

## ASH GREEN COMMUNITY PRIMARY SCHOOL

### Minutes of the Governing Body Meeting

16<sup>th</sup> September 2014, 6.15pm

**Present:** Barry Collins (BC), Liz Broadley (LB), Olly Cocker (OC), Stephen Elliott (SE), Don Faulkner (DF), Sarah Kay (SK), Sue O'Brien (SO'B), Mungo Sheppard (MS), Robb Sutherland (RS)

**Apologies:** Jodie Fazackerley (JF), Bob Metcalfe (BM), Colin Reeves (CR), Nicola Shepherd (NS)

**In attendance:** S Mayfield (SM) Deputy Head, Mohammed Ameen (MA) Bursar, K Lovelady (KL) Clerk

#### Action

#### 1. Election of Chair & term of office

BC elected as Chair for 2014/15.

#### 2. Welcomes & apologies

Apologies as above, consent given. MA welcomed.

#### 3. Declaration of interest

None.

#### 4. Boiler Finance

LA Loan Agreement scrutinised. FGB agreed unanimously that LA Loan Agreement is not best value for AG; the LA has not included any liability/support for the boiler. FGB prefer full repayment £226,000, therefore not incurring interest charges, & AG receiving RHI's payments to offset cost. FGB tasked MS, BM & MA, who are meeting with LA representatives tomorrow, to agree full immediate repayment for the boiler but to negotiate LA support in the form of insurance/extended guarantee for a period of 8-10yrs against boiler becoming unfit for purpose. To bring back proposed resolution to next Resources comm. meeting & next FGB for approval. MA thanked for attending & left meeting.

MS/BM

#### 5. Election of Vice-Chair & term of office

RS elected as Vice-Chair for 2014/15.

#### 6. Terms of Reference, annual review

- M5 Policy for Governance reviewed – no change.
- Discipline & Grievance Committee & Complaints Committee reviewed – no change.
- Appeals Committee reviewed – no change.

KL to revise date & bring to next FGB to be signed.

KL

Resources & Standards & Effectiveness Committees to be reviewed in committee at the 1<sup>st</sup> meeting of the new school year.

#### 7. Committee review

- Governor skills audit June 2014 – LB to link with governor training package & feedback to next FGB meeting
- Membership 2014/15– see grid attached
- Governors with Specific Responsibilities 2014/15 – see attached. KL to email to staff.
- Set dates for 2014/15 – see GB timetable 2014/15 attached

LB

KL

KL

KL

#### 8. Minutes of last meeting

Approved as an accurate record.

Proposed: DF Secoded: MS

Unanimously agreed

## 9. Matters arising

- Item 2 OC end of term of office, staff governor election ballot papers out 19/09/14.
- Item 8 Living Wage disparity issues, no review/resolution as yet from LA.

KL

## 10. Staffing update

- Behaviour Support Leader Post

D Kirk has produced job description, personal specification & advertisement, to appoint by Oct ½ term. This role will have a minimum of 1½ day commitment to AG, Elland Cluster have committed to paying 2/5 of employment costs for a commitment to their Cluster schools.

- BC praised staff professionalism when dealing with 2 incidents outside the upper site school grounds.
- Support to Dean Field, AG Inclusion Manager is supporting 1 day per week. MS in contact with Interim HT & has offered support with NQT's (OC) & Assessment (SM).
- New staff have settled in very well; this will increase capacity for KC & OC to support staff.
- External validation for NQT in Reception Class has been sourced from Christ Church J&I.

## 11. Correspondence

- Governor training package

FGB agreed to buy into One Governor training package 2014/15 £686.00. KL to email to governor support.

KL

- LA Safeguarding In Schools, Good Enough or Best Practice Aug '14 – given to BC as Safeguarding Governor.

BC

## 12. AOB

- 3 day Fixed Term Exclusion put in place 17/09/14. BC informed.
- Due to the diligence of AG IPT & BC, AG has been instrumental in prompting 2 LA Case Audits in Social Care.
- Term dates 2015/16, FGB to provide copy of school calendar to LA by 19/12/14. MS raised at Cluster meeting & some Primaries have indicated that they intend to follow Trinity Academy model. MS to take to Primary Heads to gain wider opinion. Initial informal feedback from KS2 staff is that they are mainly in support of a change to term dates on an educational/transitional level. RS agreed a change to term dates would aid planning community events through the holidays. FGB agreed to MS seeking initial parental opinions via weekly newsletter, MS to bring any feedback to next Resources comm. meeting.
- Recording of pupil progress – DfE require only Y2 & Y6 pupils progress be recorded using Levels. SM is developing a new recording system this year based on the new expectations which will run concurrent with Levels. SM will talk governors through process at future meetings.
- KL requested FGB write off dinner money debt of £7.60, family moved to Scotland. FGB agreed write off.
- KL has been accepted on Clerks Development Programme 2014/15, awarded bursary.
- Register of Pecuniary Interest, forms completed by governors present.

MS

SM

Meeting closed at 8.30 p.m.

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_