

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

Draft Minutes

Meeting of the Full Governing Body – Part 1 Minutes					
Date: 24.09.15	Time: 6:45pm		Location: School		
Attendees	Initials		Attendees	Initials	
Matthew Barrett	MB	Associate	Maria Pinney	MP	Co opted
Julia Bramble	JB	LEA	John Slade	JS	Co opted
Jane Fletcher	JF	Co opted	Stuart Vaughan	SV	Head
Ben McGowan	BM	Parent	Carmen Winterburn	CW	Staff
Apologies	Initials		Apologies	Initials	
Antony Cox	AC	Parent	John Ridgley	JR	Co opted
Chris Hewitt	CH	Co opted	Amanda Thomas	AT	Co opted
Ceri Parkinson	CP	Parent	Bob Tubbs	BT	Associate
In Attendance	Initials		In Attendance	Initials	
Amanda Murrell	AM	Clerk			

Ref	Action	Owner
1.9	AM to ask which curriculum teams other Governors wished to join.	AM
1.11	AM to send the Code of Conduct to all Governors via email.	AM
1.13	AM will circulate the list of questions for Governors.	AM
1.14	SV agreed to provide an information sheet for Governors, to prepare them for an Ofsted inspection.	SV
1.16	All Governors will return their NGA skills audit, if they have not done so already.	All Governors
1.16	AM to email Governors regarding courses on Children In Care and Early Years training.	AM

Ref	Agenda Item	Owner
1.1	Apologies for absence: AC, CH, CP, JR, AT and BT. Apologies were accepted.	JB
1.2	Chairman's welcome: JB welcomed Governors to the meeting. JB regretfully accepted the resignation of Danielle Howlett. JB recognised the huge contribution that Danielle had made to the work of the Governing Body and the school.	JB
1.3	Declaration of business interests relating to the agenda: None.	JB
1.4	Minutes of last meeting on 16th July 2015: These were agreed by Governors to be a true record and were signed by the Chair.	JB
1.5	Matters arising from the meeting on 16th July 2015: <ul style="list-style-type: none"> • Governors' business interests are now on the web site. • See below for feedback on work of the Reading Champion. • JB and AM have met to look at policies. • SV circulated the schedule for Curriculum team meetings. • The NGA skills audit has been circulated and some have been returned. • CEOPS SV said that Tracey Tipton is trying to sort out a date for the training session. • SV is arranging Complaints training. 	JB

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

1.6	<p>Review of Terms of Office: BM's term ends (as Parent Governor) on 30/10/15 and JB's term (as LEA Governor) ends on 18/12/15. The process for appointing a new Parent Governor (to replace Danielle Howlett) is underway. Nominations are being sought by 2nd October.</p>	JB
1.7	<p>Election of Chair: MP nominated JB and JS seconded the nomination. JB accepted the nomination. JB left the room. All Governors agreed to elect JB as Chair for the coming year. JB returned and was informed of the decision.</p>	AM
1.8	<p>Election of Vice Chair: JS JB/MP All agreed JB nominated JS and MP seconded the nomination. JS accepted the nomination. JS left the room. All Governors agreed to elect JS as Vice Chair for the coming year. JS returned and was informed of the decision.</p>	Chair
1.9	<p>Committee membership (including Terms of Reference):</p> <p>Teaching & Learning Julia Bramble John Ridgely Jane Fletcher Ceri Parkinson Amanda Thomas</p> <p>JB nominated JF as Chair of the committee and SV seconded the nomination. All Governors agreed. All committee meetings are open to all Governors, should they wish to attend.</p> <p>The current Terms of Reference were adopted and are to be reviewed during the year with a view to revising them for next September.</p> <p>It was agreed that the new Parent Governor would sit on the Teaching and Learning committee.</p> <p>Resources Amanda Thomas Ben McGowan Bob Tubbs Carmen Winterburn Chris Hewitt John Slade Maria Pinney Matthew Barrett Stuart Vaughan</p> <p>JB nominated JS as Chair of the committee and CW seconded the nomination. All Governors agreed.</p> <p>JS said that an amendment to the existing Terms of Reference was required, regarding the approval of non-routine expenditure. Governors decided that the committee should look at the new Terms of Reference at their first meeting.</p>	Chair

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

	<p>JS raised the issue of Lead Governors / Portfolio Governors. Currently the Governing Body appoints Governors with special responsibilities, for example: Special Educational Needs, Early Years or Safeguarding (SEN and Safeguarding are statutory). JS wished to continue with Lead Governors. SV explained the role of portfolio holders. BG thought that, with the prospect of building works this year, it would be inadvisable to delegate to Portfolio Governors.</p> <p>BG asked if some policies were still necessary. Governors agreed to review the usefulness of policies before they were renewed.</p> <p>SV circulated the calendar of meetings to all Governors.</p> <p>Governors agreed that the Governor with special responsibility for SEND would be CP. Governors agreed that the Governor with special responsibility for Safeguarding would be MP.</p> <p>Pay Ceri Parkinson Chris Hewitt Jane Fletcher Maria Pinney</p> <p>The Terms of Reference were amended to read ‘a minimum of 3 governors’ and were agreed by Governors.</p> <p>Curriculum Teams</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Art</td> <td>CP</td> </tr> <tr> <td>Literacy</td> <td>JB</td> </tr> <tr> <td>Geography, History and RE</td> <td>JS, MP</td> </tr> <tr> <td>Maths</td> <td>BM, MB</td> </tr> <tr> <td>PE</td> <td>JR</td> </tr> <tr> <td>Science</td> <td>JF</td> </tr> </table> <p>AM to ask which curriculum teams other Governors wished to join.</p>	Art	CP	Literacy	JB	Geography, History and RE	JS, MP	Maths	BM, MB	PE	JR	Science	JF	
Art	CP													
Literacy	JB													
Geography, History and RE	JS, MP													
Maths	BM, MB													
PE	JR													
Science	JF													
1.10	<p>Governing Body procedures</p> <ul style="list-style-type: none"> • <i>Instrument of Government</i> - states number and category of Governors. • <i>Quorum for Full Governing Body and Committee meetings</i> – half the elected membership (rounded up if it is an uneven number) • <i>Attendance and apologies for absence procedure</i> – Governors may be disqualified if they do not attend a FGB meeting for a period of six months. Apologies must be sent if a Governor cannot attend a meeting. Governors present at the meeting vote to sanction the apologies. • <i>Procedure for adding items to the agenda</i> – any Governor can ask to add items to the agenda, by contacting the Clerk. Agenda items are added in consultation with the Chair of the committee and the Head teacher. • <i>Part 2 agenda items and minutes</i> – confidential agenda items e.g. relating to individual members of staff are recorded separately and stored securely. Members of staff must leave the room when such items are discussed. 	AM												

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

	<ul style="list-style-type: none"> • <i>Declaring Business Interests</i> – these are declared at the beginning of each meeting in relation to items on the agenda (in addition to the Declaration of Business Interests form). • <i>Contact details</i> – a plea from the Clerk to ensure Governor’s contact details are up to date. (These are also registered by Babcock on a secure data base). <p>Governors noted that working parties are set up with a specific remit and disbanded once the purpose of the working party has been fulfilled. Meetings do not need to be minuted, but actions and decisions must be reported back to the FGB or Committee.</p>	
1.11	<p>Code of Conduct: AM to send the Code of Conduct to all Governors via email. Governors agreed to adopt it.</p>	Chair
1.12	<p>Governor Expenses Policy To be reviewed in January 2015</p>	Chair
1.13	<p>Protocol for governor visits: AM will circulate the list of questions for Governors. Governors discussed whether they wished to visit in connection with School Improvement Plan objectives or themes? Ad hoc visits could be combined with Governor Day to minimise disruption to the school and maximise the use of Governors’ time.</p> <p>Governors agreed, in principle, to combine visits with Governor Days and also visit in connection with events.</p>	Chair
1.14	<p>Head teacher’s report (including feedback on the work of the Reading Champion in September.)</p> <p><i>New common inspection framework</i> Information on the new common inspection framework is saved on E Schools, in the Governing Body section, FGB folder (Ofsted folder). SV recommended that all governors read the Grade Descriptors. JB asked if any feedback could be passed on to governors. JB also asked if Governors could have a pro forma to prepare them for inspection.</p> <p><i>Commission on Assessment without Levels</i> The final report from the Commission on Assessment without levels is saved on E Schools, in the Governing Body section, FGB folder (Assessment folder). SV said that it was the final report. The report focusses on formative assessment (ongoing) rather than summative (at the end). It gives a definition of ‘mastery’.</p> <p>SV said that the school needs to write a new Assessment Policy. SV said that parents could be consulted about ongoing online reporting instead of end of year reports.</p> <p><i>Reading Champion</i> SV showed Governors a presentation saved on E Schools, in the Governing Body section, FGB folder (Reading Champion)</p> <p>SV wished to purchase a software package called ‘Junior Librarian’ and requested permission from Governors. It will cost approximately £2,500 and is not currently</p>	SV

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

	<p>in the budget.</p> <p>JB asked what parts of the package the school would use?</p> <p>BM declared a pecuniary interest and did not take part in the discussion regarding the merits, or otherwise, of the software package.</p> <p>SV said that Junior Librarian would encourage more reading. Children would know what books are available to read. It would make it easier to manage the library and encourage the use of the library.</p> <p>JF asked how it differed from other packages such as Reader Assessor.</p> <p>JB asked if SV had analysed what the school's needs were and what packages were available to meet the school's needs.</p> <p>SV said he was asking for a decision in principle.</p> <p>JS asked what the initial and ongoing costs would be.</p> <p>JB asked how many books the school library stocked. SV said about 1500-2000. It would take a day to label all the books with bar codes.</p> <p>JB asked SV to provide a list of the package's features and an assessment of the other packages available. JS suggested obtaining three quotes.</p> <p>BM said Devon Libraries now have eBooks to borrow.</p> <p>JB suggested linking with systems used within the Sidmouth Learning Community.</p> <p>SV will measure targets regarding library use, at the end of the year. CW said that the curriculum team will discuss that matter further at their next meeting.</p>	
1.15	Dates of FGB meetings for the coming year: See above	Chair
1.16	<p>Training opportunities: In future the Governing Body will try to access training based on need. AM will liaise with committee chairs / individuals.</p> <p>AM will email Governors regarding courses on Children In Care and Early Years training.</p>	Chair
1.17	<p>Safeguarding statement: SV said that CPOMS is now being used to record Safeguarding information.</p> <p>There have been three bullying incidents this term, including one of homophobic bullying. MP asked the age of the bullies. SV said they were in Year3 and Year 6.</p> <p>SV showed Governors a breakdown of all the Safeguarding data, so far this term, by category. Governors noted that some categories overlap.</p> <p>SV said that he and CW are copied in to all Child Protection information recorded on CPOMS.</p>	Chair

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

	<p>JB asked if incidents at lunchtimes were recorded. SV said that all staff are able to log in and record incidents. BM asked what happened after an incident was logged. SV said that each log resulted in an action. BM asked for confirmation that positive behaviour is also logged. BM also asked how categories were defined.</p> <p>SV said that Safeguarding Policies will be updated to reflect the new system for recording Safeguarding incidents. Definitions for each category will form an appendix to policy.</p> <p>SV said that information recorded on CPOMS could be shared with other agencies involved with the child's welfare.</p>	
1.18	<p>Policies for Review (as necessary) The Pay Policy will be discussed at the next meeting.</p>	Chair
1.19	<p>New Ofsted Arrangements: See above</p>	SV
1.20	<p>Proposed survey on parental engagement: JB said that parent cafes / drop in sessions have been successful in the past.</p> <p>JF suggested that parent forums could be put in place to focus on specific issues. Governors noted that the PFTA was a small group at present.</p> <p>Suggested topics to be discussed by a parent forum were the school building, online reporting, uniform and term dates.</p> <p>JB said that she wanted parents to feel they were able to have an input and ask questions. JB suggested an item in the newsletter.</p> <p>CW and MB thought meeting should be focused around a specific issue.</p> <p>JS suggested the library might be a good initial focus.</p>	Chair
1.21	<p>Governor etiquette: JB asked what skills and attributes Governors looked for in an ideal governor (see minutes from the FGB meeting in September 2014). How should Governors treat each other?</p> <p>JF said Governors should listen to each other. CW said Governors should be respectful of others.</p> <p>JB said when Governors ask questions of others they should give each other the benefit of the doubt. Governors should support others who wish to speak in the meeting. Governors should also respect other people's time by not going over what has been discussed before.</p> <p>BM said that Governors do not always have to agree; it is not personal if you are out voted.</p> <p>JS questioned the use of the phrase 'work independently'. Governors agreed that this meant doing a specific piece of work, on agreed projects, not independently, but using one's initiative.</p>	Chair

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

	<p>Governors sometimes need to be pragmatic.</p> <p>JS asked if the Governing Body could ask for specific skills when appointing a Parent Governor. AM said she thought, not. Candidates will be asked to provide a personal statement and then parents will vote according to their own preference.</p> <p>When a Co-opted Governor vacancy arises the Governing Body can look at the skills audit and appoint a Governor with appropriate skills.</p>	
1.22	<p>Items for agenda of next meeting: Pay Policy</p>	Chair
1.23	<p>Date of next meeting: 30th September: Staff/ Governor social, 7pm at The Cannon. BM and MP gave their apologies. The meeting ended at 9pm.</p>	Chair