

GAYTON JUNIOR SCHOOL

Minutes of Full Governors' Meeting held on 7th December 2015 at 6.30pm – 8.10pm

Present: S Wilson (Head) R Singh (RS) T Priestley (TP) B Stewart (BS) from 6.43pm
A Cokayne – Chair R Burnett (RB) D Costema (DC)
V Green – minutes S Mahal (SM) D Tomlinson (DT)

In attendance: J Hill (JH) & L Hill (LH) [Observers] J Chapman (JC) [Head designate]

1 **Apologies for absence and consent**

Action

Apologies were received and accepted from H Church, H Ebison, A Bashir and A Brown (clerk)

No apologies were received from C Warren, Clerk to follow up.

Clerk

2 **Declaration of Interest**

Governors are reminded that they must declare any pecuniary or similar interest they may have in any agenda item.

There was no declaration of interest.

3 **Review of Membership** – appointments/resignations/end of office/vacancies/welcome of new governors

Tonight's meeting was the final one for Sally Wilson, Tim Priestley and Beverly Stewart.

S Mahal and D Costema were co-opted as governors. JC opted to become a governor on 1 January 2016.

Vacancies: 4 Co-opted Governors and one elected governor. JC will launch an election for a parent governor in January. The skills gap that needs to be filled is knowledge of the local community and businesses.

Head

4 **Minutes of the last meeting and matters arising from the last Meeting – 7th October 2015**

Governors reviewed the minutes from the last meeting, a copy of which had previously been distributed and was also available at the meeting.

Items for Action:

Items 4, 5 and 8 have been actioned.

It was agreed that the minutes were a true and accurate record and were signed by the Chair.

Safeguarding – there is PREVENT training on 9th December at 4pm for all staff which governors are also invited to.

Discussion of the school's Vision was postponed until the new Head is in place.

- **Premises, health and Safety, Finance**

TP drew attention to the back-pay due to a Playleader and affirmed that the new caretaking arrangements are working well and demonstrating Best Value. The support staff equal pay review has been postponed again, this time until 1 June 2016. The carry forward in March will be in the region of 6.8% of the budget.

The SFVS (schools financial value standards) document has been completed. Governors agreed that this may be signed off by the Chair.

Derby Moor School is tendering for a catering contract for a five year period which will include Gayton. There may be additional costs against wear and tear. *Time will be of the essence so Governors delegated power to HC to track and approve this process on behalf of the school. SM offered her help on the legal side.*

The committee had adopted a range of policies.

- **Personnel and pupils**

VG drew attention to how well the Premises Manager role is working out. Upon hand over to the new Head all approved policies will be available to her on the Head's laptop and on the school server. The committee had received the resignation of the Clerk from 31st December. Every effort has been made to replace her but without success. Governors are grateful that AB has agreed to remain in post for a further 3 months if necessary. The support staff equal pay review has been postponed again, this time until 1 June 2016. The committee had agreed that if possible workloads should be increased to prevent staff suffering a loss in pay. The committee had received, scrutinised and agreed incremental rises in pay for some teachers. Arising out of the SDP governors asked and were reassured that pupils have a good understanding of how to remain safe online.

The committee had adopted a range of policies.

- **Standards**

This meeting had been held less than a week prior and the minutes were not yet available. Governors will receive these at their next meeting.

Clerk

6 **Chair's report**

See the Chair's remarks at the end of these minutes.

7 **Head's Report (including update on School Evaluation, the SDP and the SIP's report)**

The Head (SAW) presented her final report to the GB.

TP takes up his new post at Redwood Primary in January. K Hallam, supported by JH, has taken on responsibility for PE and Sports premium funding as well as leading on the Arts Mark. R Aujla has asked to return from maternity leave in June on a 4 day contract.

There are 366 children on role 19.2% of whom are Ever6 or CLA. 74.7% of FSM children take a meal. Attendance to date is 96.96%. 18.4% of children have SEND, slightly below the English average.

G Evans has taken responsibility for SMSC and has introduced a value for the month to raise its profile. She is rewriting the RE scheme of work based on "All Our Worlds." R Burnett has spent this very day in school conducting learning walks and interviewing pupils with regard to SMSC. The younger the pupil the lower is their understanding of this aspect of the curriculum.

L Trimbee is now the Lead Safeguarding Officer. JC has spent time in school with SAW and the SLT to ensure a smooth handover of responsibility. 3 governors have met the TLRs to be briefed on current developments.

		Action
	<p>JH has taken over the lead assessment role and the Y6 team is preparing children for the new style tests in May. Nearly all children are "Emerging" in their competences with the new curriculum and some in Y6 are at the "Expected" level already.</p> <p>By the end of October 48% of children had received their Gold badge and 2% have had their badges removed for inappropriate behaviour. Gayton's football team is at the top of the Derby league.</p> <p>98.6% of parents have attended parents' evening; special arrangements are being made for the 1.4% who had genuine reasons for not attending.</p> <p>The children have raised significant sums for charities this Christmas and governors were invited to special Christmas events.</p> <p>The Head reported on professional development staff have received. She herself has not been visited by the SIP, this visit being held over until the new year with the new Head.</p> <p>The Chair thanked SAW for her report.</p>	
8	<p>Ofsted inspection – questions for governors</p> <p>Governors considered again the 20 questions that they had discussed at the previous meeting. In November 2014 S Mosley had considered us to be an outstanding GB but that assessment is already out of date. C Tarpey, HE or CW may have thoughts on how we could review our performance. Governors agreed that the Chair could review individuals' performance with a phone call. The GB at Ridgeway Infants' School is to be reviewed by Chris Tilley and SM was asked if we might join in on any training that they receive. The Chair asked governors to take the 20 questions away to identify weaknesses in our performance.</p>	<p>HE CW</p> <p>SM to ask Ridgeway</p> <p>All Governors</p>
9	<p>Safeguarding</p> <p>The safeguarding of children is of the highest priority. L Trimbee, the new safeguarding lead, had prepared her first report for governors. She has met with RB and they have carried out an audit. She has spent time with JC too briefing her as to some children of current concern. Training for staff and the new Head will be booked as soon as it becomes available. All governors need to have read, and signed that they have read, the revised Safeguarding policy and the document "Keeping Children Safe in Education." The policy now includes PREVENT and female genital mutilation. If an allegation were to be made against the Head or the Deputy a governor would be responsible for seeing this through to a conclusion. In all cases advice will be sought and followed from the LADO (local authority designated officer). RB is level 3 trained and DC has received some L3 training. VG has been trained in safer recruitment and PREVENT. Governors thanked HE for drawing attention to the need for Safeguarding to have a higher profile on the website and JH and the media technician for correcting this immediately. Safeguarding is to be a standing item on the GB agenda.</p>	<p>All Governors</p> <p>Clerk</p>
10	<p>Governor Visits for Monitoring and Evaluation</p> <p>These had been reported upon at committees.</p>	
11	<p>Governor training and feedback from any LA meetings</p> <p>TP has been the GB's link training governor. DT agreed to take on this role. Training for governors is no longer an option. It behoves us all to undertake training in our areas of interest and responsibility.</p>	

12 **Correspondence**

None

13 **Determination of Confidentiality of Business**

None

14 **Suggested items for a future agenda**

Safeguarding (now a standing item), SDP, SEF, the website. The Chair asked all governors to look at the website and others with a view to its improvement.

Clerk
All governors

In closing

The Chair thanked T Priestley and B Stewart for the years of service they have given to this GB and to the school.

The Chair then went on to thank Sally Ann Wilson who joined the school in April 1996 as its Deputy and became only its fifth Headteacher since it opened in 1939 in January 2002. She is leaving the school this term in its healthiest position ever, it being joint first in Derby for L4+ attainment by Y6 in 2015 SATs. This is an outstanding achievement. The Chair thanked her for her leadership and work and presented her with a gift from the governing board.

Date of next meeting

Monday 18th April 2016 at 6.30pm.

VG to notify
governors of
2016 dates

The meeting closed at 8.10pm.

Items for Action

- 1 **Apologies for absence and consent**
- No apologies were received from C Warren. Clerk to follow up. Clerk
- 3 **Review of Membership** – appointments/resignations/end of office/vacancies/welcome of new governors
- Vacancies: 4 Co-opted Governors and one elected governor. JC will launch an election for a parent governor in January. The skills gap that needs to be filled is knowledge of the local community and businesses. Head
- 5 **Minutes and matters arising from Governors’ Committees**
- Standards committee minutes from 2nd December to be considered at the next FGB. Clerk
- 8 **Ofsted inspection – questions for governors**
- Governors considered again the 20 questions that they had discussed at the previous meeting. In November 2014 S Mosley had considered us to be an outstanding GB but that assessment is already out of date. C Tarpey, HE or CW may have thoughts on how we could review our performance. Governors agreed that the Chair could review individuals’ performance with a phone call. The GB at Ridgeway Infants’ School is to be reviewed by Chris Tilley and SM was asked if we might join in on any training that they receive. SM
- The Chair asked governors to take the 20 questions away to identify weaknesses in our performance. All governors
- 9 **Safeguarding**
- Safeguarding is to be a standing item on the GB agenda. Clerk
All governors need to have read, and signed that they have read, the revised All Governors
Safeguarding policy and the document “Keeping Children Safe in Education.”
- 14 **Suggested items for a future agenda**
- Safeguarding (now a standing item), SDP, SEF, the website. The Chair asked Clerk
all governors to look at the website and others with a view to its improvement. All Governors
- Date of next meeting** VG to notify
Monday 18th April 2016 at 6.30pm. governors of
2016 dates