

**P R E S E N T :-**

Mr S May (in the Chair)

Mrs R Brammall, Mr D Dows, Mrs C Fulstow, Mr D Godfrey, Mrs L Hemingway, Mrs J Hutson, Dr Muzaffar, Mrs E Parker, Miss K Parsons, Mr L Robert, Mrs H Stillings and Mrs S Waldron.

Also in attendance as an observer; Mrs Y Bellwood.

Clerk to the Governing Body – Mrs A Hall-Miell.

3140 **APOLOGIES**

An apology for absence was received from Mr D Rockett.

3141 **CONSENT FOR ABSENCE**

**RESOLVED:** that consent be given to Mr Rockett for his absence from this meeting.

3142 **MEMBERSHIP**

Newly elected parent governors introduced themselves and explained the knowledge and skills they possessed and how they would contribute to the governing body.

Mr May had decided that the time had come to tender his resignation as a governor and Chair of the governing body from 10 December 2019, this meeting would be chaired by Mr May. Governors wanted to thank Mr May for his commitment to the governing body over a number of years.

- RESOLVED:**
- a) that the resignation of Mr May as a co-opted governor and chair of the governing body be noted;
  - b) that the appointment of Mr Dows as a parent governor be noted from 11 November 2019;
  - c) that the appointment of Mr Godfrey as a parent governor be noted from 11 November 2019;
  - d) that the appointment of Mrs Waldron as a parent governor be noted from 11 November 2019.
  - e) that the appointment of Mrs Stillings as a staff governor be noted;
  - f) that the re-appointment of Mrs Brammall as an associate governor be noted.

3143 **DECLARATION OF INTERESTS**

- RESOLVED:
- a) that Mr Roberts wife worked at the school;
  - b) that Mr Dows wife worked at the school;
  - c) that Mr Godfrey's wife worked at the school;
  - d) that Mrs Stillings was a governor at Beverley Manor Nursery School.

3144 **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.

3145 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

The following items to be raised under any other urgent business:

- Ofsted;
- SATs Results.

3146 **ELECTION OF CHAIR**

- RESOLVED:
- a) that the term of office for the chair be for 1 year;
  - b) that Miss Parsons be elected chair.

3147 **ELECTION OF VICE CHAIR**

- RESOLVED:
- a) that the term of office for the vice chair be for 1 year;
  - b) that Mr Roberts be elected as vice chair.

3148 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

- RESOLVED: a) that membership of the committees be as follows:

Appeals Committee. – Quorate 3

**Membership**

Membership to consist of any 3 governors, selected by the Chair, with no prior knowledge of the matter to be discussed or considered under Appeal.

NOTE: those three governors are to be non-parent governors when dealing with a teacher pay review appeal.

Terms of Reference:

- To act as the Staff Dismissal Appeals Committee;
- To hear appeals against pay policy decisions;
- To hear appeals against dismissal or redundancy decisions;
- To hear appeals against decisions of the Disciplinary Committee;
- To act as Grievance Appeals Panel;
- To hear parental appeals against exemption from national curriculum;
- To review the grievance procedure.

### Behaviour, Safety and Welfare Committee – Quorate 3

#### **Membership**

Mrs Brammall

Mrs Fulstow

Mrs Hemmingway

Miss Parsons

Convenor: Mrs B Holmes

Staff: Mrs Holmes and Mr Mawe

1. Review relevant policies and procedures
2. Review relevant sections of the School Development Plan
3. Receive reports of governor visits

The Committee will evaluate;

#### 1. Behaviour

- The quality of pupils engagement in learning;
- The quality of pupils behaviour at all times in school;
- The schools analysis of and response to pupils behaviour;
- The effectiveness of the schools actions to prevent and tackle discriminatory and derogatory language;
- The effectiveness of the schools action to prevent and tackle all forms of bullying and harassment;
- The views of pupils, parents, staff, governors and others on behaviour and safety;
- The impact of the schools strategies to improve behaviour.

#### 2. Social, Moral, Spiritual and Cultural Development

- The schools effectiveness in preparing pupils for life in a modern democratic Britain and global society;
- How effectively the school promotes the confidence and engagement of parents;
- How effectively the school works with other agencies;
- How effectively the school encourages pupils to enjoy learning, to be creative and to reflect on their experiences;
- How effectively the school encourages pupils to recognise right and wrong and to apply this understanding;
- How effectively the school develops pupils social skills;
- How effectively the school encourages pupils to explore culture and cultural diversity;

- The schools arrangements for pastoral care.
3. Attendance and Punctuality
- Overall and persistent absence and attendance rates;
  - Punctuality in arriving at school and at lessons;
  - The impact of the schools strategies to improve attendance
4. Safeguarding
- The effectiveness of the school's safeguarding procedures;
  - The school's data on safeguarding;
  - The effectiveness of e-safety arrangements;
  - Actions arising from any safeguarding or e-safety issues.
5. Health and Safety
- The arrangements for the management of health and safety in school and activities away from school;
  - Health and safety standards via termly inspections and report;
  - Actions taken following incidents, near misses, or reported hazards including Fault File records

Complaints Committee. – Quorate 3

**Membership**

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

To consider formal complaints

Leadership and Management Committee. – Quorate 3

**Membership**

Mrs Brammall  
Mrs Fulstow  
Dr Muzaffar  
Mr Roberts - Chair

Convenor- Mrs B Holmes  
Staff- Mrs C Churchill

Terms of Reference

- Review relevant policies and procedures;
  - Review relevant sections of the School Development Plan (SDP);
  - Receive local authority reports;
  - Receive reports of governor visits;
  - Delegated responsibility to approve the 5 Year Budget Plan
1. School Leadership and Operational Management
- The vision and ambition of leaders and the extent to which pupils, parents and staff are committed to the vision;
  - How well leaders, managers and governors pursue excellence;

- The implementation of the SDP;
- The application of policies and procedures;
- The respect and courtesy shown by staff to each other and pupils;
- The performance of the Headteacher;
- The capacity of leaders and managers to bring about continuous improvement.

## 2. Financial Management

- The effectiveness of financial management arrangements in school;
- The three-year plan and annual budget, and recommend these to the full governing body;
- The monitoring of income and expenditure against budgets;
- The suitability of virements currently in force;
- How the school ensures Best Value and the requirements of the School Financial Value Standards;
- The costing for school meals, before and after school provision, after-school clubs and educational visits;
- The use and auditing of the School Fund Account
- That the Headteacher be authorised to incur expenditure within the appropriate budget and vire between budget headings to a limit of £10,000 per transaction;
- The Leadership and Management Committee have delegated rights to incur expenditure and vire between budget heads between £10,000 and £50,000;
- Transactions over £50,000 are to be referred to the full governing body for approval.

## 3. Human Resource Management

- Arrangements in place for suitable and effective teaching staff;
- Arrangements in place for suitable and effective non-teaching staff;

### Performance Review Committee – Quorate 2

#### **Membership**

Mrs Hutson  
Miss Parsons

- To form the Headteacher's Performance Review Panel;
- To review objectives and targets for the Headteacher's performance management together with the advice from a School Improvement Partner and make recommendations to the Finance Committee.

### Personnel, Disciplinary and Appointments Committee Quorate 3

#### **Membership**

Mrs Hutson  
Miss Parsons

Plus one other governor as required.

- To appoint the Headteacher and Deputy Headteacher, in accordance with the Staffing Regulations 2009;
- To appoint teaching staff - one governor required in rotation from the Committee;
- To determine the pay policy and approve salary reviews beyond main scale;
- To be responsible for redundancy and dismissal decisions
- To form the Disciplinary Committee from any members not having sat on any previous Committee dealing with the same issue;
- To review policies including Pay, Performance Management and those Local Authority policies relating to staffing and staff welfare.

#### Pupil Discipline Committee – Quorate 3

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

Terms of Reference:

- To consider the circumstances of any disciplinary exclusion and parental and local authority representations in cases where a pupil has been excluded by the Headteacher:
  - i. Permanently;
  - ii. For a fixed period totalling more than 15 school days within one school term;
  - iii. For a fixed period totalling more than 5 days within one school term only where parents request such a meeting.
- To consider the written complaints from parents to the Chair of Governors;
- To review the Exclusion Procedure.

#### Standards and Achievement Committee.- Quorate 3

Mrs Brammall  
Mrs Fulstow  
Mrs Hutson  
Mrs Parker  
Miss Parsons  
Mr Rockett

Convenor- Mrs Holmes.

Staff- Mrs Stillings and any other member of staff when required.

The committee will monitor and evaluate;

- Pupils attainment in relation to national standards;
- The learning and progress across year groups of different groups of pupils;

- Pupils progress in the last three years;
- Pupils development and application of reading, writing, communication and maths skills across the curriculum;
- Pupils acquisition of skills, understanding and knowledge in a wide range of subjects;
- The quality of teaching in the school, including marking and feedback;
- The impact of quality teaching;
- The impact of continued professional development;
- The impact of interventions to address differential standards of achievement or rates of progress;
- The quality of classroom support;
- The views of pupils, parents and staff on the quality of education provided by the school;
- Governor visit forms to action any key issues.

The committee will;

- Consider and advise the governing body on standards and curriculum matters;
- Consider curriculum issues which have implications for finance and personnel, and make recommendations to the relevant committees;
- Oversee arrangements for individual governors to take a leading role in specific areas and receive regular reports;
- Ensure that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with the statutory requirements;
- Assist in setting priorities for improvement, monitoring and evaluating the impact of the school development plan;
- Keep parents informed of standards and achievements within school.

b) that the extent of delegation be as follows:

That the Headteacher be authorised to incur expenditure within the appropriate budget and vire between budget headings to a limit of £10,000 per transaction;

c) that the delegation of staffing responsibilities be:

That staffing responsibility be with the Headteacher plus one governor from the Personnel Committee.

### 3150 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

- RESOLVED:
- a) that Mrs Hemmingway be appointed as Year 3 and Safeguarding governor;
  - b) that Mrs Hutson be appointed as SEND and Educational Visits governor;
  - c) that Dr Muzaffar be appointed as Early Years Foundation Stage and Literacy governor;

- d) that Miss Parsons be appointed as School Council and Pupil Voice governor;
- e) that Mr Roberts be appointed as Early Years governor.

3151 **MINUTES**

RESOLVED: that the minutes of the meeting held on 15 July 2019 be confirmed and signed by the Chair with the following amendments:

Spelling – (minutes 3120 and 3122)

*Miss Parsons*

SATS Outcomes – (minute 3133)

**Writing** – 78% expected and 16% GD, which was an 8% decrease.

**Maths** – GD was 27.5%.

**KS2** – considering their starting point pupils *had* performed well.

3152 **MATTERS ARISING FROM THE MINUTES**

Safeguarding Report – (minute 3126)

The Educational Visit Policy was currently under review.

SATS Outcomes - (minute 3133)

**A governor wanted to know what actions had been taken regarding the lack of understanding of vocabulary.** The school had invested in non-fiction texts and would provide a choice of books which were non-fiction rather than fiction.

Raising Governor Profile – (minute 3134)

Governors discussed how their profiles could be raised in school and how the community would know who governors at the school were. It was suggested that governors attend as many school events as possible and be identified with a different coloured lanyard and also that the governor display board be in a more prominent location within school.

It was also agreed to review the governor page on the school website.

RESOLVED: that options be considered to raise the profile of governors.

Note Mrs Parker left the meeting.

3153 **COMMITTEE MINUTES**

Governors discussed the change in the time for committee meetings to be held and all agreed that a 3.45pm start time was suitable.

RESOLVED: a) that the minutes of the Behaviour, Safety and Welfare Committee meeting held on 3 October 2019 be received;



- b) that the minutes of the Leadership and Management Committee meeting held on 26 September 2019 be received;
- c) that the minutes of the Leadership and Management Committee be included in part b of future agendas;
- d) that the minutes of the Standards and Achievement Committee meeting held on 17 October 2019 be received;
- e) that a list of governor meetings to be circulated to new governors.

3154 **SCHOOL FUND ACCOUNT**

RESOLVED: that the School Fund Account be delegated to the Leadership and Management Committee.

3155 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard be delegated to the Leadership and Management Committee.

3156 **REPORT OF THE HEADTEACHER**

The report of the Headteacher was considered and the following highlighted:

- School Development;
- Effectiveness of Leadership and Management;
- Quality of Teaching, Learning and Assessment;
- Pupil Premium;
- Curriculum Enrichment and School Events;
- Person Development, Behaviour and Welfare;
- Summer term attendance;
- Building and Premises;
- Health and Safety.

The Headteacher provided an explanation of the format of the report for new governors and acknowledged that the report could be streamlined.

**A governor asked whether that would be bring the report in line with Ofsted requirements.** The report was not in a standardised format, it was confirmed that it was the style of report that had been shared within the locality cluster of schools. **Another governor wanted to know how long it took the Headteacher to write the report for governors.** The information included within the report was identified as an ongoing exercise to gather and capture anything relevant, which was then built upon over a period of time. It was therefore difficult to provide an actual amount of time taken to compile the report.

**Governors acknowledged there had been a large number of sports events featured within the report.** The sports premium funding provided for a wide range of pupils to represent the school at sporting events. The school had achieved a Sports Mark award at gold level with a view to moving up to platinum level in the future.

Governors considered other ways of advertising Emotional Literacy Support Assistance (ELSA) for parents as the numbers attending the informal 'coffee and cake' sessions had reduced. It was felt there may be a stigma attached, which had contributed to parents not taking up the offer of support. After further discussions governors agreed to cease the 'coffee and cake' provision and look at alternative ways in which parents could be supported.

- RESOLVED:
- a) that the report of the Headteacher be received;
  - b) that the 'coffee and cake' support group cease;
  - c) that alternative support be considered for parents.

Note Mrs Brammall left the meeting.

### 3157 **SCHOOL DEVELOPMENT PLAN 2019/2020**

The Headteacher advised governors that the School Development Plan had been colour coded in the past, which identified the key areas for development. The revised plan would be uploaded on the governors secure drive for them to read.

RESOLVED: that the School Improvement Plan 2019/2020 be approved.

### 3158 **SAFEGUARDING REPORT**

There were no safeguarding issues to be reported.

RESOLVED: that the termly update be received.

### 3159 **SCHOOL POLICIES**

Governors noted that page 51 of the Child Protection Policy and Procedure referred to the procedure for parental requests for information regarding their child. **A governor asked how frequently requests had been made.** It was acknowledged that requests had not been made very often. There was a current request which involved sharing information with both parents at an appropriate time. Each request was assessed on an individual basis and dealt with appropriately.

- RESOLVED:
- a) that the following school policies be approved and adopted:
    - Nursery Admissions Policy and Procedure;
    - Charging Policy and Procedure;
    - Child Protection Policy and Procedure;
  - b) that the Headteacher notify staff of the adoption of these policies.

### 3160 **CODE OF CONDUCT FOR EMPLOYEES**

RESOLVED: a) that the Code of Conduct for Employees Policy and

Procedure be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy.

3161 **BULLYING AND HARASSMENT POLICY**

RESOLVED: a) that the Bullying and Harassment Policy be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy.

3162 **FLEXIBLE RETIREMENT POLICY**

RESOLVED: a) that the Flexible Retirement Policy be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy.

3163 **SECURITY POLICY**

RESOLVED: a) that the Security Policy be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy.

3164 **PAY POLICY**

RESOLVED: a) that the Pay Policy be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy.

3165 **GOVERNOR TRAINING AND DEVELOPMENT**

RESOLVED: a) that all training details are available on the CPD website [www.hereforschools.co.uk](http://www.hereforschools.co.uk);

- b) that new governor induction training dates be forwarded to new governors.

3166 **GOVERNOR VISITS**

The following governor visits had taken place:

- Mrs Hutson – Maths Mastery, EYFS and parents evening;
- Mr Roberts, Mrs Huton, Miss Parsons – Mulled Wine and Mince Pies;
- Mrs Hemmingway – Educational visit;
- Mr Roberts – Eco kitchen.

Governors were reminded to complete a governor visit form after each visit into school or attendance at an event.

RESOLVED: that the Governor Visits Reports be received.

3167 **OFSTED**

It was reported that staff training would be arranged to ensure that all were fully aware of the new Ofsted inspection framework.

RESOLVED: that staff training be arranged on the new Ofsted inspection framework.

3168 **SATS OUTCOMES**

The 2018/2019 SATS result were tabled at the meeting to provide the information for governors. The report was colour coded for ease of use with red being recorded as the areas for concern. The data within the report provided the information which related to the SDP development focus which had already been discussed as part of the Standards and Achievements Committee meeting

**A governor asked how the results compared to the previous academic year.** The Headteacher confirmed that progress had been made since the previous academic year and that the report displayed an improving picture. Writing had showed an improving trend although Maths results were lower which was why that would be a focus for development moving forward. The Headteacher would provide comparison data for governors. **Another governor enquired about the reaction to the outcomes.** The results were pleasing with specific individual success stories. It was acknowledged that the Maths Mastery approach would take more time to become embedded and that the current Year 6 were a strong cohort. The next Year 6 would provide concerns which would require interventions to be put in place as it had been identified that there were a large number of SEND pupils in the current Year 5.

RESOLVED: a) that the SATs Outcome report be received;  
b) that the Headteacher provide SATS Outcomes comparison data for governors.

3169 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed.

3170 **FUTURE MEETINGS**

RESOLVED: that future the next meeting be held on:

Monday 23 March 2019 at 4.00pm;  
Monday 6 July 2019 at 4.00pm.

Note Mrs Stillings left the meeting at this point.

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Chair's Signature – 23 March 2020



