



---

**School:** Redlands Primary School  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Tuesday, 25 November, 2014 at 5.30pm  
**Location:** At the school

**Membership**  
'A' denotes absence

	Mr P Husselbee (chair)
	Mr G Goucher
	1 community vacancy
A	Mr D Wearn (vice-chair)
	Mr M Walters
	Mrs J Waller
	1 x authority vacancy
	Mr C Clarke
	Mrs L Stirling
	Mrs S Mellor
	Mrs N Boulding
	1 x parent vacancy
	Mrs C Sharpe (headteacher)
	Mr S Walker
	Mrs K Hunt
A	Mrs J Buckley (training co-ordinator)

**In attendance** Mrs S Andrews (clerk to the governors)

The chair welcomed governors to the Autumn term meeting, in particular Mrs Stirling, who was attending her first full governing body meeting since her appointment as a parent governor at the school.

**GB/42/14 Apologies for absence Action**

Apologies for absence were received from Mr Wearn (child care) and from Mrs Buckley (unwell).

It was

**resolved**

that the governing body consent to the absences.

**GB/43/14 Declaration of interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

*Review Register of Business Interests*

The forms were circulated and would be completed by governors as required. **HT**

**GB/44/14 Review of membership**

The chair proposed, and governors agreed, that this item should be discussed as a joint agenda item with "Reconstitution of the governing body".

**GB/45/14 Reconstitution of the governing body**

The chair briefed governors on the requirement for all governing bodies to reconstitute under a skills based model by 1 September, 2015.

Mr Walker and the chair had met to discuss options, following the completion of a skills audit by governors.

The following proposal of a reduction to 14 members was made for governors to consider:

Headteacher

1 Local Authority governor

1 elected staff governor

5 parent governors

6 co-opted governors

Following a discussion it was

**resolved**

to adopt the model of 14 governors as proposed.

The chair explained how the current membership would fit into this model and how some governors would be required to change category and what implications this would have.

Following a discussion on the options available, it was

**resolved**

that the governing body membership would be made up as follows:

Headteacher

Mrs Hunt (Staff governor)

Mr Walters (Local Authority governor)

Mrs Boulding (parent governor)

Mrs Mellor (parent governor)

Mrs L Stirling (parent governor)

Mr C Clarke (parent governor)

1 x parent vacancy

Mr Walker (co-opted governor)

Mrs Waller (co-opted governor)

Mr D Wearn (co-opted governor)

Mr G Goucher (co-opted governor)

Mr P Husselbee (co-opted governor)

Mrs Buckley (co-opted governor)

Terms of office for all categories would be for 4 years.

Governors' not changing category will see out their current term of office.

Governors appointed to a new category will start a new four year term from the date of reconstitution.

Governors agreed that the date for reconstitution, when these changes would come into effect, would be **1 February, 2015.**

	<p>The clerk was asked to draft the new Instrument of Government, copies of which, once sealed by NCC legal department, would be sent to all governors.</p> <p>It was noted that eligibility criteria for the Local Authority governor post and co-opted governor posts would be drafted by the chair and Mr Walker and considered in detail at committee.</p> <p>There are currently no vacancies for these posts and governors' attention was drawn to how criteria is likely to change as the governing body develops and moves forward.</p> <p>These criteria do not form part of the Instrument of Government, but should inform appointments when they arise.</p>	<p><b>Action</b></p> <p><b>Clerk</b></p> <p><b>Chair/SW</b></p>
<b>GB/46/14</b>	<p><b>Determination of term of office for chair and vice chair</b></p> <p>The chair explained that following reconstitution, governors may wish to hold further elections for these posts.</p> <p>Governors considered the need for continuity and also for succession planning and it was</p> <p><b>resolved</b></p> <p>that the terms for chair and vice chair should be for 2 years from the Autumn term meeting.</p>	<p><b>Clerk</b></p>
<b>GB/47/14</b>	<p><b>Election of chair</b></p> <p>The clerk asked for nominations and Mr Husselbee was proposed and agreed to be considered.</p> <p>There were no further nominations and Mr Husselbee withdrew from the meeting whilst governors considered his re-appointment.</p> <p>It was</p> <p><b>resolved</b></p> <p>to appoint Mr Husselbee as chair of the governing body for two years.</p> <p>Mr Husselbee re-joined the meeting and was thanked for his continued work for the school.</p>	<p><b>Clerk</b></p>
<b>GB/48/14</b>	<p><b>Election of vice chair</b></p> <p>The chair asked for nominations and Mrs Mellor agreed to be considered for appointment.</p> <p>There were no further nominations and Mrs Mellor withdrew from the meeting whilst governors considered her appointment.</p> <p>It was</p> <p><b>resolved</b></p> <p>to appoint Mrs Mellor as vice chair of the governing body.</p>	<p><b>Clerk</b></p>

Mrs Mellor re-joined the meeting and was thanked for agreeing to take on the post.

GB/49/14

**Minutes of the**

*Summer term meeting*

The minutes of the Summer term meeting held on Tuesday, 17 June, 2014, having been previously circulated, were confirmed and signed by the chair, subject to the following amendment:

*GB/26/14 –Reports from committees*

*Amend the sentence to read “Governors challenged the headteacher and chair on the difficulties of obtaining quotations for the playground work and the issue with firms being **unwilling** to tender”.*

*Matters arising*

*GB/37/14- Governor training*

Mr Husselbee asked if governors would still like to receive finance training. Mrs Stirling and Mr Clarke would both like to attend training in this area. The chair, in the absence of Mrs Buckley, agreed to look into this.

**Chair**

- Approval of decision planner

The chair highlighted an issue with one area of delegation on the planner. It was agreed to delegate the agreement and monitoring a training strategy for teachers, support staff and governors to the headteacher.

It was

**resolved**

to approve the planner subject the amendment.

GB/49/14

**Reports from committees and working parties**

*Finance, Personnel and General Purposes Committee*

The minutes of the meeting held on 18 November, 2014 would be circulated when available.

**HT**

Mr Husselbee as chair of the committee, briefed governors on issues discussed and decisions made.

*Matters arising*

Governors noted that the Table Tennis Agreement had now been approved and changes to staff contracts were highlighted.

*Succession Planning*

**Confidential item removed –see separate sheet**

Governors ratified the Pay Policy and Appraisal Policies as required, together with the Whistleblowing and Capability Policies.

Mr Husselbee highlighted that the Pay Committee had met and recommendations on pay progression had been accepted.

The chair reported on the headteacher's appraisal process.

Quality assurance on the appraisal process would be completed by the chair, with Mrs Waller acting as appeal officer, in case of any dispute over the headteacher's appraisal.

The mid-year forecast had shown the school is in a good position financially.

The mid-year budget was tabled and accepted by governors subject to the following clarification:

Governors challenged the headteacher on spending levels for supply staff and it was noted that due to appraisals taking place this term, staff had been released to complete this and supply cover had been bought in.

Governors also challenged the headteacher on the percentage of money (70%) already spent on learning resources.

Mrs Sharpe explained that teachers asked for resources at the start of the year to ensure the children gain maximum benefit from them.

It was noted that this is also the case for spending on administration, where bulk buying for the year saves money in the longer term.

Governors asked about progress with previously authorised spending on play equipment and resurfacing.

The artificial surface was discussed and how plans for the extension are ongoing. Governors stressed how important it is that funding is spent on the children as soon as possible.

It was confirmed that plans are in place and equipment purchased.

#### *Living wage*

The chair briefed governors on how the school had adopted the living wage as the minimum rate payable for all employees.

There is now an uplift of 20p per hour proposed. Unfortunately, this had produced some anomalies with annual pay scales which governors discussed in some detail. Issues with retention payments were highlighted and noted, and whether it might be possible to pay a discretionary payment to staff adversely affected. It was agreed that the 20p uplift was acceptable on budgetary terms but that the discrepancies would need to be investigated.

It was

#### **resolved**

to pay the 20p uplift to all eligible staff.

It was noted that it is not possible to re-evaluate job roles at this point. The headteacher was asked to look into this issue further and investigate the possibility of discretionary payments.

**HT**

*Strategic Development Committee*

The minutes of the meeting held on 11 November, 2014 would be circulated when received.

Mr Walters, as chair briefed governors on matters discussed.

*Matters arising*

The availability of the Data Dashboard was highlighted and Mrs Sharpe had provided governors with a link to the website.

The staff survey had been discussed at committee.

Pupil performance targets had been received and governors had requested that information is presented in the same format to assist with comparisons and the headteacher had agreed to implement this.

**HT**

Data on children in receipt of free school meals was presented and discussed. Issues with data are part of the SIP.

Mr Walker's report on SENs had been received and governors noted that a high proportion of children in Years 2 and 6 require additional support and have been identified through tracking.

Attainment had been considered and further information would be provided at the end of the year.

Attendance had been discussed and the rise in unauthorised absences over the Summer term was brought to governors' attention. Governors requested that they receive information on attendance levels on a year group basis. The headteacher agreed to provide this.

**HT**

All governors had received the SIP and were encouraged to provide feedback.

**Govs**

Mr Walters highlighted that governors need to make more focussed visits into school to evidence for themselves what the school is doing to raise attainment.

Mrs Waller had met with Mr Walker to discuss SEND and had completed the annual safeguarding audit.

In particular, governors were invited to come into school to look at Years 2 and 6.

**Govs**

Mr Goucher is coming into school on 9 December and will report back to governors.

**GG****GB/50/14**

**Correspondence**

The clerk highlighted the Nottinghamshire Governor Magazine and the use of the Emailme system.

Unfortunately, no governors had received this and the clerk agreed to ask governor services to re-send this to all governors.

**Clerk**

Key articles were highlighted including:

- The revised and re-launched multi agency Safeguarding Children Procedures available on the NSCB website, the revised policy and guidance available and the changes to safer recruitment training.
- SEND information on school website requirements.
- Ofsted update on the use of Pupil Premium and free school meals.
- Admission arrangements (see Director's report later on the agenda)
- Governor services –Annual governors' Conference 7 March, 2014 and availability of new governors' folder on WIRED.

The clerk highlighted the availability of the DFE School Complaints Toolkit which has been revised.

## **Holding the headteacher to account for the educational performance of the school and its pupils**

### **GB/51/14 Headteacher's report**

Mrs Sharpe presented her report, copies of which had been previously circulated.

It was noted that the report contained information on the following:

#### *Update on School Self-Evaluation and Development Plan*

#### *Progress that vulnerable groups are making*

The headteacher drew governors' attention to the information provided on the progress of vulnerable groups and also the data received on last year's 2 and 6, on levels achieved.

Information had been provided to all governors on all year groups, including Year 1 baseline assessments which are graded as emerging, expected or exceeding.

Governors will be updated as soon as information has been analysed.

It was stressed that data provided will be in a uniform report, as requested. It was highlighted that the end of the Autumn term data will show trends more clearly.

#### *Governors' Question*

- Is there a plan for grading as shown to governors to be shared with parents? Some parents have fed back that they felt that they had not been made aware of any potential problems.

Mrs Sharpe explained that parents are told the level at which their children are working at during parents evening consultations and also on reports.

In answer to a challenge, it was noted that reports are sent out once per year, and parents told verbally at the start of the year at parents evenings.

Children's achievement should therefore not be a surprise to parents.

It may be that with a change in national expectations, children who would have been on target to achieve at the national expectation may now be on target to achieve for example a level 4, but a level 4c.

It was noted that staff do want to focus on achievements and it is more difficult to bring weaknesses to parents' attention, but staff are fully aware that they need to do this. Practice SATS results are completed to show parents what is expected and what they children are currently capable of.

During the Autumn term, children need to catch up in some cases, following the long summer break, and this may show in a drop in the teacher's assessment.

Governors discussed how currently it is a time of great change with the introduction of the new curriculum and the removal of levels.

In answer to a challenge, levels are still in existence and are used for years 2 and 6.

Moderation is used to ensure judgements and standards are uniform.

This issue with some parents' perceptions would be raised with staff and communication improved if required.

**HT**

Mrs Sharpe drew the parent workshops held to governors' attention and the "Meet the Parents" meetings which had been very successful.

The meetings had been arranged to inform parents about changes to the curriculum, expectations and attainment and an overview of this term's teaching.

This had been introduced in response to the parents' questionnaire.

Also in response to the parents' questionnaire, the headteacher is looking in to the timings of parents' evenings, and will report back to governors.

**HT**

Governors' attention was also drawn to information on charities supported, staffing and the changes to the curriculum.

British values is also a focus and information on this will be included on the school's website.

Attention was drawn to the report on appraisal and targets.

Mrs Sharpe outlined that this term she is carrying out drop in observations of all staff and work scrutiny for F2 and KS1

Mr Walker is carrying out work scrutiny on KS2 writing. The senior leadership team will undertake training on work scrutiny later this term.

- *Governor's question*

Mrs Mellor asked for further explanations on the data presented on progress for children in reading, maths and writing. In particular she asked what is being done to improve progress in year 6 where 42% of the cohort are below expected attainment.

Mrs Hunt and the headteacher explained that this data is a snap shot in time and at this point in the year children would not be expected to have already achieved targets set for the end of the academic year; by June these pupils should be at the expected level or have exceeded it.

Mrs Mellor challenged the headteacher on what is being done to improve this. It was explained that the data is cohort specific and some years such as year 2 and 6 had already been identified as requiring a high level of support due to a high number of pupils with SENs.

Mrs Sharpe explained how children achieving the expected results at the end of the academic year will automatically start the new year at below the new expected target at the end of the year. There is at this point, still two terms of teaching to reach this target.

Mrs Stirling suggested that an additional column in the data would allow governors to see if children are on track to achieve targets set for the end of the year.

Governors held a lengthy discussion on how data could be made clearer for governors and governors made a number of suggestions.

Governors discussed how homework set includes the use of computers and it was felt there should be more emphasis on basics.

Mr Walker stressed that writing is a much wider subject and includes the use of IT to develop this skill.

Governors noted that reading is an issue nationally and it is part of the SIP.

It was noted that changes to the curriculum and the lack of a uniform levelling system do present challenges, but that the headteacher and Mrs Hunt will work together to provide data in a format more easily accessible to governors.

Governors asked if there is anything the governing body can do to support the school in adapting to the new systems of working and if additional resources are required.

Mrs Sharpe explained that at Redlands, pupils had always achieved better in writing than reading. Resources had already been purchased to support the focus on reading and interventions are already in place.

The school is now looking at preventing problems with reading skills rather than trying to support, when it may be too late.

The Read Write Inc. resource is being investigated as a possible resource. Governors discussed other resources and it was noted that interventions are in place currently. Reading intervention is a strength of the school but the school wants to improve the quality of teaching of reading to prevent this.

Governors asked if there are enough books in school. It was confirmed that, there are ample books, although quality is also very important.

Governors noted that some children receive all interventions available but still do not make the required progress due to their individual challenges. In response to a question about whether parents are informed of the interventions used, it was confirmed that they are.

Governors challenged the headteacher on the use of other interventions such as sport for example to engage children.

Mrs Sharpe used the last year 6 cohort as an example where all interventions, including sport had been tried but some of the group had underachieved and had low aspirations or specific difficulties. Cohorts differ greatly and this has to be taken into account.

The headteacher highlighted the spending on Commando Joe, which is also being introduced for Year 2 after Christmas, and is very successful in engaging some children in sport related activities.

The SIP had identified reading and certain elements of writing as a focus.

Governors asked that when the December data is available, it is presented to them in a way so that direct comparisons can be made.

The headteacher and Mrs Hunt agreed to provide this as requested.

**HT/KH**

*Amount of pupil premium funding/sports funding*

The amount received for PP is £109 200.

A total of £14 870 will be received for the Sports Funding over a period from March 2013/ March 2015.

Details are on the website.

£13 230 has been earmarked for Commando Joe support.

The Nottinghamshire County Cricket Club has also been booked to provide coaching.

*The rationale for spending the pupil premium*

Mrs Sharpe briefed governors on interventions used and impact assessed.

Booster groups have been used and there is a move away from 1:1 interventions following evaluation and a focus now on small group work, led by teachers.

Also introduced have been nurture groups, counselling and access to breakfast clubs and twilight clubs free of charge for children in receipt of PP.

Also provided is participation in DARE and first aid training and in educational workshops, which helps with self-esteem and socialising.

Children in years 5 and 6 attend residential trips free of charge.

It was noted that some children in receipt of PP are working at above expectations and are supported and challenged accordingly. Mrs Hunt is providing support for pupils at level 6.

The rationale is therefore to support academically but also emotionally and also to enrich experiences and increase aspirations.

**GB/52/14 What has been done to impact on outcomes for children**

Governors discussed how this information is contained within the headteacher's report. In particular, governors have allocated resources to provide an improved and safer playground area, planned an extension to provide improved facilities and identified improvements for the nursery. Governors have discussed the spending and rationale for the pupil premium and interventions have been implemented to support all children where required.

Each child is tracked and early support provided when issues are identified.

**GB/53/14 How has the governing body held the school leaders to account?**

Governors challenge the headteacher and senior leadership team and their questions are recorded in the minutes of meetings.

Governors actively seek clarification when required and ask for information to be presented in different ways for comparison purposes.

Governors' visits help evidence information provided by the headteacher.

Communication between staff parents and governors has been highlighted as a way to ensure that information is shared. Governors are focussing on succession planning and finding ways to ensure that data analysis is provided in a way that can impact on governors' strategic role.

It was noted that governors feel able to raise issues with the headteacher and to seek clarification when required.

**GB/54/14 Confirm arrangements for the headteacher's appraisal meeting and ensure appraisal governors have appropriate training**

This had been completed and reported to governors at the Finance, Personnel and General Purposes Committee on 18 November, 2014.

**Ensuring clarity of vision, ethos and strategic direction**

**GB/55/14 Report from the Corporate Director for consideration and action**

*Children Missing Education (CME)*

Governors noted the report previously received.

*Admission arrangements*

Governors noted the report previously received.

*HR report – School Pay Policy and Guidance 2014 and revised Appraisal Policy and Guidance*

Governors had approved these policies as required.

*Funding for vulnerable pupils including looked after children (LAC)*

Mrs Sharpe stressed that the school receives additional funding for this vulnerable group. Currently there is one LAC at the school.

*Elective Home Education in Nottinghamshire*

Governors noted the report and asked if there are currently any children in this category. Mrs Sharpe confirmed there are none, but that governors would be informed if this is the case.

**GB/56/14 Safeguarding children in education governors' compliance checklist**

The checklist had been completed as required by the headteacher and signed by the chair.

The clerk agreed to forward this to the County Council.

**Clerk**

Governors challenged the headteacher on the frequency and level of training for staff. It was confirmed that the school is compliant in all safeguarding training areas.

In answer to a question Child Sexual Exploitation awareness training is not yet in place. The headteacher agreed to discuss this with the officer who delivers DARE training at the school and also the Extended services officer where a resource in Childline might support this at the appropriate level.

**HT**

<b>GB/57/14</b>	<b>Review of delegation and organisation of committees</b>	
	<i>Agree committee structure and membership of committees</i>	
	The current structure would continue with current membership of committees. Newly appointed governors were invited to attend all meetings and then to decide which committee or committees they would like to join.	<b>Govs</b>
	It was noted that the Pay Committee would consist of the chair, Mrs Mellor and Mr Walters.	
	<i>Appointment/re-appointment of link governors</i>	
	Mrs Stirling was appointed as the Looked After Children Governor and a brief explanation of her role was discussed, including the need for confidentiality and a short report each year on progress.	<b>LS</b>
	Mrs Mellor was appointed as the Literacy Link Governor.	
<b>GB/58/14</b>	<b>Governor training</b>	
	<i>Report from training co-ordinator including priorities for governor training and development 2014/15</i>	
	Mrs Buckley is absent from school. Governors were advised to book themselves onto any training.	<b>Govs</b>
	<i>Governing body skills audit</i>	
	This had recently been completed and used to inform the reconstitution process.	
<b>GB/59/14</b>	<b>Governor visits and monitoring reports</b>	
	<i>To agree visits timetable for autumn and spring terms</i>	
	Governors were encouraged to visit school as part of their monitoring and evaluation role.	<b>Govs</b>
	<i>Report of governor monitoring and other visits</i>	
	Governors were asked to complete a visit report to share with governors.	<b>Govs</b>
<b>Overseeing the financial performance of the school and making sure its money is well spent</b>		
<b>GB/60/14</b>	<b>Approval of</b>	
	<i>Updated finance policy</i>	
	This would be approved at the Spring term meeting when received from the County Council.	<b>HT</b>
	<i>Schools financial value standard (SFVS)</i>	
	This would be approved by governors at the Spring term meeting.	<b>HT</b>

*Governors consistent financial reporting out-turn statement including the intended use of balances (B02) return*

This had been completed as required in the Summer term at the FP&GP Committee.

*Health and Safety Policy*

This was tabled for governors and it was noted that this is a model County Council policy and had been personalised for use at school. Governors would be sent copies electronically.

HT

In answer to a question, it was noted that the policy now details who is responsible for certain aspects of the policy.

It was

**resolved**

to approve the policy as tabled.

**Concluding items**

**GB/61/14 Confirmation of dates for 2015**

The governing body

**agreed**

Spring term - Tuesday, 17 March, 2015 at 5:30 pm

Summer term - Tuesday, 23 June, 2015 at 5:30 pm

**GB/62/14 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary, apart from discussions on succession planning, which should remain a confidential item.

**The meeting closed at 8:05pm.**

Signed .....(chair) Date .....