

COLEHILL FIRST SCHOOL

FULL GOVERNING BODY MEETING

Minutes of meeting held at the school 3.45 on Wednesday 1st July 2015

Present: Mike Guilmant-Cush (Chair), Dave Topping, (Vice Chair), Juliet Gould, Hilary Moss, Helen Hann, Phil O'Connor, Katie Ramsden, Sally Richardson, Andrew Turrall (Head teacher), Ruth Everton, Julie Walter (Associate Member). Helen Self

Attending: Debbie Bowring (Clerk)

MGC explained to Governors that Sarah Byrne has reached the end of her Term of Office and is stepping down. Also Matthew Johnson and Sally Richardson are stepping down with effect from the end of the current academic year. MGC spoke to Governors regarding previous Deputy Head who was a member of the governing body; the new Deputy Head HS would like to join the Governing Body. All other members of staff have had the opportunity to declare an interest in joining the governing body and no further declarations of intent were received. All governors voted yes for HS to join the Colehill First School Governing body. HS was then invited to join the rest of the meeting.

1. **Apologies:** received and accepted from Sarah Byrne & Matthew Johnson.
2. **Declaration of Personal, Business and Pecuniary Interests:** None
3. **Minutes of last meeting:** minutes of the full governing body 18th March 2015 were formally approved and signed
4. **Matters Arising:**
 - *Item 4 Matters Arising:* Memorial to Gordon on the agenda as a separate item
 - *Governor Audit Form:* MGC due to carry out survey of Core Skill Set of Governing Body, this will be covered later under agenda item 10 Future Planning.
 - *Governor Terms of Office:* clarified at opening of the meeting re Sarah Byrne is not standing for re-election and is stepping down with effect from the end of the current academic year.
 - *Governor Visits:* Clerk confirmed the separate signing in sheet for Governors has been in place since the early part of the Summer term and all Governors should now use this when visiting the school premises.
5. **Budget Update & Budget setting for Academy Financial Year:** see attached reports prepared and presented by JW. MGC expressed his thanks to JW for amount of work gone into preparing these within an extremely short timescale. JW talked Governors through process of merging information from 3 systems and highlighted a few areas of importance. Governors discussed figures and accepted proposed Academy budget return to be sent to Business Director of Academy.
6. **Head teacher's Report:** see attached provided to Governors prior to meeting. AT explained there was an omission in item 2 Staffing Update; we have also appointed a TA to work afternoons with a SEN Child on a 1-1 basis Mrs Sarah Allan, starting in September. Governors passed on their thanks to staff for progress achieved on SDP targets re Pupil Premium.

7. **Committee Reports:** see attached minutes which were circulated prior to meeting.
 Curriculum committee- no questions
 Premises committee- no questions. HH commented on recent H&S checks completed that she was impressed with the tidiness of the school premises.
 Resources committee- no questions
8. **Memorial to Gordon:** MGC thanked Governors for sharing ideas on how to remember Gordon's service and dedication to the school. It was agreed that a reading chair would be purchased for use inside by the library area. SCHOOL OFFICE TO INVESTIGATE OPTIONS AND PRICING.
9. **20 Questions re Governors (F.A.I 18.03.15):** See attached summary of responses collated from the GVO by MGC. MGC expressed concern regarding lack of responses under the Radicalisation question. AT explained he had just received a new document from the DfE regarding 'Prevent' and it was agreed this would be circulated to all Governors. Governors discussed signs to be aware of regarding Radicalisation such as hearing teachers, observing behaviour of children and being aware of any intolerant groups, looking at parental communications assessing values and attitudes are being presented positively. Governors discussed the best way forward to tackle this, options being a working party or use GVO. It was agreed that AT, HH & PO would meet up to discuss this area further. Other areas requiring actions were:
- Appointment of future governors to be based on skills required by Governing body.
 - Year planner for Governors to include dates of meetings and school events. MGC TO INITIATE YEARLY PLANNER
 - SEF to reflect on what Governors have achieved. MGC TO ASK OTHER MAT SCHOOLS RE SEF QUESTIONS
- PO explained it would be good to have an overview of a governor role and also the specialist roles such as Safeguarding, Equality etc. CLERK TO LOOK ON GOVERNOR WEBSITE FOR DESCRIPTION FOR ROLES.
- Change the way the minutes are produced to show a list of actions at the end and who owns them.
 - 360 feedback on Chair person needs to take place. MGC TO INVESTIGATE ON NATIONAL COLLEGE AND PO TO OWN
 - Create an evidence list of what governors have done and how things are done, using the 20 questions as a template. KR, MGC, AT TO REVIEW IN SEPTEMBER

RE left 4.40 pm

- Governors started a discussion on creating a 3 year vision, the need to include standards, resources and reflect back pupils achievements through their journey at Colehill First School. To be marked as a F.A.I in September.
10. **Future Planning:** MGC explained it is a period of change as SB/MJ/SR are leaving the Governing body. Aldo MGC plans to step down in July 2016. Expectations on Governors and their duties are changing so much we need to consider the future structure of Colehill First School governing body. Po asked if meetings could start later such as 5 or 6 pm. AT reminded governors that the LG is no longer a legal body but they do have delegated responsibilities. Governors discussed 3 possible options

- FGB to meet once a term, have two committees Curriculum, Learning & Standards / Resources and Premises.
- Have FGB meeting once a term and 1 sub-committee for Resources and Premises
- FGB meet once every half term, 1 meeting leans towards Curriculum, Learning & Standards and the other leans towards Resources and Premises.

Governors discussed benefits of option 3, all governors will be upskilled and aware of all aspects of school life. Perhaps have working parties for individual projects as they arise. It was agreed future meetings would be held Tuesday evening at 6.30 and need to be at least 3 weeks prior to Trustees dates.

MGC positioned the future of the Chair person role as he will be stepping down after one further year as Governor. If a governor is interested in the position of Chair there is a course which runs over 4 different days that is invaluable to attend and MGC advised any potential candidate to attend this coming academic year, there is also a course which is run by Governor Services for upcoming Chairs.

Planning ahead for the LGB it was agreed we would hold elections in Autumn term to recruit two additional governors. Skills needed are Finance and Senior management with ability to look at strategic planning.

11. **Safeguarding:** HH talked through some updated draft guidelines received from Ofsted which come into effect 1st September 2015, the new area being focused on is Radicalisation. These guidelines are to be made available to all Governors. HH pointed out that the date on the website against the Child Protection Policy shows 2014 and needs changing. AT also confirmed HS will be attending the Safeguarding training in September and is our Deputy Safeguarding Lead.

Hilary left 5.25pm.

12. **Policies and Documents:**

- Safeguarding Policy for Colehill First School: this is a school written policy by school and is no longer required as it has been superseded by the Child Protection Policy.
- Child Protection Policy: Updated policy May 2015. Governors agreed and ratified.
- Reporting Pupil Progress: amended to reflect changes to timing of written reports, recommended by Curriculum Committee. FGB agreed and ratified.
- Accessibility Plan: reviewed and recommended by Curriculum and Premises committees. FGB agreed and ratified
- Confidentiality Policy Inc. Guide for Volunteers- recommended by Resources Committee. FGB agreed and ratified
- Emergency Management Plan: Telephone numbers need to be checked then present to committee in Autumn term.
- Home Learning Policy: reviewed by Head teacher, no changes at this time.

13. **Governors Feedback:** AT thanked Governors for the large increase in volume of Governor Visit's reports. These reports also span a wide variety of school life.

14. **Term Dates for Next Year:** Clerk handed out to Governors a list of all term dates for the next academic year.

15. Dates of next year meetings: It was agreed that due to impending change of Clerk to Governors that these would be agreed later. Clarification was made that future meetings would be held on a Tuesday and start at 6.30, lasting for a maximum of 2 hours.

16. Clerks Update: See attached information handed out by Clerk covering election of Chairperson process for new academic year. Also Register of Business Interests to be completed by all Governors and training dates and course descriptions.

17. F.A.I.:

- How do we create a 3 year vision?
- Use of the GVO going forward. Current membership due to expire 04th January 2016.
- Investigate use of 'Google Community'

MGC passed on his thanks on behalf of all the Governors to Sarah Byrne, Matthew Johnson and Sally Richardson for all their time and service to the school. Also thanked the Clerk for last two years and look forward to welcoming the new Clerk in September. Thanked Julie Walter as School Business Officer for her great work and contribution over the years and look forward to welcoming her back as a Governor in the new academic year.

Meeting closed 5.50pm

ACTIONS

- School office to investigate options for purchasing a reading chair as a memorial to Gordon.
- AT to circulate DfE document regarding 'Prevent' to all Governors.
- AT, HH & PO to meet to discuss Radicalisation
- Clerk to check Governor website for description of roles within Governing body.
- MGC to initiate yearly planner
- MGC to ask other MAT schools re questions for SEF.
- 360 feedback on Chairperson MGC to investigate with National College and PO to own.
- KR, MGC, AT to create an evidence list of what governors do and how it is done
- Autumn Term recruit 2 additional governors Clerk to liaise with chair
- Clerk to ensure all governors have access to Ofsted draft Guidelines wef 1/9/15
- Telephone numbers on Emergency Management Plan to be checked - Clerk