress in English is better than county and national.

2 levels progress in reading is better than county and national.

3 levels progress in reading is better than county and national.

3 levels progress in writing is better than county and national.

3 levels progress in maths is better than county but not quite national.

Item 6 c) Following Mrs Shearer’s evacuation observations, the emergency evacuation procedures have now been re-written.

Item 6 d) Behaviour – one child had had a fixed term exclusion not had been excluded.

Item 6 f) Horninglow – a confidential report has been received which is very favourable.

Item 9 d) Only two members of staff were given the position of Temporary School Improvement Project Leader TLR3 posts as there had been a glitch with science due to the LA forgetting the school.

5 Review of Committees and Nominated/Link Governors

a) Committees

In line with requirements, Governors were asked to review the establishment, terms of reference, constitution and membership of all committees. These details are to be included on the school website.

Resolved – i) The Governing Body reviewed and agreed the following committees:

Staffing and Curriculum
Buildings, Grounds and Finance
Health & Safety
Pay & Performance Management
Staff Appeals*
Staff Discipline*
Pupil Discipline*

*These meetings will be convened when necessary and three Governors will be asked to attend.

AND

ii) That the terms of reference for committees of the Governing Body be approved.

b) Nominated Governors

Governors were asked to review their nominated Governor appointments/allocations, agree terms of reference and reporting arrangements.

Governors were also informed that they must have a Child Protection Governor, Looked After Children Governor and Prevent Governor. It is advisable to have a Special Educational Needs (SEN) Governor, Pupil Premium Governor and someone to deal with Governor Training and Development.

It was further noted that Governors also may wish to appoint nominated Governors to cover areas of the curriculum, be attached to a year group or key stage or as a link to the School Council.

Resolved: That the following nominated Governors be appointed:

Prevent – Margaret Collier
Child Protection – Lesley Wells
Looked after Children – Lesley Wells
SEN – Margaret Collier and Amy Parakath

Pupil Premium – Denise Shaw

Governor Training and Development – Joanne Smart

Mrs Deaville reminded Governors that Committees and nominated governors should be included on the school website including the terms of office. It was agreed that a short resume from all governors should also be included on the website. Mrs Deaville requested that this be sent to her as soon as possible.

6 Reports

a) Chair's and Vice-Chair's Actions

The Chair and/or Vice-Chair reported that they had not undertaken any actions on behalf of the Governing Body since the last full Governing Body meeting.

b) Committees

Staffing Committee

The minutes of the meeting which took place on Monday 22nd June 2015 at 4.30 pm had been circulated with the agenda papers.

Resolved - That the Minutes of the Staffing Committee meeting held on Monday 22nd June 2015 be approved.

Matters Arising: There were no matters arising.

7 Items from the Governors Diary: Resignations, Retirements and Appointments:

Terminations: The following contracts have been terminated:

Lisa Brown has resigned as Lunchtime Supervisor. She is moving to the Isle of Wight.
Jane Smith has resigned as Music Teacher. She has agreed to stay on as a supply teacher until at least Christmas.

Appointments: We have appointed the following staff:

Rebecca Heathcote – Teaching Assistant (Single Pupil) 20 hours – this position is a temporary contract and is funded.

Amy Gower – Lunchtime Supervisor. Amy replaces Lisa Brown.

Karolina Mabatid – Casual Lunchtime Supervisor

Variations to Contracts:

Leanne Gaffiney will cover one to one teaching until Christmas.

Dan Richins – additional 3 hours.

Jaclyn Taylor has a temporary increase of 3.25 hours until the end of term due to considerable increase in SEN paperwork from the local authority.

c) Nominated / Link Governors

SEN Governor, Margaret Collier reported that she had recently been in school to receive an update on SEND provision in school. Present at the meeting was Mrs Taylor (SENco) Mrs Grant (former SENco) Mrs Collier (SEN Governor) and Mrs Parakath (Shadow SEN Governor). Mrs Collier updated governors on the SEN provision and a copy of the report is attached.

Resolved – That Mrs Collier be thanked for her report.

Child Protection and Looked after Children, Mrs Wells distributed the Looked after children report to governors along with a safeguarding induction sheet which is given to all new staff/volunteers and students.

Resolved – That Mrs Wells be thanked for her report.

8 Headteacher's Report

Mrs Wells reported that the Headteacher's report would be circulated at the next Governing Body meeting in November.

9 School Term and INSET Dates

Governors were advised to note the dates provided by the Local Authority and, if necessary, consult with the Headteacher as to when the INSET Days are to be taken.

Resolved – Governors agreed the school term and inset dates.

10 School Improvement and Evaluation

a) School Development / Improvement Plan

Governors were asked to receive a progress report from the Headteacher on the implementation of the School Development Plan for 2014-2015. Mrs Wells had previously distributed the evaluated plan and the new plan. Mrs Wells explained that the maths/English and assessment co-ordinators plans were a large part of the new plan.

Resolved –

i) That the report be receive with thanks

b) Evaluation

Governors were informed that it is good practice to evaluate their own performance and that the NGA 20 questions are included in the Entrust Information Pack to support this.

Resolved – The Governing body will look at their own performance.

c) The Full Report – RAISEonline

Governors were asked to note that the RAISEonline full report will be issued by Ofsted during the Autumn Term and will be made available for schools to access through the RAISEonline website.

Resolved - That arrangements will be made for the Governing Body to see the RAISEonline full Report. Raise on line - Mrs Wells reported that the data would not be out until the following week with Arbour data following 2 days later. She advised that governors should not print this off as copies would be available at the next meeting when the data would be discussed.

11 Safeguarding and Prevent Duty

Governors were advised that a report should be received from the Headteacher.

The Governing Body should check that a return has been made to the Local Authority as requested by 22 June 2015 as any Governing Bodies which have not completed the audit will be contacted by the Local Authority. Governors were also advised that arrangements should be put in place to enable the Governing Body to monitor incidents and responses.

Governors were also made aware that following the publication of the DfE statutory guidance in March 2015 on “Keeping Children Safe in Education” and “Working Together to Safeguard Children”, the policy template should have been reviewed and updated to ensure it is in line with statutory guidance and current local practice.

Resolved – All publications have been reviewed and updated. All staff/volunteers/students have signed declarations. All staff and pupils families have received a copy of the safeguarding and prevent publication. Mrs Deaville reported that the Single Central Records is up to date and safeguarding level 1 training is all up to date except new staff who will attend the next available course.

12 Privacy Notice 2015-2016

Governors were advised that proper arrangements should be in place to conform with requirements.

Resolved – All pupils and staff have been issued with the Privacy Notice and a copy is displayed on the website.

13 Human Resources

i) Newly Qualified Teachers

Governors were asked to note information about the appointment and induction of Newly Qualified Teachers and confirm that proper arrangements are in place.

Resolved – Mrs Wells reported that we do not currently employ any Newly Qualified Teachers.

ii) Headteacher Performance Management

Governors were advised that the requirements for the review of the Headteacher's Performance Management were set out in the Education (School Teachers' Appraisal) (England) Regulations 2012.

Governors were advised to check whether the Headteacher's Performance Management had been carried out and, if not, to schedule a time for this to take place.

Resolved - The Headteacher's Performance Management review is due to take place on 4th December 2015 and the Headteacher reported back on her three objectives in detail.

14 Policies and Procedures

Governors were advised to approve any new policies or any other policies due for review.

Resolved - Governors agreed to ratify the following policies:

LA Redundancy and Reorganisation policy
Prospectus 2016/17 includes school uniform
Gritting and leaf removal plan
Fire Drill
Helpers in School
School Admissions code
Admission arrangements 2017/18
Length of school day
Staff handbook
Student induction
Induction checklist
Whole school pay policy
Equality information and objectives
School Terms, Holiday and Training Dates 2016/17

Governors agreed that the Inclusion Policy be reviewed in the spring term due to significant changes and re-wording.

15 Consultation on Proposed Admission Arrangements 2017-2018

The Clerk presented the report and asked Governors to comment on the school's Published Admission Number (PAN) for 2017-2018. The Clerk reported that the response pro-forma should be returned to the School Admissions Team by Friday 2nd December 2015.

Resolved – That there are no proposed changes to the admission arrangements and the published admission number for 2017/18 will be 60.

16 Other Information Items

It was noted that information on the following items is included in the Governor Information Pack.

- a) Raiseonline
- b) Coasting Schools
- c) DfE Guidance: Mandatory Timelines
- d) Service Children
- e) National Curriculum
- f) School Websites
- g) Special Educational Needs and Pupil Premium Information
- h) Assessment Update
- i) Ofsted
- j) Evaluation of Pupil Premium Spending
- k) Making Best Use of Teaching Assistants
- l) Music Update
- m) PSHE
- n) Health and Safety

Resolved -

- i) That the additional information provided in the Governor Information Pack be received and noted.

17 Confidential Items

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

Resolved - That no items were identified as requiring to be recorded in a confidential appendix to the minutes.

18 School Items

- a) National Child Measurement Programme is an important element of the governments work to tackle childhood obesity. Summary results for Outwoods show a proportion of pupils measured that were overweight or obese were higher compared to the total of all schools in Staffordshire LA.
- b) Pupil Premium grant expenditure – Mrs Wells distributed a copy of the Expenditure report to parents 2014/15.

19 Dates and Times of Future Meetings

Resolved - That the next full governing body meeting (Finance, Building & Health & Safety Focus) will take place on Monday 23rd November 2015 at 5.00 pm.

Chair

Date