

P R E S E N T:-

Mrs E Pandey (in the Chair)

Mrs C Fulstow, Mrs J Hutson, Mr S May, Miss K Parsons, Cllr P Smith

Clerk to the Governing Body – Miss H Ralph

2969 **APOLOGIES**

No apologies for absence were received from Mrs J Montgomery.

2970 **CONSENT FOR ABSENCE**

Governors considered the absence of Mrs Montgomery and noted that it was the third meeting she had missed. Mrs Pandey explained that she had sent Mrs Montgomery text messages, she had rang her and sent two cards and had received no response. Governors noted that Mrs Pandey had asked Mrs Montgomery to contact the Governor Support Team if she did not want to contact the school. The clerk confirmed she had not heard from Mrs Montgomery.

Due to Mrs Montgomery not attending meetings and consent not been given, governors came to the conclusion that Mrs Montgomery be removed from the governing body.

- a) That consent not be given to Mrs Montgomery for her absence from this meeting;
- b) That Mrs Montgomery be removed from the governing body.

2971 **DECLARATION OF INTERESTS**

There were no declarations of interest to be made.

2972 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS**

Governors noted that the Child Protection and Safeguarding Policy needed full governing body approval and adoption.

2973 **MEMBERSHIP**

Governors consulted the membership details held on file and advised the clerk of any changes that needed to be made.

Mrs Pandey informed governors that she had handed in her letter of resignation due to new work commitments and would be leaving the meeting once a new Chair was elected. The Headteacher and governors thanked Mrs Pandey for her immense commitment to

the school.

Governors noted that the school had received five nominations for the parent governor vacancies, including Mr May who's term of office was due to end 1 October 2015. The Headteacher proposed that Mr May be elected a co-opted governor and governors agreed.

The Headteacher informed the governors that Mrs Brammall had resigned from her position as staff governor but would still be attending the meetings in her role as Deputy Headteacher. Mrs Johnson had visited the school and had been welcomed onto the governing body as a co-opted governor.

Following Mrs Pandey's and Mrs Brammall's resignations and the removal of Mrs Montgomery the governing body had the following vacancies;

- Three co-opted vacancies;
- Four parent vacancies;
- One staff vacancy.

Two co-opted vacancies were now filled by Mr May and Mrs Johnson and the governors agreed that the Headteacher contact the four parents to duly elect them onto the governing body. The Headteacher confirmed that the staff vacancy was yet to be filled. Staff were made aware of the position and had been given a deadline of 5th October to nominate themselves. Governors noted that Mrs Brammall's Brother-in-Law, Mr Stuart, had contacted the school with interest in becoming a co-opted governor and had a range of skills that would be an asset to the governing body. The governing body agreed that the Headteacher contact Mr Stuart and that the governing body would be at capacity once a staff governor had been elected.

RESOLVED: a) that the resignation of Mrs Pandey as a co-opted governor be noted;
b) that the resignation of Mrs Brammall as a staff governor be noted;
c) that the appointment of Mr May as a co-opted governor for a two year term of office commencing on 28 September 2015 be noted;
d) that the appointment of Mrs Johnson as a co-opted governor for a four year term of office commencing on 15 September 2015 be noted;
e) that the Headteacher contact the four potential parent governors and Mr Stuart.

2974

ELECTION OF CHAIR

Mr May nominated himself for the role of Chair. Governors considered the proposal and agreed that Mr May become Chair of Governors for a two year term of office commencing on 28 September 2015.

- a) that Mr May be elected Chair of Governors;
- b) that the term of office for Mr May be two years commencing on 28 September 2015.

NOTE: Mrs Pandey left the meeting at 4.50pm.

Mr May (in the Chair)

2975 **ELECTION OF VICE-CHAIR**

Governors noted that they needed to elect a Vice-Chair following the earlier resignation of Mrs Barrett. Cllr Smith informed governors that she would stand as Vice-Chair on the occasion that there are no more nominations. Governors agreed to postpone the election until Miss Parson arrived at the meeting.

2976 **REVISION OF COMMITTEES AND DELGATION OF FINANCIAL RESPONSIBILITIES**

Mr May confirmed that numerous committees were no longer active due to a restructure of committees that had taken place to comply with the Ofsted headings. Governors agreed that the following committees and their terms of reference were to be deleted;

- Progress and Curriculum Committee;
- Premises, Health and Safety Committee.

The terms of reference were recently adjusted in Spring 2015 to comply with the new committee structure and therefore governors agreed that no further changes were to be made. The Committees are:

Mr May explained that following the resignation of Bridgette Barrett and Claire Cairns, two of the committees no longer had a chair. He confirmed that Miss Parsons had agreed to chair the Behaviour and Safety Committee. Mrs Hutson said she would consider becoming Chair of the Standards and Achievement Committee. Mr May would continue to chair the Leadership and Management Committee for the time being, until one of the new incoming governors could take on the role.

Mr May agreed to send Mrs Hutson the standard agendas for the Leadership and Management and Behaviour and Safety Committees so that a similar document could be developed for the Standards and Achievement Committee.

Governors anticipate that the new governors would join one or more of the committees, as numbers were low.

RESOLVED: a) that the Clerk erase the contents of the Progress and Curriculum Committee and the Premises, Health and Safety Committee;

b) that membership of committees be as follows;

Appeals Committee

Membership to consist of any three governors, selected by the Chair, with no prior knowledge of the matter to be discussed or considered under appeal.

Behaviour and Safety Committee

Mrs Fulstow, Mr May, Miss Parsons (Chair) and Cllr Smith.

Complaints Committee

Membership to consist of any three governors, chosen by the Chair, with no prior knowledge of the matter under consideration.

Leadership and Management Committee

Mrs Fulstow, Mr May (Chair) and Miss Parsons.

Standards and Achievement Committee

Mrs Fulstow, Mrs Hutson and Mr May

Personnel, Discipline and Appointments Committee

Mrs Hutson, Mr May and Cllr Smith.

Pupil Discipline Committee

Any three governors, selected by the Chair, with no prior knowledge of the matter to be discussed.

Performance Review Committee

Mrs Hutson, Mr May and Cllr Smith.

- c) that no further changes to the terms of reference be made;
- d) that Mr May send the standard agenda to Mrs Hutson.

NOTE: Mrs Parsons arrived at the meeting at 5pm.

2977 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

Governors were asked to express their interests in responsibilities.

- RESOLVED:
- a) that Mr May become the training link governor;
 - b) that Mrs Hutson become the governor with responsibility for Educational Visits;
 - c) that Miss Parsons become the governor with responsibility for Spiritual, Moral, Social and Cultural Development;
 - d) that Election of Governors with Special Responsibilities be added to the Spring term agenda for newly appointed governors to take on roles. (Pupil Premium/Sports Funding and ICT to be added)

2978 **PECUNIARY INTERESTS**

Governors completed their Declaration of Pecuniary Interest forms.

- RESOLVED: a) that the Declaration of Pecuniary Interests be completed;

- b) that the Register of Pecuniary Interests be reviewed and updated.

2979

MINUTES

Committee Minutes (Minute 2947)

Governors requested that Mrs Hutson be changed to Cllr Smith as Mrs Hutson had not agreed to complete the Safer Recruitment training.

RESOLVED: that the minutes of the meeting held on Monday 29 June 2015 be confirmed and signed by the Chair subject to the following amendments; 'Mrs Hutson' be changed to 'Cllr Smith' in minute 2947.

2980

MATTERS ARISING FROM THE MINUTES

Committee Minutes (Minute 2947)

Question: Where are we up to with the GEL certificates?

Answer: Mrs Barrett was trying to get all the certificates brought into school to be kept in a folder. You can liaise with Mrs Watson (School Administration Officer) to discuss what you want to do.

The Headteacher informed governors that the school was not progressing with organising E-Safety training. Cllr Smith suggested she talk to the Local Authority and Miss Parsons agreed to email Cornerhouse to discuss a workshop for parents.

Report of the Headteacher (Minute 2950)

Question: Has the new governor visit form been completed?

Answer: Yes by Miss Parsons, she has tested it, and it seems to work. Mr May said he would have a look at the new form and send comments back to Miss Parsons.

RESOLVED: a) that Cllr Smith liaise with the Local Authority and Miss Parsons Liaise with Cornerhouse regarding E-Safety Training.

2981

COMMITTEE MINUTES

The Headteacher asked that all future Leadership and Management Committee minutes be added to the Part B section of the agenda.

RESOLVED: a) that the minutes of the Health and Safety Committee held Friday 13 March 2015 be received;
a) that the minutes of the Finance Committee held Friday 23 January 2015 be received;
b) that the minutes of the Progress Committee held Monday 20 April be received;
c) that the minutes of the Finance Committee held on Friday 1 May 2015 be received.

UPDATES FROM CHAIRS OF COMMITTEESLeadership and Management

The Five Year Plan was presented at the Leadership and Management Committee and showed an improved situation which was due to staffing changes. The next two years were balanced and governors approved the Five Year Plan.

Question: Have you received the F40 petition?

Answer: I've received it in the Heads Bulletin.

Question: Has the Five Year Plan accounted for a reduction in staff absence?

Answer: Yes. We are seeing a reduction and we are following the policy to the letter. There is a supply teacher allowance in the budget which is currently under spent.

Question: Have you looked at the Service Level Agreements the school has?

Answer: They need to be looked at individually to see what benefits each one has and to see if cost effective.

The Headteacher informed the governors that agency staff had been employed at the school for two full terms last year, which had a substantial effect on the budget; however the Five Year Plan should be better than expected.

The committee had been presented with a Special Leave Policy which was approved. The full governing body had been asked to approve the policy in light of this.

Question: Does the policy include what funerals you can attend?

Answer: Yes.

RESOLVED: a) that the Five Year Plan be approved;
b) that the Special Leave Policy be approved.

REPORT OF THE HEADTEACHER

The report of the Headteacher was considered and Mrs Fulstow thanked Mr May for his response form. She reminded the governors the importance of sending their response to the report prior to the governors meeting. The responses to Mr May's questions were distributed and discussed. The following issues highlighted:

The Headteacher informed governors that a governor willing to take on the role of Pupil Premium Champion was needed to meet regularly with the Inclusion Manager to look at the use of money and the impact and asked governors to consider the responsibility. It was agreed that governors wait for the new governors before agreeing to extra roles.

Hannah Stillings had taken on the role of Inclusion Manager for one day which was to take effect when a new teacher had been appointed to work alongside Julie Fitzpatrick.

Question: Will Hannah be working alongside the new teacher?

Answer: No.

Question: How are staff feeling about the new behaviour policy?

Answer: They're very upbeat about it and all making a concerted effort to strive for consistency in its implementation.

Governors noted that there are concerns around the Year Three and Four class. Parents were concerned that Mrs Okey was leaving and found it unsettling for the children. The school had received one request for a child to move classes as a result but the parent had been advised by the Headteacher that it was not appropriate, and in accordance with the Complaints Policy to submit a complaint to the chair of the governing body if they wished to do so.

RESOLVED: a) that the report of the Headteacher be received;
b) that the role of the Pupil Premium Champion be considered when new governors be appointed.

2984 **SCHOOL DEVELOPMENT PLAN 2015/16**

The Headteacher distributed the draft School Development Plan to governors. Governors were informed that the plan needed to be reviewed in committees to ensure that committee members were familiar with their section and put their input into the next set of actions required within each priority.

RESOLVED: that the School Development Plan be reviewed at committees.

2985 **SPIRITUAL, MORAL, SOCIAL AND CULTURAL POLICY**

Question: How do governors monitor that the policy is put into practice?

Answer: We could put it on the governor visit form.

RESOLVED: a) that the Spiritual, Moral, Social and Cultural Policy be approved and adopted;
b) that 'Evidence of SMSC ' be added to the governor visit form by Miss Parsons.

2986 **ATTENDANCE AT WORK POLICY AND PROCEDURE**

RESOLVED: a) that the Attendance at Work Policy and Procedure be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy and procedure.

2987 **RETRAINING AND REDEPLOYMENT POLICY AND PROCEDURE**

RESOLVED: a) that the Retraining and Redeployment Policy and Procedure be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy and procedure.

2988 **MOBILE DEVICES POLICY AND PROCEDURE**

- RESOLVED: a) that the Mobile Device Policy and Procedure be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

2989 **DRIVING FOR WORK POLICY AND PROCEDURE**

- RESOLVED: a) that the Driving for Work Policy and Procedure be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

2990 **SCHOOLS' PAY POLICY**

- RESOLVED: a) that the Pay Policy be approved and adopted;
- b) that the governing body agree to maintain the recommended pay discretionary points;
- b) that the Headteacher notify staff of the adoption of this policy.

2991 **PAYMENT OF EXCESS TRAVEL EXPENCES POLICY AND GUIDLINES**

- RESOLVED: a) that the Payment of Excess Travel Expenses Policy and Guidelines be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and guidelines.

2992 **GRIEVANCE POLICY AND PROCEDURE**

- RESOLVED: a) that the Payment of Excess Travel Expenses Policy and Guidelines be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and guidelines.

2993 **FAMILY FRIENDLY POLICIES**

- RESOLVED: a) that the Family Friendly Policies be approved and adopted;
- b) that the Headteacher notify staff of the adoption of these policies.

2994 **SCHOOL BOOKINGS – URGENT INFORMATION**

RESOLVED: that the school bookings report be received. There are very few bookings

2995 **GOVERNOR DEVELOPMENT AND TRAINING**

Cllr Smith and Mr May will be attending training on British Values at County Hall after the full governors meeting.

Governors noted that there was a cluster meeting on 9th November 2015 to look at the Ofsted framework. The cluster felt they should work together and have a joint approach as well as sharing ideas for good practice. Miss Parsons noted that it would be useful for governors to attend the Ofsted training; however she had been in touch with Lisa Devine at the Local Authority as she was unable to attend the date advertised. The Headteacher confirmed that the meeting will be at South Hunsley School 7pm-9pm. The session would be led by John Seaman. Mr May asked governors to email him to confirm if they could attend. Mrs Fulstow was to inform Julie Newby of numbers attending by 23rd October.

2996 **DATE OF NEXT INFORMAL GOVERNORS MEETING**

Governors discussed what theme they wanted the meeting to be around. The Headteacher suggested Assessment without Levels.

RESOLVED: a) that the date for the informal governors meeting be Monday 23 November 2015 at 4pm;
b) that the theme for the meeting be Assessment Without Levels.

2997 **CHILD PROTECTION AND SAFEGUARDING POLICY**

Governors had received the Child Protection and Safeguarding Policy and the Headteacher asked for full approval and adoption. Governors were aware that minor changes had been made.

RESOLVED: a) that the Child Protection and Safeguarding Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

2998 **FUTURE MEETINGS**

RESOLVED: a) that the date of the spring term full governing meeting be Monday 7 March 2016 at 4.30pm;
b) that the date of the summer term full governing body meeting be Monday 27 June 2016 at 4.30pm.

Chair's Signature – 7 March 201

