

GAYTON JUNIOR SCHOOL

Minutes of Full Governors Meeting held on Wednesday 13th September from 6.37-8.34pm

Present: J Chapman D Tomlinson A Cokayne C Warren
D Costema S Mahal M Bailey
J Hill R Burnett R Gill

In attendance:

L Axten (LA) - Clerk to Governors

- FG1/1 **Apologies for absence and consent** Action
LA welcomed all to the meeting at 6.37pm. Apologies were received and accepted from J Lamie and R Singh.
- FG1/2 **Declaration of Pecuniary or Business Interest**
Forms were distributed to, completed and received from all Governors in order that they declare any business or pecuniary interests they may have with the school.
- FG1/3 **Appointment of Chair** LA
There were no self-nominations for chair prior to or during the meeting. The agenda item was rolled forward to the next meeting.
- FG1/4 **Appointment of Vice Chair**
LA informed that one nomination had been received from S Mahal. The Governors voted unanimously in favour of S Mahal's appointment as vice- chair. SM took over the role of chair for this meeting.
- FG1/5 **Register of Pecuniary Interests / Governor Eligibility forms/ Governor Code of Conduct**
The Governors submitted the completed paperwork and SM signed the Code of Conduct on behalf of the Governing Board.
- FG1/6 **Review of Membership**
The board discussed whether to reconstitute the number of Governors on the board. It was decided that, due to the absence of nominations for chair, the board should seek to appoint for the remaining vacancies. Actions were agreed as follows:
- JC informed that she had registered the school on SGOSS requesting applicants with finance/ marketing expertise.
 - JC to hold a Parent Governor election. JC
 - AC to follow up with an interested party he is aware of and inform LA regarding whether the person plans to proceed. In the event that the person has no interest, LA to ask RG to send details of vacancies to Rolls Royce staff asking specifically for expertise in Finance/ Marketing/ Managing Board meetings. AC
 - LA advised that she had liaised with the local authority regarding appointment of an LA governor, as R Singh's end of office date is in January 2018. LA advised that the Governors may choose to co-opt RS if they wish to. LA
 - RG to give JC a link to colleagues at Bombardier and Toyota. RG
 - JC confirmed that DT will continue as Staff Governor, having been voted for a second term.

- FG1/7 **Governing Board Standing Orders**
The board read and agreed the document and SM signed on behalf of the Governing Board.
- FG1/8 **Head Teacher Delegated Powers**
JC informed that LH has checked and approved the document. JC was asked to alter the wording to 'Governing Board' throughout the document. JC
The Governing Board agreed to adopt the document.
- FG1/10 **Financial Procedures Manual**
JC referred to the document that had been circulated prior to the meeting, complete with tracked changes. JC informed that the document has been checked thoroughly against the policy audit.
JC was asked to change wording to 'Governing Board' throughout the document, and correct the date.
- Q- AC asked if there is reference to parents paying for school meals and trips online? DT liaised with LH who confirmed that the referenced 'sources of income' was intended to cover these items.**
JC agreed to make requested changes to the document. The Governors agreed to adopt the document with the requested changes. JC
- FG1/11 **Minutes and matters arising from the last Meeting – 10th July 2017**
JC informed of Survey Monkey results, explaining that very few parents had completed the forms, hence the data is not meaningful.
JC informed that Chris Tilley, SSIO will be present at the next full Governing Board meeting to offer a presentation.
All actions were agreed as completed. The Governors agreed the minutes as an accurate reflection of the meeting and were signed off by SM.
- FG1/12 **Governing Board Objectives for 2017/18**
JC circulated a document suggesting objectives for the Board for 2017/18.
The Governors discussed the statement regarding safeguarding and agreed that it should be amended to reflect the school's up to date training and robust procedures in order to encourage staff's continued good practice in this area, or be removed. JH
JH agreed to investigate whether a safeguarding objective is a requirement of the document. JH
- FG1/13 **Governor Training and Development**
SM referred to the Derby City Council training brochure which had been circulated in advance of the meeting; JC encouraged Governors to attend training throughout the year by contacting DT.
- FG1/14 **Head Teacher's Report**
JC talked the Governors through a power point, which informed of 368 pupils on roll.
JC advised of Pupil Premium figures and explained that changes to pupil premium pupil numbers are frequent at the beginning of the year. JC confirmed that the number is currently less than last year, but are expected to rise.
DC advised that there are a bigger proportion of Pupil Premium who are SEN, which can enable successful amalgamation of funding. JC agreed but warned Governors of challenges these children may face with regard to progression.

JC informed that the school is engaging with the Skill Force Prince William Award which will support children and enable them to build on social skills.

JC advised that there is one looked after child in place, who is doing very well and has an E-PEP in place.

JC discussed attendance targets, and referred to the Attendance Policy in pack, which she had written.

JC advised that the school is above national average for attendance at 96%, and that a target of 97% had been set for the year. JC added that a prize draw is still planned for children with 98% attendance.

JC gave a brief analysis of SATS results, with reading, Maths and GAPS having improved. JH confirmed that there is no national average for children working at greater depth in writing but the school was at 32%.

JC added that there is lots of information for children to remember in GAPS, and parents are helping less. JC added that the school is addressing this by sourcing workshops for parents and governors. JH advised that a letter had gone home with parents.

JC informed there would be more detailed analysis shared at the upcoming Standards committee meeting.

JC advised of the school's strengths and listed progress for Pupil Premium children, who are making expected progress or better in reading, writing and maths, JC also informed that the quality of teaching and learning was a strength.

JC informed Governors of points for development, which were to continue to improve reading, JC added that more training had been held today regarding teaching reading and comprehension of poetry. JC advised that school also needs to increase the proportion of children working at greater depth in reading and maths (especially SEN). JC informed that staff training for working with autism and SEN was planned.

JC advised that raising the profile of Behaviour for Learning was an area for improvement, and that the school also needs to ensure the increase in sports grant is spent in line with current guidelines. JC informed that the school is working with a school sports partnership to aid planning.

JC gave details of staff training attended.

DC informed Governors that the school is above national average for the proportion of SEN children, and Governors should be aware and acknowledge this at beginning of the year as it may affect data.

JC confirmed Governors week to be the week commencing 20th November 2017. JC encouraged Governors to visit during that week for either half a day or a full day. JC asked Governors to let her know when they are available, and what they would like to witness during their visit. JH confirmed that there will be an open day on Wednesday 22nd November for Year 2 parents and added that there will also be an opportunity to attend in the evening for parents who cannot visit in the day.

All
Governors

FG1/15 **SEF**

JC confirmed that the document was last updated in July 2017, and that school gradings have been changed on advice of the SSIO. JC informed that new results need to be inputted. SM asked if Governors will receive this data before the next Governors meeting, to which JC confirmed.

FG1/16 **Review of School Policies**SEN Policy

JC referred to the document that had been submitted prior to the meeting. JC informed that DC had reviewed the annual policy and highlighted changes. The Governors agreed to adopt the policy.

Q- AC enquired as to whether the school administrator (SEN) needs to be full time. DC advised that this is not necessary.

First Aid Policy

Q- DT asked about the location of first aid boxes, JH clarified the locations for the outside classrooms.

JC agreed to add the location of the defibrillator at front of school to the document. With this change, the Governors agreed to adopt the policy.

FG1/17 **Attendance Targets 2017/18**

JC asked Governors to refer to the Attendance Policy that had been circulated prior to the meeting.

JC suggested an attendance target of 97%, and confirmed that the target had been checked with Mrs James (attendance).

The Governors discussed whether authorisation for significant religious festivals should be added into the document, and agreed that it should.

Q- AC asked about the process for contacting school regarding absence. AC suggested that an arrival time is entered into the document, in order to safeguard the interests of children who may not have arrived at school.

JC agreed that Mrs James will follow up absence for children that have not arrived by 9.00am, and agreed to enter this time into the document.

The Governors requested that an item related to penalties issued by the local authority for parents who take their children on holiday in term time be added to the document.

AC requested that the wording be changed from parents to 'parents/ carers'.

The Governors agreed that they would need to see this document again before adopting.

Agenda item to be forwarded to the next meeting.

FG1/18 **Correspondence**

Confidential letters received were addressed earlier in the meeting.

FG1/19 **Scheduling for Head Teacher Performance management**

The Governors confirmed that AC and CW will continue to conduct the Head Teacher's Performance Management, and both agreed to calendar dates with JC.

AC
CW
JC

FG1/20 Determination of Confidentiality of Business

Items under FG1/11 and FG1/12 were determined to be confidential.

FG1/21 Suggested Items for a Future Agenda

- Appointment of Chair
- Appointment of new Governors
- Governing Board Objectives
- Attendance Policy

JC advised of training that she had attended regarding Governing Board self-review and suggested looking at 2-3 NGA questions for each full governing board agenda moving forward. The Governors agreed.

Date of next meeting: Wednesday 6th December 2017

Items for Action

Item	Details	By whom
FG16	Governing Board to continue to source individuals with relevant expertise for future appointments as detailed in minuted item	JC LA AC RG
FG1/8	JC to make requested changes to Head Teacher's Delegated Powers document.	JC
FG1/10	JC to make requested changes to Financial Procedures Manual.	JC
FG1/11	JH to investigate whether the Governing Board must have an action related to Safeguarding on their annual objectives.	JH
FG1/14	Governors to endeavour to perform a school visit during Governors week.	All Governors
FG1/16 & 17	Changes to be made to First Aid and Attendance Policies.	JC
FG1/19	Head teacher's Performance Management to be calendared in.	JC AC CW
FG1/21	JC to organise NGA questions and SSIO visit for the next Full Governing Board meeting.	JC