

**Minutes of the meeting of the Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 9 October 2014 at 7.00pm**

Present: Revd Adams, Mrs Cook, Mrs Gale, Ms Fox, Mr Grenz, Mrs Leach (Head), Ms Meynell, Mr Smith (Chair), Mrs Simoes, Mr Spencer, Ms Winsemann-Falghera.

Visiting: Mrs Kidney and Mrs Marsters (Deputy Heads). In attendance: Miss Owen (Clerk)

The Clerk advised the meeting was quorate, as more than 50% of the current membership, excluding vacancies, was present.

**Standing items**

**1.1 Apologies for absence**

Mr Saunders (prior meeting), Mr Ferguson (work commitment).

Ms Meynell proposed, Ms Winsemann-Falghera seconded the apologies should be accepted. Agreed by all present.

**1.2 Declaration of Interests (standing item)**

There were no declarations of direct or indirect pecuniary interest by members of the GB in respect of any item on the agenda.

**1.3 The Register of Pecuniary Interests 2014 - 2015**

The Register for the new academic year was distributed: all present signed.

**2. Procedural items for the beginning of the new academic year 2014 - 2015**

**2.1** The meeting agreed it approved the term of office as one year for the Chair and Vice Chair (as stated in the current Standing Orders).

**Election of Chair:** Mr Smith offered to stand. There were no other nominations. Ms Winsemann-Falghera proposed, Revd Adams seconded Mr Smith as Chair. Mr Smith left the meeting whilst the vote took place. Agreed by all present.

**Election of Vice Chair:** Mr Grenz offered to stand. There were no other nominations. Mr Grenz left the meeting whilst the vote took place. Ms Meynell proposed, Ms Winsemann-Falghera seconded. Agreed by all present.

The Chair clarified a point raised by a Governor. All decisions taken by the GB must be agreed by a majority vote. If Governors wished to abstain, or object to a proposal and vote against it, then individual decisions will be recorded.

**2.2 Appointment of named Governors with responsibility for the following areas:**

**Child Protection and Looked After Children: Revd Ruth Adams**

**SEND: Hannah Simoes**

**Safeguarding: Hannah Fox**

**Equality and Diversity: Revd Ruth Adams**

**Health and Safety: Heather Cook**

**Headteacher's Performance Management: Hannah Simoes and Revd Ruth Adams. Hannah Fox will also undertake training.**

The meeting unanimously agreed to the above named Governors taking on these areas of responsibility noting that the Data Governor, Richard Spencer, would continue in this role whilst he is in office.

The Chair thanked Governors for their commitment. **The Clerk will source job descriptors.**

**2.3 Recommended Complaints Procedure and Recommended Persistent Complaints and Harassment Policy**

The Chair noted these are LA policies; he had received advice on 11 September 2014 from the LA that there have been no updates to these policies. Therefore, the current policies remain in place.

**2.4 Agree schedule of meetings for the forthcoming year**

**The meeting unanimously agreed to the proposed schedule, circulated with the papers for this meeting.**

**2.5 NGA Code of Practice**

The Chair noted this has been recently revised by the NGA. It is now a **Code of Conduct. This will come to the next meeting.**

**3. Minutes of the last meeting (17 July 2014)**

Typo for correction (page 2) 'scrutinised' not 'scruntinised'. The Head noted the SPaG result at Level 4+ should read 70% not 78%.

**Ms Winsemann-Falghera proposed, Mr Spencer seconded the minutes be approved as a true record. Agreed by all present.**

**3.1 Matters Arising**

- The Clerk on behalf of the GB had sent a letter of appointment to Ms Fox.
- Mr Spencer and Mrs Kidney met.
- The draft SDIP will come to the autumn B meeting.
- The new termly Governors newsletter will be discussed under any other business.

- The Critical Contingency Plan (an action point from the Statement of Internal Control) is to go to the Resources Committee autumn term B.
- The GB's self-audit was sent to the LA.
- The annual child protection monitoring report was sent to the ECPS.
- The GB's service level agreement has been returned to CGS.
- The Chair has sent out a suggested structure for the discussion about reconstitution at this meeting.

##### **5. Headteacher's Update (verbal report)**

The Head reported the following points to the meeting:

It has been a positive start to the term. There are currently 438 on roll, compared to 444 in January 2014. Reception, Years 1 and 2 are full, with a few places remaining in Years 3-6. However, Nursery is not full, with 32 places taken up out of 52.

There are five new full time teachers, four are NQTs. They are settling in well: each NQT has a mentor from leadership team.

New staff have a buddy and are following the school's induction programme. Two new part time teachers have joined the staff:

one works in KS2 for 3 days covering NQT release and PPA – the second is in Year 5 job share with Miss Fonseca.

The school's two new Acting Assistant Headteachers, Miss Fonseca and Mrs Morris, are settling well into their roles and supporting new staff. These are one-year appointments. Teacher appraisals are taking place and are expected to be completed by this half term. The Headteacher's Performance Management review is scheduled for tomorrow (10 October).

The Head noted some particular challenges for the school with behavioural issues. Three fixed term exclusions have taken place this term. The Head noted three statements of SEND are being processed. The Head described the impact that challenging behaviour presents for everyone, other children and staff. In answer to a Governor's question, the Head outlined a typical re-integration programme that follows a fixed term exclusion.

The school continues to focus on attendance and punctuality. The school is well supported by its Education Welfare Officer (EWO). Incentives have been refreshed and new systems introduced to promote punctuality: these are having an impact. The EWO processes penalty notices and is proactive in supporting the school: later this term, the EWO will undertake a 'late gate' exercise i.e. challenging parents for the reason why their child is late into school.

The Head discussed the different types of learning that are taking place in the curriculum e.g. Forest Learning has extended from Year R into Year 1 and there are exciting role play areas in Yr R-2. Several year groups have been out on trips or received visitors: Year 2 visited Pizza Express, Year 4 visited St George's Church, every class has visited the Life Education caravan bus and another Learning Bus is currently on site highlighting the topic of South America. Year 4 had an artistry in chocolate demonstration and then a practice session and Year 2 enjoyed a visit from a food scientist. Year 6 recently visited Stephen Perse for a Science morning presented by Simon Mayo. The whole school enjoyed an Environment Day last month and, as part of Eid celebrations, had an Eid Lunch. The Head thanked those Governors who were able to attend the Equalities Award event on 17 September. The Head noted that Martin Campbell from NCA had visited last week to present certificates in family assembly: links with other schools continue e.g. Perse students come in for Maths and French clubs with Year 5 and reciprocal groups from CB4 (local cluster schools) come in for maths, boys writing, early years and inclusion. Mrs Kidney reported that 5FT is class of the week on Cambridge 105, and 4LK will be 'class of the week' next week, with daily radio slots at 7.30am.

The new activity trail for KS2 children was installed in the summer holidays: it is proving very popular. Generous donations from Team Shirley, £5,000 from National Lottery funding, and the school's own fundraising drive have helped towards the £14,000 costs. Clubs are taking place this term, with a comprehensive range offered including sports clubs: football, hockey, rugby and multiskills after school. The school has bought into the Sports Partnership to support PE in the school, with a coach taking after school football clubs.

Other links with the community take place within the school e.g. Maths and EAL courses for parents. Prospective parent tours have started. These have been advertised within the community and on the website. Seven parents visited on today's tour: choices of six dates are offered. Parent consultations start next week. Miss Harnwell led staff training for teachers to update their sections on the website. In answer to a Governor's question, the Head confirmed the pupil premium report is on website.

The new caterers ABM Ltd have had a good start to the term with favourable informal feedback from the children. The Head has monthly meetings with ABM at which new initiatives e.g. food ambassadors in Year 6 and lunches for parents have been discussed. ABM has visited the School Council and is keen to incorporate children's views. Cambridge's MP was due to visit for lunch last month but had to postpone. In answer to a Governor's question, the Head said the school is monitoring the take up of Universal Infant Free School Meals. The Hall requires a large number of staff to manage lunchtimes successfully. The kitchens use fresh products and provides nutritious meals: the Head said she would like to see a 100% take up of UIFSM. Lunchtimes are taking

longer than usual but this is to be expected with higher numbers and children who are new to the serving systems. The price of a school dinner remains the same as last year's, at £2.10. The caterers are undertaking a recruitment drive to install a permanent team in the kitchen. When this is completed, it is hoped parents of each class will be invited in, one class at a time. The school has a three-year contract with ABM with prices guaranteed for the first year. A Governor noted the children enjoyed the Eid Lunch and asked if it might be possible to assess whether fresh food impacts on learning. **The Head said she would ask a member of the SLT to find out if any such surveys have been conducted.**

The Head reported the RAPS are now completed and the SDIP is being drawn together for the GB meeting Autumn B. The Chair thanked the Head for her report.

#### **5. School Development and Improvement Plan (SDIP 2014-2015)**

The Head reported the RAPS are now completed and the SDIP is being drawn together for the GB meeting autumn B. The draft SDIP will be emailed out in advance of the meeting.

#### **6. Governor Monitoring Groups**

**Maths: Richard Spencer (Lead), Henri Winsemann-Falghera, Libby Saunders.**

**Curriculum (formerly IPC): Revd Adams (Lead), Hannah Simoes, Henri Winsemann-Falghera.**

**Writing: Louisa Meynell (Lead), Libby Saunders, Mary Gale, Karl Grenz.**

**SEND: Hannah Simoes (Lead), Louisa Meynell, Hannah Fox.**

**The meeting unanimously agreed to the above named Governor membership of the monitoring groups.**

The Head noted Lead staff members: Christine Marsters (SEND); Hannah Kidney (Curriculum); Claire Fonseca (Maths); Anna Carter (Writing). **The Head will ensure Lead staff have email contact for Governors and ask them to suggest possible dates for monitoring group meetings.**

#### **7. Membership of the GB's Committees and Development Group**

**Resources:** Angela Leach, Karl Grenz, Hannah Simoes, Iain Smith, Heather Cook, Henri Winsemann-Falghera, Louisa Meynell.

**Standards:** Angela Leach, Hannah Fox, Richard Spencer, Revd Adams, Louisa Meynell, Henri Winsemann-Falghera, Colquhoun Ferguson.

**Development Group:** Angela Leach, Iain Smith (GB Chair) and the Chairs of the Committees (who are to be elected at the first Committee meetings. The GB Chair noted this group discusses matters relating to the school's longer-term strategic overview.

**The meeting unanimously agreed to the above named Governors being members of the Committees and Development Group.**

#### **8. Parent Council**

Ms Meynell reported that the staff and Governors in the group had met at the end of September. The group is keen to think of new ideas to boost parent attendance and representation from all groups of the parent body, including maintaining links with parents who attend the ESOL cafe. Miss Kurc and Mrs Stant will be the two teachers facilitating the Parent Council. Monday 17th November and Tuesday 18th November are the first scheduled meetings.

#### **9. Policies to be adopted by the GB**

Safeguarding and Child Protection: amendments were noted to the current Policy. Claire Fonseca has attended the two-day Designated Person for Child Protection training in September and the Policy will include the names of the Governors for Safeguarding and Child Protection, who were now named earlier in this meeting (Ms Fox and Revd Adams).

**Proposed for adoption by Revd Adams, seconded by Ms Fox. The meeting agreed to the revised Policy being adopted.**

#### **10. Reconstitution of the Governing Body**

The Chair explained that under the 2012 Regulations, all Governing Bodies have to reconstitute by September 2015. Therefore, the GB must discuss and then make a formal decision at a consequent meeting about the composition of the GB's new Instrument of Government. The Chair said he had prepared and circulated a proposed new Instrument of Government; however, he emphasised this is to support discussion only and should not to be seen as a suggested indicator of any future outcomes. The proposed structure includes the (mandatory categories) of: one LA Governor; one staff Governor; one Headteacher. The category of Community Governors will not exist under the new constitution: they may remain, if agreed by the GB, as Co-opted Governors. The GB currently has two LA Governors. If agreed by the GB, one will move into the category of Co-opted Governor.

The Chair said the GB must discuss and formally decide at the next GB meeting a) the total Governors of Governors b) the number of Parent Governors and c) the number of Co-opted Governors. The meeting then held extensive discussions about the proposal. The informal consensus of the meeting was that 15 Governors is an appropriate number for a school of this size. The Chair said the GB could reconstitute at any time if it wished to change the size of its membership. A Governor noted that reconstituting gives the GB an opportunity of flexibility to ensure appropriate diversity is maintained on the GB. The meeting agreed the need to decide a structure that worked best to support the development of the school.

The meeting discussed the number of Parent Governors suggested for the new Instrument. The Chair noted the GB must justify any decisions it takes. The meeting discussed the suggestion of having three, four, or five Parent Governors. Governors discussed the need to have a balance of representation on the GB. The GB currently has five Parent Governors. A Governor suggested that if the GB had a fewer number of parent Governors, then Co-opted places would become available that could be taken by parents. It was suggested that this might be beneficial in that parents would not have to stand for election and the GB could consider applications from parents. Therefore, parents would still be incorporated on the GB but through a different opportunity of inclusivity. Some Governors noted concerns that a democratic membership needed to be considered and, if the number of parent Governors were decreased, this may give the impression that parents were not welcome on the GB. Conversely, some Governors said that parents might be put off entering an election in case they did not win. The Chair said a parent could approach the GB at any time to be considered as a Co-opted Governor. If a parent would like to be considered as a Co-opted Governor, they should approach the GB stating the skills they could bring to support the school and ask for their application to be considered. A Governor noted that parents taking up Co-opted places would place the GB a favourable position, in ensuring parental representation is upheld. It would also give the GB flexibility in considering applications from parents who have skills to support the school. The GB would remain a strong voice for parents, if any remaining places for Co-opted Governors were taken by parents.

The meeting largely agreed with a Governor's comment that a third of the GB's membership should be filled by parents, as this gives a better proportion of Governors to ensure representation from parents. A Governor suggested that if the GB had a future number of four elected parent Governors, then the GB must commit to an active policy of seeking out a fifth parent to include as a Co-opted Governor on the GB. A Governor suggested that some parents might want to contribute their ideas informally through e.g. the Parents Group. A Governor suggested that if the number of elected parent Governors were decreased this might be beneficial, in that it would provide a place for a Co-opted parent governor to join the GB. A Governor noted it is important for the GB to seek Co-opted Governors who can bring an over-riding interest in the development of the school. The meeting agreed the need for inclusivity through engagement with parents is to be upheld. The consensus of the meeting was that Governors wished to support the aim of the parent body voice being heard through adequate representation.

The meeting then discussed the proposition of the GB having three or four elected parent Governors. The consensus of opinion was that if the GB decided upon four elected Governors, then the GB must actively seek a parent to take a fifth Co-opted place. A Governor suggested that three elected parent Governors was too low a number to ensure the representation of parents. A Governor suggested that Co-opted places for parents would allow the GB to build for the future. The meeting asked whether four parent Governors would be acceptable to those Governors who wanted the current five places maintained. In an informal show of hands, eight Governors were in favour of four elected parent Governors, whilst three were in favour of five elected parent Governors.

After further discussion, the meeting informally agreed that four elected parents would be the minimum number it would support, with the intention of the GB being to seek out parents for a remaining Co-opted place. This would ensure the third of the GB's current membership from the parent body is maintained and allow the GB flexibility in seeking a fifth Co-opted Parent Governor with particular skills to offer the school. The meeting noted its informal consideration of a future Instrument of Government comprising one staff Governor, one Headteacher Governor, one Local Authority Governor and eight Co-opted Governors, with four elected parent Governors. The formal decision will be taken on 11 December 2014.

The Chair noted an election for two parent Governors will not be held in November, upon the cessation of the terms of office of Mr Spencer and Ms Meynell. Any elections will take place after the new constitution is formally agreed on 11 December 2014 and the number of elected parent Governors is decided and approved.

The Chair said that the GB would need to send a copy of the minutes, stating its decision for a new Instrument of Government, to the LA as soon as possible, so the new Instrument can operate from 1 January 2015. Therefore, it is proposed to hold an extraordinary meeting of the GB on 11 December at 7.00pm, with a separate main meeting starting at 7.30pm. This will enable the Clerk to produce the minutes and send them to the LA as quickly as possible.

## **11. Committee Reports**

### **11.1 Standards**

The Committee's first meeting of the academic year is to take place shortly. Consequently, there are no updates to report.

### **11.2 Resources**

The Committee's first meeting of the academic year is to take place shortly. Consequently, there are no updates to report. A Governor noted this Committee would closely monitor the carry forward.

### **11.3 Development Group**

This group's first meeting of the academic year is to take place shortly. Consequently, there are no updates to report.

**12. Training**

The Chair asked Governors to book onto any training courses in this term's training booklet. Please copy the Clerk any details of training booked. The meeting agreed an in-house training session on Safeguarding should be arranged. **The Clerk will contact CGS.**

**13. Membership of the GB**

The Chair formally thanked Richard Spencer and Louisa Meynell for their contributions as parent Governors. Their terms of office end in November. Both Governors have given valuable support to the governing body in the monitoring groups, and in their respective roles as Data Governor and as the Governor who organised the Parent Council.

**14. Correspondence**

The GB has received a letter from a family at the school, congratulating the school on being awarded the Equalities Award for the second time.

**15. Any other business**

Governors' links with year groups links were discussed and decided as follows: Year 1 (Revd Adams); Year 3 (Iain Smith); Year 4 (Henri Winsemann-Falghera); Year 6 (Louisa Meynell). Unfortunately, the other year groups do not yet have link Governors, as this role is dependent upon Governors being able to visit the school during the school day. This may change during the school year. **The Head said she would ask Team Leaders and class teachers, to invite their link Governor to school events such as assemblies, entry and exit points, visits, performances, forest learning, school house matches, etc.**

Progress with the GB's initiative of producing a termly Governors newsletter for parents was discussed. Content and style were considered by Governors. **In conclusion, it was agreed Ms Meynell, Ms Winsemann-Falghera, Ms Fox and Mr Ferguson (depending on their availability) would work together on this project.**

Mrs Kidney discussed Governors' access to STARZ. This is run by the County's ICT service. The meeting discussed potential benefits of having a platform to store documents. The Chair said he had looked at a system that advertised a similar service: whilst it would save on paperwork, he questioned whether it would be useful for Governors. The meeting discussed this point. A Governor said she was aware of the portal, operated by the LA, being considered for this functionality. **In conclusion, it was agreed a working party of Mrs Simoes, Mr Spencer and Mrs Kidney would look at emerging systems. Ms Fox will feed in any further information about the LA portal development.** The meeting agreed there is no timescale to be met regarding setting up this facility. The Chair reported he remains in contact with Governors from a local school with the view of meeting informally to share best practice.

**16. Date of the next meeting****Thursday 11 December 2014 at 7.00pm**

The meeting agreed an extraordinary meeting of the GB, to decide upon the new Instrument of Government would commence at 7.00pm. This will be followed by the scheduled GB meeting which will now start at 7.30pm.

The meeting ended at 9.30pm.