

GAYTON JUNIOR SCHOOL
Minutes of Full Governors Board Meeting
Wednesday 19th September 2018 from 6-30 pm - 8.25 pm

Present: M. Bailey, J. Chapman, A. Cokayne, D. Costema, S. Mahal (Chair), R. Singh, D. Tomlinson, C. Warren. Attended by: L. Hill (SBM)

Relief Clerk: B. Welford

		Action
FG1/1	Apologies for absence Apologies were received from RB. AC arrived later at 6.55pm.	
FG1/2	Declaration of Interest Governors were reminded that they must declare any pecuniary or similar interest they may have in any agenda item. Forms on Governorhub to be completed and returned to JC.	
FG1/3	Register of Pecuniary Interests / Governor Eligibility forms Forms were circulated to and completed by governors. Collected in by JC.	
FG1/4	Election of Chair and Vice Chair There had been no nominations received prior to this meeting. Governors asked SM to continue as Chair. SM agreed. A show of hands determined that all governors were in agreement. RB had informed JC that she did not wish to be re-elected as Vice Chair. MB proposed that AC would become the new Vice Chair. DC seconded this. All governors in agreement.	Agreed
FG1/5	Governing Board Standing Orders/Code of Conduct Copies of the existing Standing Orders were circulated. Governors unanimously agreed to adopt this version but there were amendments to be made by JC. Date and clerk's name to be amended before signature from Chair. The Code of Conduct had always been included in the New Governor Induction Pack and this was circulated to governors for inspection. Governors unanimously agreed to adopt the existing version. BW suggested that all governors should sign copies of these documents, not just the Chair.	Agreed JC All
FG1/6	Committee Membership Governor roles were all on Governorhub and these were projected onto the screen for governors to see. In her absence, it was suggested that RB should be part of the Personnel and Pupils committee as she had a Safeguarding role within the school. She had also requested to be part of one committee only. All governors were happy with the roles that they had been given. SM asked if anyone else would like to be part of the Personnel and Pupils committee but there were no volunteers. LH to be removed from the Premises committee list as she is not a governor. SM to be removed also. There was some discussion about a possible new Parent Governor and also around governor absence at meetings. CW said that on paper, there were a large number of governors at Gayton. However, it had become obvious that they were all required. JC informed the governors that Sandra Fletcher had suggested that it would be better to have just 2 Committees meeting every half term. SM said that it would then be easier to get governors into those roles. RS asked what other schools did. It was discussed that Health and Safety and Premises could join the Finance committee meetings. Standards committee could include Pupil Progress. CW said there were some advantages to combining the committees as there would be fewer minutes to produce and therefore it would be easier to determine what had been discussed. SM said that the agendas need to be looked at to see what can be amalgamated. CW asked when this would be actioned. SM said that there would be a Personnel and Pupils committee meeting on 15 th October which would give the opportunity for this to be proposed. CW said that the Standards committee should stay as it is and others should be looked at during the January meeting. Perhaps the committees could meet more frequently. It was discussed that the governors should continue with 3 committees but would revisit this discussion in January	JC JC
FG1/7	Head Teacher Delegated Powers See Separate Confidential Minute.	JC
FG1/8	Minutes and matters arising from the last Meeting – 16th July 2018 The minutes of the above meeting were re-circulated to governors as a printed format. Action points were revisited to see if they had been completed. SM asked JC if she had drilled down the attendance statistics further by gender but this had yet to be completed. JC to complete. SM asked JC about the attendance data, a version was included in the pack but JC requested that this item be deferred to the Standards committee. SM asked for this information to be included in the next HT report. LH had sent information to parents regarding the increase in price of school dinners. She had sent menus alongside this information.	JC Agreed

	<p>Appraisal objective targets were circulated. JC pointed out that the main change was in Objective 2. This was because of Talk for Learning which would now be a strong emphasis for the whole school. JC explained that Personal development target 3 relates to specific people. DT brought up the subject of Pindigo and said that staff were reluctant to use it as it was not user friendly. JC said that it was essential that a system was used for recording and maybe training sessions were required. SM suggested that because the Pindigo contract was coming to an end, perhaps this would be an opportunity to replace it. All priorities agreed by governors.</p> <p>The minutes were approved by all governors. JC to remove the word 'Draft' from the minutes and they will be signed as a true record by the chair during the next FGB.</p>	JC
FG1/9	<p>Headteacher's Report</p> <p>This was circulated during the meeting. JC explained that there were now 371 pupils on role.</p> <p>Personnel - JC said that LH had done a fantastic job covering the premises role during staff illness. This role will be advertised as a cover post in October. Clerk to governors role also to be advertised.</p> <p>Premises - LH had dealt with an issue with the water in the water fountains which had been caused by very warm conditions during the summer. LH had become responsible for daily flushing of the system in order to remove the bacteria in the water. Derby City Council had sent someone out to check on the system just before term started. All now in safe ranges. The floor had disintegrated in class 2 at the start of the year so there was some emergency work completed.</p> <p>SEN – There were a lot of EHCP children on the list and these numbers were increasing. There was an issue with a pupil who was to be home-schooled. The parent was refusing to send a letter to school to confirm this. The child's absence will impact on the school attendance figures.</p> <p>Ofsted – JC asked for volunteers to accompany her to observe teaching in classes. SM said that governors did not have the skills to assess teaching and because of this she was reluctant. CW said that governors could not focus on subject matter either. SM said that Learning Walks were a different matter and that JC should approach governors with some dates.</p> <p>Professional Development – An external trainer had been into school and there were now new ideas to introduce to staff. There would also be opportunity to visit other schools.</p>	JC
FG1/10	<p>Analysis of Results 2017-18</p> <p>This item to be deferred until next Standards Committee meeting.</p>	
FG1/11	<p>Review of School Policies</p> <p>None reviewed.</p>	
FG1/12	<p>Attendance Targets 2018/19</p> <p>Attendance targets to remain the same as last year at 97%. Last year 96.44% and 95.3 nationally. The issue with the home-schooled child needs addressing.</p>	
FG1/13	<p>Adjustments to PAN in years 5 and 6</p> <p>JC explained that in 2006 there had been a temporary increase in PAN to 93. Now governors need to decide whether or not to return to 90. If raised to 93 on a permanent basis then a consultation pack was required. AC asked if there was any flexibility if the school was to revert back to 90. JC said there would be. LH stated that there were 50 children on a waiting list without schools. Some discussion ensued. DT commented on the fact that pupils are having to share computer desks. The impact on the budget was discussed. JC proposed that the school would return to 90. MB seconded. All governors in agreement.</p>	Agreed
FG1/14	<p>GDPR Review of Progress; Breach and Non- Compliance Procedure</p> <p>This document was circulated to governors. JC said that various staff were looking at policies and amending them. Staff had also attended training. A check list had been sent to the Data Protection Officer and he was sending an action plan to ensure compliance. DT asked if staff had been trained in how to review the policies. JC said no but they had been instructed.</p> <p>AC queried the notification period of 72 hours and whether this would include the weekend if something happened on a Friday. JC said that yes, this would be the case. AC also noted that in the Review and Evaluation section there was some amendment need to the wording. It referred to the Senior Management Team which must be amended to the Senior Leadership Team. Accepted by governors once amended. JC to amend then SM to sign.</p>	JC SM

FG1/15	Scheduling for Head Teacher Performance management Deferred. A provisional date of 10 December set. JC said there should be 3 governors during appraisal.	
FG1/16	Determination of Confidentiality of Business A discussion around which items would be deemed confidential.	
FG1/17	Correspondence JC had received a letter of resignation from LH as from 31 st December 2018. LH had asked if governors would consider extending her salaried months until the end of February 2019. This was because LH had worked many additional hours. DT said that this was well deserved and she had no issues with it. SM said that her knowledge was exceptional. AC said that we would need to record acceptance of LH's resignation and agree to her leaving on 31 st December. The request is noted but governors need to confirm the effect that this would have on the school budget. In effect, school could be paying the salary of 2 business managers. CW said that if agreed then the end of February would have to be the official leaving date. LH would not be expected to attend during Jan and Feb but we would have someone to consult with as and when required. JC said that this would need to be discussed with HR. SM said that a strategy was required for recruitment. DT asked if the new replacement SBM could be less experienced and on a lower pay scale initially. AC said that this was not a good idea. The salary had to be set at a good level in order to attract the right person. DT questioned where we might find an experienced School Business Manager. JC said that they are surplus to requirements for schools joining a MAT. JC to take advice from finance at LA who will also help with interviewing.	JC
FG1/18	Date of Next Meeting and Suggested items for a future agenda DT requested that future FGB meetings take place on a Monday evening as before. JC to confirm future dates.	JC

Signed Date