



**Wyndham Primary School**

**Meeting of the Local Governing Board  
10 July 2018 at 5:00pm**

**Present:**

Rachael Cleary	Headteacher
Laura Bell	Co-opted (Chair)
Kim Coulter	Co-opted
Jill Rowley	Staff
Jolene Blench	Parent
Amanda Todd	Parent
Stephen Ord	Co-opted

Quorum: 4

**In attendance:**

Sandra Garrity           Clerk  
Debbie Burke            School Business Manager

1.	<p><b><u>Welcome new governors &amp; Introductions</u></b></p> <p>The Chair welcomed everyone and opened the meeting. There was a round of introductions.</p>	
2.	<p><b><u>Apologies for Absence</u></b></p> <p>Consent was given to the apologies received from:</p> <ul style="list-style-type: none"> <li>• Mrs Fabian</li> <li>• Mr Arshad</li> </ul> <p>Consent was not given to the apologies received from Mrs Gill.</p> <p>Mr Nfon was also absent.</p>	
3.	<p><b><u>Declaration of any conflicts of interest relevant to this agenda</u></b></p> <p>None.</p>	
4.	<p><b><u>Governing Board Membership</u></b></p> <p>The Governing Board currently have 2 vacancies to reach the maximum of 13 permitted in the Scheme of Delegation. The Governing Board <b>agreed</b> for the Clerk to follow up any expressions of interest from Inspiring governance.</p> <p>The terms of office for the following Co-opted governors were due to expire</p>	<b>Clerk</b>

	<p>on 31 October 2018. The Governing Board <b>agreed</b> to appoint all governors for a period of one year from 1 November 2018.</p> <p>Laura Bell Louise Fabian</p> <p>The term of office for Kim Coulter would expire on 31 October 2018. The Governing Board <b>agreed</b> for a staff election to be held and for Mrs Coulter to self-nominate with a view to being elected as a Staff governor. The School Business Manager <b>agreed</b> to administer the election of a Staff governor. The term of office for Mr Ord was due to expire on 11 December 2018. The Governing Board <b>agreed</b> to appoint Mr Ord for a period of one year from 12 December 2018.</p> <p>The terms of office for Mrs Gill, Co-opted governor was due to expire on 17 October 2018. The Governing Board <b>agreed</b> to defer the appointment Mrs Gill to 11 December 2018 subject to Mrs Gill confirming whether she would wish to be reappointed. The Clerk <b>agreed</b> to contact Mrs Gill to determine her intentions.</p> <p>In accordance with the Scheme of Delegation the Governing Board considered the period of office for the positions of Chair and Vice Chair and <b>agreed</b> the period should be for one year. Governors noted that the appointment of Chair was subject to Trust approval in accordance with the Scheme of Delegation and the appointment would be considered by the Trust Board at their meeting late in the Autumn term.</p>	<p><b>SBM</b></p> <p><b>Clerk</b></p>
5.	<p><b><u>Any Other Business</u></b></p> <p>None.</p>	
6.	<p><b><u>Minutes of the meeting held on 20 March 2018 and matters arising</u></b></p> <p>The minutes of the meeting held on 20 March 2018 were accepted as a true record of the meeting.</p> <p>Matters arising were discussed:</p> <ul style="list-style-type: none"> <li>• Mrs Bell to take on Safeguarding role until another governor was appointed.</li> </ul>	
7.	<p><b><u>Headteacher's Report</u></b></p> <p>The Headteacher's report had been circulated before the meeting. The Headteacher highlighted the following:</p> <ul style="list-style-type: none"> <li>• Key stage 2 results highlights were shared, which showed Reading at 64%, Grammar and punctuation 79%, Maths 68%, combined 57% and Writing 71%. Reading, Grammar and Maths were all lower than the previous year. One paper to be resubmitted for remarking for Reading.</li> <li>• Reading national average was 75%, Maths 76%, combined 64%, Writing 78%. Therefore, all of the school's Key stage 2 results were below the national average.</li> <li>• The grade boundary for greater depth was not yet known. If this was 110 then the predicted outcome for greater depth would be Reading at 29%, Grammar 36% and Maths 11%.</li> </ul>	



	<ul style="list-style-type: none"> <li>• <b>A governor asked for the number of how many children participated in the extracurricular activities.</b> The Headteacher would include this in future reports.</li> <li>• 4 children were leaving to join Gosforth Academy from Year 4. <b>A governor asked whether the school had lost children from Year 6.</b></li> <li>• The Headteacher advised Nursery numbers down to 17 due to 30 hour offer being available elsewhere but school could not provide this offer. The School to promote the Nursery and playgroup and the facilities. <b>A governor questioned whether there would be an opportunity for a January intake.</b> The Headteacher advised the School would take admissions at any point in the year. <b>A governor questioned the reasons why the school could not offer 30 hours in Early Years.</b> The Headteacher advised this was not financially viable for the school.</li> </ul>	Headteacher
8.	<p><b><u>Performance Management of Headteacher</u></b></p> <p>In accordance with the Scheme of Delegation the CEO and Trustees held responsibility for the Performance Management of the Headteacher, with governors to have input. The Governing Board <b>agreed</b> Mrs Bell and Mr Ord would be invited to attend by the Headteacher.</p>	LB/SO Headteacher
9.	<p><b><u>Review Staff pay</u></b></p> <p>The Trust Pay policy sets out the following responsibility to the Local Governing Board:</p> <p><i>“The LGB has determined that the process for making decisions on the pay of staff shall be delegated to an appropriate committee. There shall be a quorum of 3, non-employee governors who will carry out determinations of pay. The committee shall decide the pay of all staff in the school (excepting the Headteacher) by the effective application of this policy in all circumstances, including upon appointment, when the staffing structure changes (with agreement from the Board of Trustees) and in conducting the annual salary review for teachers. The Headteacher shall be an adviser to the appropriate Local Governing Board Committee”.</i></p> <p><i>And</i></p> <p><i>“the staffing committee of the Local Governing Board will report its decisions to the full LGB for information. The report will, wherever possible, not contain any information that would enable an individual to be identified”.</i></p> <p>The Governing Board noted the requirements of the Pay policy and <b>agreed</b> Mr Ord, Mrs Todd and Mrs Blench would meet before 31 October 2018.</p>	SO/JB/AT
10.	<p><b><u>Committee Reports</u></b></p> <p>Minutes from the following meetings had been circulated prior to the meeting:</p> <p><u>Finance, Premises and Staffing Committee – 3 July 2018</u> The minutes were agreed as an accurate record of the meeting. <b>A governor</b></p>	

	<p><b>questioned whether the Headteacher knew of any circumstances where staff do challenge individuals in school without a badge. Another governor asked about changes to the building and the issue of erecting electronic gates to ensure safeguarding.</b> The Headteacher responded to these questions.</p> <p><b>A governor requested an update to on Pupil Premium children to the full Governing Board meeting each term to reflect the work done in the school with these children.</b></p> <p><u>Performance and Curriculum – 19 June 2018</u> The minutes were agreed as an accurate record of the meeting. PP – would develop case studies of children to demonstrate their progress and other types of progress not just attainment.</p> <p>The School Business Manager <b>agreed</b> to prepare a schedule of meetings for the 2018/19 academic year.</p>	<p><b>Headteacher</b></p> <p><b>SBM</b></p>
11.	<p><b><u>Health &amp; Safety / Safeguarding Update</u></b></p> <ul style="list-style-type: none"> <li>• The Safeguarding Audit Action plan tabled at the meeting. All actions had been completed since the Audit in December, bar the Headteacher delivering Safeguarding training for the appointed link governor. To be confirmed for the next academic year.</li> <li>• The Annual Safeguarding report to governors had been circulated with the agenda.</li> </ul>	<p><b>Headteacher</b></p>
12.	<p><b><u>Finance</u></b></p> <p>Governors acknowledged receipt of the revised terms of reference for the Finance and Audit Committee and the Finance Surgeries. Governors noted that they had participated in a Finance surgery in April but these had been suspended in the absence of the CFO. <b>A governor questioned what arrangements were in place to provide cover for this post in order to fulfil the obligations and service to the school.</b> The Chair <b>agreed</b> to email the Chair of the Trust Board to ask for clarification on the cover to be put in place. Governors noted the increase in the contribution by the school to fund more central team positions but the school was not receiving a satisfactory level of service. Governors were unclear about the interim leadership arrangements and expressed concern about the absence of 2 key lead roles and the lack of information about the central team.</p> <p><b>A governor queried if the School Business Manager felt supported.</b> Governors noted that the circumstances were challenging but there was peer support among the team of SBMs.</p> <p>The Governing Board were still dissatisfied with the arrangements regarding financial delegation. <b>A governor challenged the governing board to consider what the desired outcome was.</b> Governors <b>agreed</b> that the Governing Board would request a response from the Trust to the LGB a in relation to financial matters, to be received a week before the next meeting.</p>	<p><b>Chair</b></p>
13.	<p><b><u>School Development Plan 2017/18 and prepare for 2018/19</u></b></p>	

	<p>The School Development plan for 2017/18 had been reviewed and RAG rated for progress towards completing actions and this had been circulated with the agenda. This would be updated in light of the KS2 SATS results.</p>	<p><b>Headteacher</b></p>
<p>14.</p>	<p><b><u>Governor Monitoring Visits</u></b></p> <ul style="list-style-type: none"> <li>• Governor Visit Reports had been circulated before the meeting in the areas of PE, SEND, Pupil Premium, RE, Art, Design Technology, History and Geography. The report on PE had been shared at the Performance and Curriculum Committee. Mr Ord thanked staff for outlining Pupil Premium spending and impact and the plans to improve swimming for year 6 for next year to ensure children met the standard.</li> <li>• Other reports were tabled. Mrs Blench advised that she had visited the school to look at SEND and looked at books and assessment reports. Miss Blench reported it was possible to see different level of teaching in RE and how this related to school values. Had shared the assessment criteria but was not assessed as frequently as other subjects and this would be implemented from the next year. Children self-assess and get feedback and sign to indicate they have received the feedback. An improvement identified</li> <li>• Different curriculum identified, with drama, Art, tally charts across year groups. Teacher keen to ensure consistency and labelling in the workbooks to fall in line with history and geography. JB had asked about the children’s behaviour. All children were confident to share their beliefs and faiths and there were no issues arising between children from different faiths.</li> <li>• Miss Blench reported that children participate in setting the school values.</li> <li>• A report on Design Technology from Mrs Fabian was tabled at the meeting.</li> <li>• The LGB monitoring activities schedule had been updated and there were some items still outstanding. The Chair to sign and for this to be submitted to the Trust by the SBM.</li> </ul>	
<p>15.</p>	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• The school have a policy schedule and <b>agreed</b> to review in line with the Trust policy matrix to ensure that policies that are now the responsibility of the Trust are not included. The SBM to send a copy to the Clerk for information and planning.</li> <li>• The Risk Register had been circulated with the agenda. This had been presented to Committees. The Headteacher highlighted that this had identified a priority regarding the gates. The Gates were to be closed at all times and would be opened by an entry system.</li> <li>• The Critical Incident plan was shared for information at the meeting. The school has to undertake a significant amount of work to develop the business continuity and the CIP. The school would continue to purchase this SLA next year. The Headteacher advised how the CIP could be used at the time of an incident. Training had been with SLT, SBM and the Caretaker. Further training to be given to all staff. A staff governor reported the training was useful and had found the process to be extremely effective and useful to shape thinking. Governors were reassured by the work undertaken and noted some minor changes that had been made to improve responses in the</li> </ul>	<p><b>Headteacher SBM</b></p>

