

GAYTON JUNIOR SCHOOL

Minutes of Full Governors Meeting held on 18th April 2016 at 6.35pm – 8.55pm

Present: J Chapman (Head) S Mahal D Costema (left 8.49)
A Cokayne (Chair) J Hill (JH) D Tomlinson (DT) (left 8.45)
V Green (VG) (Vice Chair) C Warren (CW) R Singh
R Burnett (arrived 6.45)

In attendance: A Brown (AB) & L Axten (LA) - Clerk to Governors
L Hill (Observer)

Action

1 **Apologies for absence and consent**

Apologies were received and accepted from H Ebison, A Bashir and H Church.

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

The Chair welcomed Leah Axten as the new Clerk to Governors and introductions were made by all.

Resignations: Afshan Bashir (Co-opted Governor) has tendered her resignation. Date of leaving 18.4.2016. Clerk is to prepare a letter of thanks from the Chair.

Clerk (AB)

The appointment of Jane Hill as a Co-opted Governor was ratified as of 18.4.2016, bringing various skills to the GB - knowledge of the curriculum, managerial and assessment.

Vacancies: 1 Parent Governor, 4 Co-opted Governors

The Head is to launch a Parent Governor election in May.

Head

Interest has been received for a prospective Governor through SGOSS with a business interest. This was passed to the Chair for review.

Chair

It was agreed to advertise in the "Littleover Little Book". V Green will prepare an advert with the required skills focus being local knowledge of the community and business focussed (subject to the interest received as above).

V Green

3 **Declaration of Interest**

There was no declaration of interest

4 **Minutes of the last meeting and matters arising from 7th December 2015**

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

R Burnett arrived 6.45pm.

Items for Action:

1. The Clerk had contacted C Warren who apologised and advised that this was an oversight.

3. Parent Governor elections are to take place in May.

5. The Standards Minutes are an Agenda item.

Action

8. The Chair referred to the 20 Questions and 360 review of the Chair. For the individual performance review of Governors on how an individual evaluates their input on the GB, it was agreed that Governors email suggested questions to the Chair with a copy to the Clerk (LA). The Chair will prepare a draft set of questions for circulation to all Governors. Through forthcoming training courses, it was suggested the Clerk may be able to establish how Chairs review individual performance.

Chair/
Clerk (LA)

9. Safeguarding:

Q. In the Policy document reference is made to Designated Senior Person and Deputy Senior Designated Person. Who is this / are people aware who this is?
A. Leanne Trimbee is undertaking this while the Head is training. All school staff know and this is posted on the walls and PPA room.
Q. Is there a policy where this is referenced – what does the Policy say / where?
A. This will be reviewed.

Head

14. Website: there is now a statement on the website regarding Homework.

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

5 **Minutes and matters arising from Governors' Committees:**

Copies of the Minutes were previously distributed and a copy available at the meeting.

Premises, Health and Safety, Finance: 7th March

D Tomlinson gave a review of the Minutes in the absence of H Church.

DT advised that a fire drill instigated by the Caretaker had taken place.

Q. What would happen if there was a fire in the office where the register is kept?
A. There is electronic access to the register.
Q. Have we got a list of items found and our responses?
A. They are written in the fire log book, go to the Staff meeting and are recorded in the Minutes.

Personnel and Pupils: 25th January – Chair - V Green

Access to Minutes was discussed and Governors agreed for J Hill to publish a pdf copy of the FGB Minutes on the school website (only once they have been ratified at the FGB meeting), but not on the notice board. Copies of Minutes from Committee meetings could be requested by contacting the School. The first set of FGB minutes from 7th December 2015 (ratified at tonight's meeting) could be published.

For all future policies it was requested that any changes are highlighted in yellow.

The Behaviour Principles Written Statement (to be published on the School website) has been written and saved on Governor Hub. Governors were requested to read the statement and acknowledge that they have read it / confirm that they are happy with it.

Governors

Once all Governors have subscribed to Governor Hub, it is planned for future Minutes to be published on the Hub with a reminder of the link (<https://governorhub.com/login>) on each set of Minutes. However, it was requested that a reminder of the meeting dates is sent out by email.

Log in details are to be re-sent to R Burnett and S Mahal and any other Governors that have not yet subscribed. J Hill and L Axten are to be sent invitations to join.

Clerk (AB)

Standards: 20th January

C Warren as acting Chair at the meeting in the absence of R Burnett gave a review of the Minutes.

The process for the draft SEF was discussed and the document has now been emailed to Governors.

Governor Responsibilities: S Mahal agreed to take on Reading and SEND responsibilities previously carried out by Afshan Bashir.

6 Head Teacher's Report, including reports / meetings with the Senior School Improvement Officer (SSIO)

Copies of the Head Teacher's Report were previously distributed and a copy available at the meeting.

Personnel:

*D Tomlinson was asked to leave the meeting – 7.31pm.
See Confidential Item 6.1*

*D Costema was asked to leave the meeting 7.39pm.
See Confidential Item 6.2*

D Tomlinson & D Costema returned to the meeting.

Q. If 1/3rd of our absences are unauthorised how do you challenge them?

A. A lot of holidays are unauthorised, when a request is made, they receive a letter advising that they may be fined.

Q. Do you ever get long term unauthorised absences?

A. 2 weeks is more normal. Unauthorised absences are now 23.9% after follow up letters were sent out asking the reason for the absence. Absence is recorded as unauthorised until a letter is received from a parent.

Q. Have imposing fines been effective?

A. When we have an interview with a parent, they say they will pay the fine.

Q. Shouldn't we report Looked After Children in the report?

A. There are 5 Looked After Children and 2 post Looked After.

Action: Looked After Children are to be included in the next Head's report.

Following a visit by H Ebison (HE) reviewing the SDP with the Head, HE requested that the top three improvement priorities are included in future FGB meetings. The Head included Strengths and Points for development in her report.

Head

The Head advised of the following amendments to the Report when referring to the SDP: Priority 1 = key objective 1; Priority 2 = key objectives 2 and 3; Priority 3 = key objective 4; Priority 4 = key objectives 5, 6, 7 and 8, Priority 5 = key objective 9 and Priority 6 = key objective 10.

Q. A far greater proportion of Y6 are working above the expected level than in other year groups. Why is this?

A. When working on the old curriculum there was a history of high challenge. The Curriculum was harder, they have been working above and were highly challenged. Y6 have more tests.

Q. Y3 figures - is this a worrying year?

A. No. It is cohort specific. This is their first year of the new curriculum and is a new school and a harder curriculum.

Q. What steps / intervention are being put in place?

A. S Mahal will meet with D Costema.

Q. Is STEM still a notable feature of our Curriculum?

A. It is still an important part of the Curriculum. It is not dominating in terms of STEM roles, it is now embedded. We made links in the Curriculum in the year we did them. We haven't done any STEM days this year. Transport will be the theme for next year.

7 **Approval of Budget and Staffing Structure and Agreement on Buying Decision for DCC Sold Services incl. Governor Support & Improvement Package – Gold**

The Budget Commentary 2016-2017 was distributed.

L Hill explained there is a predicted c/f of £87,807 mainly because money was ring fenced for the equal pay review and due to staff leaving.

Q. What percentage of the budget is that?

A. LH is to report back on this.

L Hill

Thanks were expressed to the Caretaker for the recent work undertaken on lighting.

The Derby City Governor Support and Improvement Package Gold has been taken up which includes NGA and Governor Hub membership.

DT left 8.45pm.

A new catering company has been appointed and it is anticipated that there will be an increase in uptake with an enhanced service. Derby Moor will be paid termly for gas / electricity. It was proposed to increase the cost of school meal prices from September to £2.10. *Governors discussed and agreed to the increase to £2.10 from September.*

Governors agreed to ratify the Budget.

Thanks were given to L Hill for preparing the detailed Budget.

8 **Governor Training and feedback from any Local Authority Meetings attended**

V Green has attended the Clerks Conference and GB Self Evaluation – copies of the reports are on Governor Hub. Information obtained by VG from the Clerks Training was passed to the Head and is to be forwarded on to the new Clerk (LA).

Head

S Mahal has completed Prevent Training at Ridgeway and Level 1 Safeguarding.

9 **Governor Visits for Monitoring and Evaluation**

H Ebison published a report on his visit to School via Governor Hub and a copy of the report was included in the pack for tonight's meeting.

R Burnett met with L Trimbee re Safeguarding.

10 **Safeguarding (standing Agenda item)**

This item was covered earlier on the Agenda.

11 **Self Evaluation (SEF)**

This item was covered earlier on the Agenda.

12 **Website (Approve/Publish School Information)**

This item was covered earlier on the Agenda.

13 **School Development Plan (standing Agenda item)**

This item was covered earlier on the Agenda.

14 **Correspondence**

Letters have been received from Flint Bishop & Barnet and Ian Peel offering advice regarding Academies.

15 **Date of next meeting – 11th July 2016**

16 **Suggested items for the Agenda of the next meeting**

D Costema left 8.49pm.

Staffing matters
Catering Company
How the balance of Pupil Premium money is used
Academisation (15 minutes)
Dates of Meetings for 2016-2017
The School's Vision

17 **Determination of Confidentiality of Business**

Information regarding the detail of the Budget. Personnel: See Confidential Item 6.1 and 6.2

J Hill agreed to join all Committees.

The Chair expressed his thanks to A Brown for her Clerkship.

The meeting closed at 8.55pm.

Items for Action

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