

Beaford Community Primary and Nursery School

Minutes of Full Governors AGM

Wednesday 24th September 2014

Summary of Outcomes & Decisions

- The Governor code of conduct was agreed
- Register of Business Interests were completed
- Governors have completed a skills audit which will be analysed by JM
- The school priorities and success criteria for 2014/2015 were agreed
- Governors agreed to support the headteacher in applying for the National Leaders in Education/ National Support Schools scheme
- The annual cycle and SSE calendar were agreed
- Governor roles and responsibilities and terms of reference were agreed
- Governors agreed that the school should apply to become a National Leader in Education
- Term dates for 2015/2016 were agreed
- The code of conduct for all adults was agreed

Present: Annette Yates (AY), Mark Bowen (MB), Rev Mike Clark (MC), Alison Bennett (AB) Kate Scrivener (KS), Jeffers Mayo (JM)

Minutes taken by Helen Wright (HW)

1 Apologies Accepted

1.1 Graham James (GJ) – working, Becky Huxtable (BH) - working

2 Declaration of Interest

2.1 JM is partner to a teacher in the school.

3 Agree and Welcome New Governor

3.1 It was agreed Rev Katy Cross would be a new community governor.

4 Minutes of Last Meeting

4.1 These were agreed and signed by AB.

5 Review of Actions

Action 44 – Complete - HW to arrange personnel responsibilities training for governors through the local learning community – governor services will be running a course in Bideford in March 2015.

Action 47 – Ongoing - BH to investigate grants available to schools for installation of solar panels

Action 48 – Complete - AY to give governors further information about Schools Direct – the school will no longer be participating in this

6 Housekeeping Tasks

6.1 The code of conduct was reviewed and agreed. A copy is attached.



code of practice
2014.pdf

- 6.2 **Register of Business Interests** - all Governors present signed the form to declare any business interests.
- 6.3 **Governor Training** – A list of training opportunities are available on line <http://www.babcock-education.co.uk/ldp> under governor support and training. Governors should contact HW to book any training.
- 6.4 Information about the entitlement to time off from work for governor duties is available from <https://www.gov.uk/time-off-work-public-duties> Governors are entitled to ‘reasonable’ time off (although this does not have to be paid – this will often depend on the employer). The web site specifies who is entitled and what is considered reasonable time.
- 6.5 **Absence from Meetings** – If a governor is unable to attend a meeting then an apology must be given to the clerk or chair. The reason for any absences needs to be accepted at each meeting by governors present.
- 6.6 **Procedure for Agenda Items** – If a governor wishes for an item to be on the agenda they must contact the chair of governors 10 days before the meeting with their request.
- 6.7 **Part 2 Minutes** – Governors were reminded that part 2 minutes are confidential. These minutes are not distributed with the other minutes, but are distributed and agreed at the next meeting. All copies of part 2 minutes are to be collected up at the end of the meeting by the clerk. Part 2 minutes are kept in a locked cupboard in the school office, and are not available to the public.
- 6.8 **Governors Expenses** – Governors are entitled to expenses as detailed in the schools policy for governor’s expenses and allowances. A copy of this is attached.



Governors Expenses
Policy_14.pdf

- 6.9 **Minutes** – Minutes of all meetings should be distributed within 10 days of the meeting by the clerk.
- 7 **Skills Audit**
- 7.1 All governors have completed a skills audit. JM agreed to co-ordinate these and identify any strengths or gaps.
- Action 49 – JM to co-ordinate the governor skills audit responses.**
- 8 **School Improvement Priorities AND Success Criteria 2014/2015**
- 8.1 The improvement priorities have been written following final evaluation of monitoring evidence from last year. The priorities were agreed:

To secure outstanding *Teaching and Learning* through:

- Professional Research and development that focuses on:
 - How the brain develops
 - What children tell us about how they learn and what makes them think
 - Opportunities and environments that promote thinking
 - Exploring mind sets
 - How to promote ownership of learning

To strengthen further the effectiveness of *Leadership and Management* by:

- Subject leader teams continuing to develop their roles through monitoring activities and designing professional development opportunities for staff
- Maths and Literacy subject leaders broadening their experience and skills through supporting other leaders in other schools
- All governors effectively supporting and challenging the performance of the school

To continue to build and design an excellent Curriculum that promotes depth of learning and opportunities for all pupils:

- Embed and monitor robust Assessment systems in all subject areas across the whole school
- Extend provision and opportunities for pupils learning in and with ICT

8.2 The success criteria for 2014/2015 were reviewed by governors. The headteacher explained that 2015 will be the last year that levels are used to assess pupils. After 2015 progress will be measured from entry to Reception to end of year 6. **Governors asked how assessment will be made on entry into Reception and if schools can choose their own baseline.** The headteacher responded that there will be schemes you can purchase to make assessments, if a school uses their own system it will need to be validated.

9 National Leader in Education / National Support Schools

9.1 The school has received a letter from Sue Clark (Head of Education and Learning) advising that as an outstanding school we can apply for the National College programme for National Leaders in Education/National support schools. This means that staff at the school would support other schools to increase leadership capacity and help raise standards. **Governors asked what the trigger was for a school to receive this support and what the time commitment would be for staff.** The headteacher responded that schools usually receive support when they go into special measures. The time commitment would vary depending upon the school. A bursary is provided to the school to pay for time, travel and additional staff cover if required. The school would need to provide evidence in its application that it had already helped at least one other school raise standards. DCC are currently identifying a school that Beaford could help to provide this experience.

9.2 Governors agreed that the school should apply to become a National Leader in Education.

10 Ofsted Report

10.1 The headteacher thanked governors for their invaluable support and time which had contributed towards the 'outstanding' Ofsted report. The school has been asked to contribute pictures and 'governor tips' for an article in the next governor magazine. The area of improvement identified in the report (to develop further opportunities for the most able pupils in each class to organise and carry out research for themselves) has been included in the 2014/2015 SIP.

11 Review of Annual Cycle

11.1 The annual cycle has been amended to include completion of the SFVS in the Spring term each year. The cycle was reviewed and agreed. A copy is attached.



annual cycle sept
2014.pdf

12 Review of School Self Evaluation, Assessments and Reporting Calendar

12.1 This was reviewed and agreed. A copy is attached.



SSE Calendar
2014.pdf

13 Review of Governor Roles and Responsibilities

13.1 Allocation of Roles

13.2 The following was agreed:

- **Pupil achievement:**
 - Data and school improvement – AB, JM, BH
 - Parent engagement/cohesion – KC
 - SEN, G&T, CinC – KC
- **Teaching:**
 - Curriculum – AB
 - EYFS – AB
- **Behaviour and safety:**
 - Health & Safety , security – MB
 - Attendance & behaviour – JM
 - Child protection, health and wellbeing – JM
- **Finance, premises & personnel** – committee – MB, KS & a vacancy
- **Pupil discipline** – MB, JM, AB
- **Staff pay, discipline & capability:**
 - **1st committee** – AB, MB, JM
 - **2nd Committee** – KC, MC, BH

13.3 **SIT Terms of Reference** - These were reviewed and agreed. A copy is attached.



Terms of Reference
for school improvement

13.4 **Staff, Pay, Discipline and Capability Terms of Reference** – The terms of reference for a first and second hearings committee were reviewed and agreed. Copies are attached.



first hearings
committee.doc



second appeals
hearings committee.d

14 Feedback from SIT

- 14.1 The headteacher's and senior leaders self evaluation for 2013/2014 was reviewed. Judgements against the success criteria of the SIP, Maths action plan, Literacy action plan and Pupil Premium action plan were made using Ofsted guidance. The impact of the PE and Equality plans were also evaluated.
- 14.2 Governors reviewed detailed data for all years and groups of pupils. Progress in maths was outstanding with 100% of pupils making expected progress. Progress in reading is good and in writing it is good but moving to outstanding. The percentage of pupils making more than expected progress was in line with National. This is a focus for improvement.
- 14.3 A monitoring visit has been arranged in November to monitor how pupils think and learn. A copy of the feedback report is attached.

15 Staff Performance Management Report



SIT Meeting report
sept 2014.pdf

15.1 Governors agreed to go to part 2 minutes

16 Term Dates 2015/2016

16.1 The following dates were agreed:

Occasional days – 1st Sept 2015, 2nd Sept 2015

Non Pupil days – 3rd Sept 2015, 4th Sept 2015, 23rd Oct 2015, 4th Jan 2016, 11th April 2016

17 Policies

17.1 Code of Conduct – The code of Conduct for adults has been reviewed by AB. No changes have been made. It was agreed by governors. A copy is attached.



Code of Conduct for
all adults at Beaford C

18 Matters Brought Forward by the Chair

18.1 There were no matters brought forward by the chair.

19 Date for Future Meetings

19.1 Full governing body meetings:

Wednesday 19th November 3.45pm

Wednesday 4th February 3.45pm

Wednesday 29th April 3.45pm

19.2 Finance Meeting

19.3 A meeting to discuss the budget only has been arranged for Thursday 2nd October, 9.30am. AB and MC agreed to attend this meeting in addition to the finance committee.

19.4 School Improvement Team

11th November (for raise online data) – after the monitoring visit

24th February 2015 – 9.00am

14th July 2015 – 9.00am

19.5 **Health & Safety Check** – Tuesday 30th September

19.6 Dates for governors with individual responsibilities to be agreed

20 Summary of Actions

Action 47 – BH to investigate grants available to schools for installation of solar panels

Action 49 – JM to co-ordinate the governor skills audit responses.

Authorised By:

Date: