

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**SPRING TERM 2017**

Date: 21st March
 Time: 7 pm
 Venue: The School

GOVERNORS PRESENT

Mr R Reece (Chairperson), Mrs N Jordan (Acting Headteacher), Cllr L Weekes-Holt, Ms M Ridd, Ms E Owen, Mrs S Kreitzman, Mr M Bush, Mrs G Simm, Mr G Madeley, Mrs H Walter, Miss C Wilson

IN ATTENDANCE

Mrs C Davies Governor Support Officer

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Ms J Bell, Mrs R Hesford and Mr N Kokkinis; these were accepted by the governing board. Ms M Ridd informed the meeting she would need to leave early.

2. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any business, financial or personal interests; no declarations were made. Governors were reminded that they should declare any interest which arose during the meeting.

3. **FUTURE MANAGEMENT AND GOVERNANCE OF THE SCHOOL**

The Chairperson thanked governors for their previous feedback on the documents circulated regarding amalgamation with the Infant School. He reported that, as governors were aware, no further action would be taken regarding the preliminary discussions on amalgamation. The primary factor in the decision (made by the governing boards of both schools) was the lack of any further funding available from the LA for the amalgamation process, meaning that the process would take a long time and would have to be financed by existing resources. He confirmed that a letter had been issued to parents at both schools explaining the decision, to which he had received no feedback.

The Chairperson reported that, consequently, the process to recruit a Headteacher was underway. The closing date for applications was later in the month and the interview date was 24th April. A small number of governors would be required for the panel to interview the short-listed candidates, with as many other governors as possible available to attend the interview location later in the day to ratify the panel's recommendation. **A governor asked if the School Improvement Adviser would be involved in the process.** The Chairperson confirmed that the SIA would attend the interviews but would not be a member of the panel; instead, he would assist governors in their deliberations by providing guidance. **A governor asked if the new Headteacher would start in September.** The Chairperson confirmed this was the hope but that the exact start date would depend on the circumstances of the individual and the length of notice period in their current position.

4. **BUSINESS**a) **Safeguarding Policy—New Edition**

The Chairperson asked the Acting Headteacher if there were any particular points in the policy to which governors' attention should be drawn. The Acting Headteacher replied there were not, as this was the model policy recommended for use by the LA and which took into account the requirements of KCSIE. Governors accordingly APPROVED the policy as circulated prior to the meeting and the Acting Headteacher confirmed it would be shared with staff.

b) Model Pay Policy 2016

The Chairperson reported that the model Pay Policy had been considered by the Pay Committee and the school's own minimum and maximum pay points had been inserted at Section 20.1. One amendment was noted in Section 21.2, which should read, "In this school teachers will be eligible for consideration of progression to the Upper Pay Range having reached the maximum point on the Main Pay Range," and the alternative wording at the top of the next page should be removed.

Governors observed that the instructional wording in Section 20.1 which needed removal. **A governor asked if the school's pay reference points should be included in that section rather than just the minimum and maximum figures as shown in the draft.** The Acting Headteacher agreed to contact the LA's HR department and add the figures if required. **ACTION**

Subject to the amendment and possible addition noted above, governors APPROVED the Model Pay Policy 2016 as circulated.

c) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 19th January, copies circulated previously, be approved and signed by the Chairperson and authorised for publication, subject to the inclusion of apologies from Cllr L Weekes-Holt and an amendment at paragraph 7 (a). The Clerk agreed to amend the previous minutes. **ACTION**

d) Matters Arising from Previous Governing Board Minutes

The Chairperson reported one outcome of the initial amalgamation discussion was a proposal that the governing board be represented on the Infant School's governing board, and vice versa. As an initial step, he would attend the Infant School's next full governing board meeting and Marie Joyce, Chair of Governors at the Infant School, would be invited to attend this school's next full governing board meeting.

The Chairperson explained senior leaders from both schools had also agreed to meet and discuss how the two schools could work more closely together in the future and how co-ordination between the two could be improved. It was noted this had been proposed in the past but had not materialised.

There were no further matters arising.

e) Action Points from Previous Governing Board Minutes

The actions raised at the autumn term meeting were duly reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	STATUS
3 (c)	Contact school office to complete DBS applications	New governors	Completed (one application was still being processed)

4	Contact Chairperson of NRI's governing board to arrange a meeting to discuss amalgamation	Chairperson	Completed
5 (a)	Discuss the role of Community Engagement governor with interested staff members	Acting HT	Not completed ACTION
5 (f)	Circulate draft Safeguarding policy to governors	Acting HT	Completed
5 (g)	Circulate draft Pay policy to governors	Acting HT	Completed
5 (j)	Circulate draft Governor Visits policy	Acting HT	Completed (Staff had read, no feedback received)
5 (l)	Raise issue of car parking in discussion with NRI's Chairperson of governors	Chairperson	ACTION (The role of the Joint committee was discussed in matters such as this)
5 (m)	Personalise the model Confidential Reporting policy with school's name & logo	Acting HT	ACTION
5 (m)	Personalise the model Dignity at Work policy with the school's name & logo	Acting HT	ACTION
5 (m)	Send pen portrait to GM for website (if not already done so)	Governors	ACTION (Photos awaited from Ms Owen, Mr Kokkinis and Mrs Hesford)
6 (a)	Explain where school sports premium shown on income	School Bursar	Delegated to Resources
6 (b)	Confirm the arrangements for the school audit	School Bursar	Delegated to Resources
7 (a)	Provide full details of the Pupil Premium grant spending	Acting HT	Delegated to Resources
10 (e)	Ensure that the school's safeguarding arrangements take into account the procedures and practice of the LA	Acting HT and Chairperson	Completed
11 (f)	Propose that Rotary Club funds repairs to the school playground in return for its use at the Duck Race	Acting HT	The H&S Audit had revealed the poor state of the playground and the need for extensive repairs. The existing potholes could be exacerbated by extra use. Governors agreed to refuse the Rotary Club's request.

f) Matters Arising from Previous Committee MinutesPupil Progress: 16th March

As the committee Chair was absent, another committee member gave a summary of the committee's discussions, which had centred on progress and attainment. Concerns regarding the performance of particular classes and cohorts were noted. The attendance issues raised at the meeting were noted and discussed. **A governor asked how many PP pupils were currently in Y6.** The Acting Headteacher replied that the number was quite high and these pupils were receiving extensive interventional support.

Monitoring Committee: 16th March

The committee Chair referred governors to the discussion at last full GB meeting as to the future role and direction of the committee. Since then, he had met with the Chairperson to discuss the issues raised and the committee had met on 16th March. Governors discussed the original remit of the committee but how its focus had shifted to monitoring progress against the SDP's targets. It was clear, however, that the Pupil Progress committee also devoted much of its time to monitoring progress in this area and the need to avoid duplication of effort was obvious.

Governors discussed how the Monitoring committee could play a role in reviewing the school's progress in areas of the Ofsted framework not currently being addressed by any other committee. **A governor asked if it was originally intended that the committee remain in place until the school evaluated itself as Good.** The committee Chair confirmed this. The Acting Headteacher reminded governors that the SDP was structured to mirror the Ofsted framework and the Pupil Progress committee therefore would as part of its remit monitor the school's progress in all these areas. It was noted also, though, that the Pupil Progress committee tried to cover a lot of areas in its meetings.

Governors discussed the importance of the School Improvement Adviser in monitoring the school's progress and their desire to continue sharing his input with the whole governing board.

Mrs H Walters left the room at 7.54pm

The Chairperson commented that the school had made great strides since the inception of the Monitoring Committee and that it was beneficial to retain the Committee in one form or another; however, duplication of work between it and the Pupil Progress committee should be avoided. It was proposed that the Monitoring Committee should therefore focus on mapping out where the school was not yet meeting Ofsted's requirements for Good. The committee Chair agreed to review the Ofsted framework with this objective. **ACTION**

Mrs H Walters returned at 7.58pm

A governor suggested that the Monitoring Committee could concentrate more on the Leadership and Management aspect of the Ofsted framework, including the work of the governing board. This would allow the committee to take a more strategic view of the school's progress and for it to concentrate more on systems and processes, rather than outcomes (as these formed a natural part of the Pupil Progress committee's remit).

Mrs M Ridd left the meeting at 8pm

Resources Committee: 7th March

The committee Chair informed governors that the predicted carry forward figure from this year's budget was around £53,000, subject to last-minute changes and the receipt of utility

bills in April. This was an excellent achievement but governors noted the need to spend money in several areas, especially on curriculum resources which had been very tightly controlled this year. The need for a number of building improvements were noted, especially playground improvements and a second door in the school entrance area.

Buybacks from the LA had been considered and the majority would remain unchanged, with the possible exception of ICT services (the notice period of six months was noted). The impact of staffing changes on the budget was discussed.

5. RESOURCES

a) Budget Update

This item was discussed earlier in the meeting.

b) Approval of the Budget 2017/18

The Budget for 2017/18 had been circulated to the Resources committee for review and governors therefore agreed to APPROVE this.

c) Approval of School Fund Audit/ Audit Arrangements

This has been completed and the Acting Headteacher produced the certificate for the Chairperson to sign in the meeting.

d) To Consider and Approve any Changes to the Buyback of L.A. Services

This item was discussed earlier in the meeting.

e) Scheme of Delegation Form 2017/18

No changes to the previous limits were proposed. To reflect the staffing changes at the Headteacher level, the names of two SLT members were added. The form was signed in the meeting.

6. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited.

The Acting Headteacher informed governors that some analysis on the progress and achievement of PP children had been completed but that more was needed. Issues with attendance had already been identified and discussed with the Pupil Progress committee.

Staffing changes were discussed, including the need to ensure consistency of staff in one class which had been particularly affected by recent changes. The recent improvement in attendance figures was noted.

A governor asked if the relationship with Alexandra Park Primary School was a positive one. The Acting Headteacher replied that it was and that close connections had been made between SLT members and included lesson observations and moderation exercises. These would continue until the end of the academic year.

The lesson observations undertaken by the School Improvement Partner and the Headteacher of Queensgate Primary School were discussed, along with the outcomes for staff whose lessons were not of the expected standard.

The Chairperson asked if there was any cause for concern by the fact that two racist incidents had been reported this term. The Acting Headteacher replied that she did not believe this to be the case.

The Acting Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

7. STANDING ITEMS

a) School Improvement Plan (SIP) / School Development Plan (SDP) Update

It was noted that the SDP had been discussed earlier in the meeting. The Acting Headteacher reported that staff were very clear as to what areas were being worked on, i.e. the current focus on writing. She explained that the SDP actions were limited in number, to give staff clarity as to the current areas of focus.

b) Appraisal Update

The Acting Headteacher confirmed that she would start the staff mid-year appraisals shortly. The advice of the LA's HR department had been sought on the best way to complete these, given the involvement of the previous Headteacher in the start of year appraisals.

c) Report on Racist, Bullying, Homophobic Incidents

The Acting Headteacher reported that there had not been any racist incidents in school during the autumn term.

The Clerk provided a nil return form, which was completed and signed by the Acting Headteacher and Chairperson; the Clerk then undertook to return the form to the appropriate section within Services to People.

ALSO

The Acting Headteacher reported that there had not been any incidents of bullying or homophobic behaviour during the autumn term.

d) Report on Physical Interventions

The Headteacher reported that there had been one incident during the autumn term where the use of physical intervention procedures had been necessary; this had been reported to Services to People using the approved recording methods.

e) Young Carers Update

Governors were referred to the Headteacher's Report.

f) Academisation

It was reported that a governor who was absent from the meeting but had attended the recent Stockport Governors' Conference had some information to share on this issue.

8. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

The Development Governor reported she had met with her predecessor for a handover meeting. The release by the DfE of a new Governance Handbook and Competency Framework was noted. She informed governors that a new version of the governors' skills audit had been released and it was agreed that all governors should be asked complete this early next term. **ACTION**

b) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services. The Development Governor was advised that Mr K Kokkinis and Miss C Wilson had attended Safer Recruitment training.

c) Governor Conference

It was noted that this year's conference had recently taken place.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Schools' Finance Update

- Guidance upon the completion of the SFVS was noted. The Chair of the Resources committee confirmed that the return had been completed and was circulated previously to governors. The document was ready for the Chairperson's signature. The return is to be submitted to the L.A. by 31.3.17. **ACTION**
- Governors noted that the consultation period for the draft National Fairer Funding Formula closed shortly. The Acting Headteacher informed governors of the strong level of opposition to the draft Formula due to its failure to address the funding issues faced by Stockport schools.
- Governors were updated upon the key drivers informing the school budget 2017/18.

b) Capacity Issues in Stockport Schools

- Governors noted the guidance.

c) Safeguarding

- Governors noted the guidance.

d) Early Years Update

- Governors noted the guidance.

e) Governance Issues

- The Headteacher confirmed that DBS checks were in place for all governors with one exception (application submitted and in process).
- The Headteacher advised that the required governor information had not yet been uploaded to the Edubase website. The Clerk agreed to provide guidance and such information as could be released. **ACTION**

10. DATES

a) Full Governing Board

Tuesday 11th July at 6pm

b) Committee Meetings

Pay: Wednesday 26th April at 7pm

Resources: Thursday 18th May at 6pm

Steering: Tuesday 2nd May at 6pm

Pupil Progress: Thursday 6th July at 4pm

11. ANY OTHER BUSINESS

(a) End of Term of Office

The meeting was informed that no terms of office were due to expire before 31st March; however, the term of office of the Chairperson and another co-opted governor would expire on 31st August. Another co-opted governor informed the meeting that he intended to resign with effect on 31st August also.

(b) Residential Trips

The governing board APPROVED the following residential trips to be undertaken by the school:

Y6: 19th to 21st July to Conway Centre, Anglesey

(c) Draft Governor Visits Policy

The Development Governor had circulated a draft policy prior to the meeting which had also been distributed to staff. Governors discussed the importance of improving and strengthening relations between staff and the governing board. Staff have until the end of term to provide any feedback on the policy.

(d) Parent Survey

The Vice Chair asked for volunteers to help distribute surveys at the upcoming parents' evenings.

(e) H&S Audit

The Acting Headteacher reported this had taken place earlier in the day (as part of the H&S buyback from the LA). It was anticipated that the final report would contain a long list of items to be addressed, including a new fire safety audit as a result of the rewiring work.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 8.50 pm.

NEVILL ROAD JUNIOR SCHOOL**SPRING TERM 2017 GOVERNING BOARD MINUTES****MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4 (b)	Consult LA's HR department for advice on the inclusion of pay reference points in the school's Pay Policy	Acting HT	Post meeting
4 (c)	Amend the minutes of the autumn term governing board meeting	Clerk	Post meeting
4 (e)	Discuss the role of Community Engagement governor with interested staff members	Acting HT	Post meeting
4 (e)	Raise issue of car parking in discussion with NRI's Chairperson of governors	Chairperson	Post meeting
4 (e)	Personalise the model Confidential Reporting policy with school's name & logo	Acting HT	Post meeting
4 (e)	Personalise the model Dignity at Work policy with the school's name & logo	Acting HT	Post meeting
4 (e)	Send photos to GM for website (if not already done so)	Ms Owens, Mrs Hesford & Mr Kokkinis	Post meeting
4 (f)	Review the Ofsted framework to consider where the school was not yet meeting the definition of Good	Chair of Monitoring Committee	Post meeting
8 (a)	Ask all governors to complete the updated skills audit	Development Governor	Summer term
9 (a)	Submit the completed SFVS return	Chair & Acting HT	By 31 st March
9 (e)	Provide guidance and such information as available for the Edubase website	Clerk	Post meeting