

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Business Meeting on Thursday 21st September 2017
at 5.00pm.

Present: Mark Back (Chair), Rachal Daniels, Juliet McCaffery, Eugene Arnold, Adrian Strange, Emily Winslade, Martyn Giddens (Headteacher), Mark Dally (Associate Member), Andy Thomas (Clerk).

1. Quoracy of meeting

The Clerk chaired the meeting and welcomed those present.

The required quorum was six Governors. Seven Governors were in attendance and the meeting was therefore quorate.

2. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Teresa Goble, Sidonie Kenward, Mo Marsh, Jo Whitmore and Katharine Winks.

3. Consideration of apologies

Apologies were duly accepted.

4. Current membership of Governing Body/ vacancy filling

There were currently vacancies for one Parent Governor and the Local Authority Governor. Nominations would be sought for the Parent Governor vacancy. The LA Governor vacancy had been reported to the Local Authority, which would appoint in due course. This would be followed up. **ACTION – AT**

5. Appointment of Chair and Vice Chair

Nominations had been received for Mark Back as Chair and Emily Winslade as Vice Chair. The election of MB and EJW into the respective posts was agreed.

MB duly took the chair for the remainder of the meeting.

6. Declarations of Interest

None were declared.

7. Business Interests Register (to be signed at the meeting)

New forms had been issued by the Local Authority for use by Governors and staff. Hard copies were distributed to those present. Returns would be followed up.

ACTION – Govs./ AT

8. Minutes of meeting held on Monday 17th July 2017

a) Approval of minutes

The minutes of the previous meeting of the Full Governing Body meeting had been circulated. The minutes were agreed and duly signed by the Chair.

b) Matters arising from above

I. Unity Partnership Agreement

It was confirmed that the Clerk had contacted the Unity Partnership regarding taking this matter forward. However no response had been received. This would be followed up. **ACTION – AT**

II. Flooding

Covered by the Headteacher's report.

III. Action Points

The Action Points were reviewed and it was noted that these had either been completed, were in hand or were covered elsewhere on the agenda.

9. Headteacher's Report (verbal update)

MG and MD highlighted the following key issues:

- *Summer works:* All planned work had been completed, including flood remedies. Thanks were expressed to outgoing interim Business Manager Jane Harrower for facilitating matters.
- *School closure:* Following rumours that the school was to close, the Local Authority had confirmed that there were no plans to close any schools. There were however plans to reduce the number of Planned Admission Numbers (PANs), which may have an impact on the school in terms of increased demand. The Local Authority had subsequently indicated in writing that there were no plans or discussions relating to the closure of the school.
- *Staffing:* New staff had been recruited, systems were in place and things were progressing well.
Pupil behaviours: Pupils were calm and settled. A good standard of work was being produced.
- *Curriculum:* The new Curriculum was settling in. There had been a good start to the term/ new academic year. New timetable arrangements had been put in place. New intervention strategies had been introduced and were working well.
- *House system:* Pupils were very engaged with the House system. There was a new online points facility.
- *School Priorities:* School priorities had now been put in place and the SDP had been worked on over the Summer.
- *Performance management:* All staff were now performance-managed with effect from this year. All documentation had been prepared, which had been a big task. Staff would have three performance objectives.
- *New Business Manager:* New Business Manager Andrea Hammond was now in post and would be an excellent asset to the school. A full and detailed handover was in progress with interim Business Manager Jane Harrower, which had been invaluable. It was agreed that a thank-you gift should be bought for JH. **ACTION - MG**

- *New Site Manager:* New Site Manager Mike Crampton was now in post and was making a positive impact.
- *Pupil numbers:* There were currently around 345 pupils at the school, down from 374 at the end of the previous academic year. There were 94 places available.
- *Budget:* There would be a carryover this year of around £7k but a deficit was anticipated in the following year. In this case no financial 'bale out' would now be available from the Local Authority. The new budget may result in a positive impact for the school.
- *Holiday requests:* Holiday requests had been high since the start of the new academic year. The new two-week October half term break introduced by the Local Authority had not remedied this. A 'zero tolerance' approach was now being adopted by all schools in the Deans Partnership. It was noted however that savings made by taking holidays in term time would more than offset any fines imposed.
- *School categorisation:* Ofsted had categorised the school as 'Good'. The Local Authority was also now undertaking assessments through visits by the School Partnership Advisor (SPA). These were akin to an Ofsted style light touch process. These visits included interviews with staff and the school was seeking associated funding for supply teacher cover. It was considered that the school was good and that it knew its strengths and weaknesses. A SPA visit was scheduled for the following week.

The following questions were asked:

- ***Had there been any negative feedback from staff in relation to performance management?*** This had not been the case. It had been launched following discussion at an Inset Day and the reaction was that staff felt valued.
- ***How were existing staff performance assessed?*** Teachers were assessed against the previous year's targets, NQTs had a separate evaluation system and newer staff were assessed against performance with previous employers.
- ***Did a fall in pupil numbers result in reduced funding?*** This was indeed the case, and the impact would be significant.
- ***What were the anticipated pupil numbers for September 2018?*** This would be known at a later date. In the meantime a budget was being drafted on the basis of the current number (345).
- ***When was it anticipated that PANs would be reduced?*** This could be in September 2018. Consultation was ongoing. This may result in an increase in demand for Reception places, particularly in relation to SEN pupils.
- ***What was the fine for unauthorised absence?*** This was currently £60 per pupil, per parent.
- ***How many fines had been issued in the previous academic year?*** Data would be made available to the Governing Body. **ACTION - MG**

MG and MD were thanked for the report.

10. Adopt Code of Practice for Governing Body for the year 2017-18

This had been issued in advance of the meeting. It was agreed that a typographical error in the third line of the second paragraph should be corrected (amending 'and' to

'and'). Subject to this change, the Code of Practice was agreed and would be signed by the Chair in due course. **ACTION – AT/ MB**

11. Agree Terms of Reference for Full Governing Body and sub-committees

The Terms of Reference for the Governing Body; Finance, Personnel and Premises Committee; Curriculum, Standards and Welfare Committee; and Headteacher's performance review had been circulated in advance. These were agreed and signed by the Chair.

12. Agree membership of sub-committees

Current Committee membership had been circulated in advance. The allocations were agreed.

EA and AS undertook to consider attending Committee meetings. **ACTION – EA/ AS**

13. Link Governors (decision on allocations)

Current Link Governor assignments had been circulated in advance. The current allocations were endorsed. However there were some gaps and it was agreed that proposals would be issued for comment. **ACTION – MG/ AT**

JM expressed interest in the Pupil Premium area.

It was noted that a range of training was available via the Local Authority. It was agreed that protocols around renewing training for the Safeguarding Link Governors should be checked. **ACTION - AT**

14. Programme of Meetings 2017-18

A proposed meeting schedule had been circulated in advance. This was agreed.

15. Governors' Visits

A revised report form for use by Governors had been circulated. This was noted.

16. Scheme of Delegation

The Local Authority had issued a revised model Scheme of Delegation. It was agreed that MG, JW and the school Business Manager would meet to review this in advance of the next meeting. **ACTION – MG/ JW**

In response to a question it was confirmed that the document set out delegated authorities in relation to financial expenditure.

17. Chair's correspondence

There were no items of correspondence.

The Chair reminded those present that a wealth of training for Governors was available from the Local Authority and that this should be utilised.

18. Clerk's matters

The Clerk appealed to Governors to submit profiles and pictures for the Governor pages of the school website. A template profile document was available and this would be sent to JM, EA and AS. **ACTION - AT**

It was confirmed that details of the Clerk's working pattern had been sent out for Governors' attention.

19. AOB

a) Items notified in advance (5 days required)

There were no items.

b) Emergency items (requiring advance discussion with the Chair)

i. Security

It was confirmed that the security door access code was not made available to Governors but that the Clerk should be contacted via mobile 'phone in the event of issues relating to access to the school for Governing Body meetings. The Clerk's contact number was confirmed.

The position with DBS checks and security passes for new Governors would be checked with the Business Manager. **ACTION - AT**

ii. Christmas Shows

The position in relation to Governors' tickets for school Christmas shows would be confirmed. **ACTION - AT**

20. Date of Next Meeting

As agreed under Item 14, the next meeting was scheduled to take place on Thursday 14th December 2017 at 5.00pm.

There being no further business the meeting was closed.

***** Please see Action Points from this meeting on the following page**

Action points from FGB meeting held on 21st September 2017

Action	By	Person responsible
1. Address PG and LA Governor vacancies.	By next meeting	AT
2. Complete Business Interests Register.	ASAP	Govs./ AT
3. Unity Partnership Agreement to be followed up.	By next meeting	AT
4. Arrange thank-you gift for interim Business Manager JH.	ASAP	MG
5. Circulate data to the Governing Body on fines for unauthorised absence in the 2016-17 school year.	In due course	MG
6. Amend and sign GB Code of Practice.	In due course	AT/ MB
7. EA and AS to consider attending Committee meetings.	In due course	EA/ AS
8. Check training protocols for Safeguarding Link Governors.	In due course	AT
9. Send template website profile to JM, EA and AS.	ASAP	AT
10. Check position on DBS checks and security passes for new Governors.	ASAP	AT
11. Check position re: Governors' tickets for Christmas shows.	In due course	AT