

GAYTON JUNIOR SCHOOL

Minutes of Full Governing Board Meeting
held on Monday 13th March 2017 from 6.33pm- 8.38pm.

Present: A Cokayne (Chair) J Chapman (Head)
R Singh D Costema
J Hill S Mahal
C Warren D Tomlinson

Observers: L Axten- Clerk to Governors Z Iqbal
L Hill M Bailey
J Lamie

Action

FG4/1 Apologies for Absence and Consent

A Cokayne welcomed all to the meeting and asked everyone to introduce themselves. Apologies were received and accepted from R Burnett, and retrospectively from R Gill.

FG4/2 Declaration of Interest

There were no declarations of interest made. AC asked all Governors to make declarations known during the meeting if they arise.

FG4/3 Appointment of Vice Chair

Agenda item to be carried forward to the next meeting.

FG4/4 Review of Membership – appointments/welcome of new governors /resignations/end of office/vacancies.

LA drew the Governors attention to the document circulated, which listed current Governors, roles and vacancies, and a proposal to display vacancies if all new Governors are co-opted. DC raised awareness of another person who may be interested in becoming a co-opted Governor, who is head of a local college. AC advised that careful thought should be given to the constitution and size of the Governing Board.

LA informed of vacancies for link roles in Pupil and Sports Premium, and RE. DC added that it is a legal requirement for a SEND governor to have responsibility for the SEND role and no other link roles.

Q- JL asked for more information about what the SEND link role would entail.

DC advised that the role is intended to hold the SENCo to account, by being a critical friend whilst ensuring that the new code of practice which was released in 2015 is adhered to.

The Governors decided it should be a priority to recruit to the Pupil Premium and SEND Governor link roles and to ensure a better representation across the three committees.

AC talked through the roles and remit of each committee, the committee's responsibilities, and regularity of meetings. AC asked M Bailey and J Lamie to consider which committee they would like to sit on. JL suggested that she would like to attend the Standards committee and MB stated that she would give it some further thought. JC stated that ZI has some Health & Safety experience, however as ZI was attended this meeting as an observer, this would be noted if he is co-opted onto the Governing Board.

MB

AC advised that Helena Church had tendered her resignation at the very recent Premises, Health & Safety and Finance meeting due to family commitments. AC stated that the Governing Board were extremely thankful for the support that Helena has given to the Governing Board.

FG4/5 Minutes and matters arising from the last Meeting – 7th December 2016**Items for action were agreed as completed as follows:**

- **FG3/6**
 - Governing Board Objectives uploaded to website
 - Induction materials given to prospective new Governors.
 - JC asked for feedback regarding the induction pack, JL and MB agreed that it was very good.
 - FG4 meeting in March was added to Governorhub.
 - 'Keeping Children Safe in Education' document has been circulated, and all attendees signed to state that they had read the document.
 - Minutes have been amended and recirculated.

- **FG3/7**
 - Standards committee TOR has been amended.
 - Action involving JH and AB has been signed off after DCC have confirmed they require no further information for JH.
 - SATS data has been provided by Head at tonight's meeting and via the Head Teacher's Report which was circulated in advance of the meeting.

- **FG3/8**
 - The Governors agreed that the Full Governing Board meeting in May will give much more opportunity for Generative Thinking.

- **FG3/9**
 - Head Teacher's Report has been amended and uploaded to Governorhub.

- **FG3/10**
 - Schools Financial Values Standard has been signed and returned to school by AC.

- **FG3/17**
 - JC has requested the SEND report in readiness for the summer term meetings.

The following actions were outstanding and therefore carried forward:

- JC to provide all new Governors with a map of the school. JC
- JC to provide Governors with results from Parents' Survey via Survey Monkey. JC

The minutes were signed as an accurate record of the meeting, together with the amended minutes from the Full Governor's meeting on 12th October 2016.

LA to ask RB for email confirmation that she has read the 'Keeping Children Safe in Education' document. LA
RB

FG4/6 Minutes and Matters Arising from Governors' Committees

- **Standards- 25th January 2017 (Chair, C Warren)**
 - SATS Results (Breakdown of previous 2 years)
- **Personnel and Pupils, 30th January 2017 (Chair, S Mahal)**
 - Head Teacher's Report with national pupil attendance comparisons
- **Premises, Health & Safety and Finance, 27th February 2017 (Chair, H Church)**
 - Extension to Sick Pay Procedure

Standards Committee Meeting- 25th January 2017

CW advised that there are some amendments required in the minutes that had been taken at the meeting due to a replacement clerk being present. CW advised that a pupil survey is planned to be carried out in July, and a parent questionnaire will be presented at the next meeting.

JC confirmed that last year's Development Plan evaluation was discussed at the meeting, which has been provided in packs for Governors. JC added that the document will feed into the SEF.

CW asked JC to sum up report outlining key areas for 2015/16. JC

CW advised that the requirements for Link Governors had been discussed in the meeting. CW thanked JC for the SATs results which were circulated in packs and advised that Chris Tilley had delivered a training session on the Ofsted Inspection Dashboard. The Governors agreed that it would be a good idea to invite CT back to deliver to all Governors and asked JC to circulate a copy of the presentation that was delivered. JC

Personnel and Pupils Committee- 30th January 2017

SM advised that the meeting had discussed the staffing structure for the school, and also focused on attendance. SM thanked JC for the requested data that had been included in the Head Teacher's Report with regard to national pupil attendance comparisons.

Premises, Health and Safety Committee- 27th February 2017

AC advised all Governors of the Extension to sick pay procedure, which is a new policy for non-teaching staff that Derby City Council sent to schools last April, advising that it be adopted. JC confirmed that the school is still seeking further guidance as DCC have not been clear on the policy, or timescales for implementation.

AC added an action for all Governors to liaise with LA regarding the Procedure as stated in the Confidential minutes. All Governors

FG4/7 Approval of Budget and Staffing Structure and Agreement on Buying Decision for DCC Sold Services including Governor Support & Improvement Package

JC referred the Governors to the two documents and went through the first document making Governors aware of a three-year plan, JC added that there will be a new funding formula applied in year 3 which indicates that the school should be better off.

Referring to the budget, JC advised that the income is down from last year and services will cost more, and the school will also be responsible for paying 0.5% of salaries under the new apprenticeship levy.

LH explained that the levy is in place due to being a maintained school affiliated with the local authority, and can be claimed back in training through vouchers. JL offered her expertise regarding the levy, and informed that this is directly linked with her role at the University. LH/ JL

Q- Governors- Would the school still have to pay if converted to an academy?

LH confirmed she would find out. LH

AC highlighted error in document which calls the school Gayton Community Junior school, LH confirmed that this error had been fed back before.

Q- Governors- is the carry forward between 6 and 8%?

LH confirmed, adding that the carry forward of £80,200 is the latest figure from meeting with R Noble following last week's meeting but may still vary a little.

JC referred the Governors to the second document which provides a forecast for 2017/18. LH led the Governors through each line of the document, and budget proposals.

The Governors unanimously voted in favour of accepting the budget. AC thanked LH for her hard work.

FG4/8 Head Teachers report

JC referred to the Head Teacher's report that had been circulated prior to the meeting and confirmed the following:

- All staff have had their appraisal targets reviewed and are on track.
- One staff member is likely to take early retirement due to ill health.
- One staff member is on secondment until July 2017.
- The NQT is doing really well

- There are 366 children on roll.
- There are 73 Pupil Premium children on roll.
- There are 58 SEN children in school, which is higher than national average
- There is one Looked After Child, JC added that RB performed a recent visit to monitor progress of child.
- Attendance is at 96.61%- 1% above national average, JC to confirm percentages.
- Pupil premium packs have been well received by pupils and parents.
- School Development Plan- measures are in place to target spelling and handwriting.
- SSIO has visited and was pleased with teaching, which he judged to be good with outstanding features. JC added that she has asked him to come in and work with TLR post holders.
- Lots of staff meetings are being held in line with School Development Plan.
- RB asked JC to confirm to the meeting that she had performed safer recruitment checks on staff last year.
- AC had performed school visits to look at benchmarking, Pupil Premium, staff illness and the RISO machine and Riso.
- AC confirmed that to the meeting that the staff member on secondment is a member of SLT, and this role is being covered in his absence by a temporary replacement. JC to add the statement to the Head Teacher's report.

JC

FG4/9 Safeguarding

JC referred the Governors to the last page of the Head Teacher's report, where key safeguarding data is provided, and details of training she had attended.

JC confirmed that the school had informed parents via the website and newsletter of unsafe websites that children should avoid.

JC confirmed that one EHA had been put into place following parents evening (TAF).

FG4/10 Governor Visits for Monitoring and Evaluation

The Governors agreed that the agenda item had been covered in the Head Teacher's Report.

FG4/11 Governor Training and feedback from any Local Authority Meetings

LA advised that the latest training newsletter is available on Governorhub.

FG4/12 Academisation- Presentation from Jo Chapman

AC stated that due to time constraints, the item will be agenda item one on the agenda at the next Full Governors' meeting in on Wednesday 3rd of May.

The Governors asked LH/ JC to find out whether the apprenticeship levy applies to MAT schools.

AC asked JC to invite Flint Bishop to the meeting.

JC

FG4/13 Correspondence

No items were raised.

FG4/14 Determination of confidential items

FG4/6- Details of extension of sickness pay.

FG4/7- Approval of budget and staffing structure for new academic year.

FG4/15 Suggested items for a future agenda

Wednesday 3rd May 2017

Appointment of Vice- Chair

Academisation

Presentation from Flint Bishop

Designation of roles/ committees for new Governors

Items for Action

Item		By whom
FG4/4	MB to liaise with LA/ JC over committee membership.	MB
FG4/5	JC to send map of school to JL, RG, ZI and MB.	JC
	JC to share results of Survey Monkey with Governors.	JC
	LA to liaise with RB to ensure that she confirms to have read the 'Keeping Children Safe in Education' document.	LA/ RB
FG4/6	JC to summarise report of SDP 2015/16 as per Standards committee request.	JC
	JC to invite Chris Tilley to present to all Governors.	JC
	JC to circulate presentation from Chris Tilley training.	
	All Governors to liaise with LA via email as instructed with regard to Extension to Sick Pay Procedure.	All
	LA to report back to JC/ AC.	LA
FG4/7	LH and JL to liaise over potential savings that could be made in relation to the Apprenticeship Levy.	LH/ JL
	LH to find out how the levy applies to schools within a MAT.	LH
FG4/8	JC to amend Head Teacher's report as requested.	JC
FG4/12	JC to invite Flint Bishop to Full Governors' Meeting on 3 rd of May.	JC