

MINUTES

	FULL GOVERNING BODY
Date/Time:	8 th September 2015 4pm
Location:	Carden Primary School
For:	Full Governing Body, Website
Attendees:	Governors: Karen Wicker (KW) Chair of governors John Hull (JH) Karen Czucha (KC) Helen Longton-Howorth (HLH) Headteacher Jeff Nixon (JN) Paul Smith (PS) Pete Sandeman (PSD) Sophie Wadleigh (SW) Margaret Garrard (MG) Karen Czucha (KC) Janet Johnson (JJ) Clerk

	DISCUSSION AND DECISIONS	ACTION
1	WELCOME and apologies for absence KW welcomed everyone to the meeting. No apologies had been received although SW had advised she would be late. Jayne Bravery's absence was noted. Paul Harrington had stepped down to concentrate on his new post at the school and governors expressed their gratitude for his particularly good service. There was a quorum throughout the meeting.	
2	DECLARATION of Interest of items on the agenda. No declarations of interest were made. Annual declarations of eligibility, business and other interests were handed in and JJ would review these and follow up any missing items, and ensure the website would be up-dated. Governors would not take part in discussions in which they had a particular interest.	JJ HLH
3	ELECTION of CHAIR of GOVERNORS JJ took the chair for this item. She confirmed the position of Chair of Governors was for a term of one year (or until the first FGB of autumn 2016) and she had received no nominations over the summer. Nominations were invited. With one voice every governor nominated KW who advised she would be prepared to continue as Chair but this would be the last year. During this year a successor would need to be developed and whilst acknowledging governors were busy KW sought assistance in ensuring papers, reports and agenda formulation were all completed in a timely fashion. SW arrived 16.30	ALL
4	ELECTION of Vice Chair KW invited nominees for this position, again for a one year term. MG was nominated and elected to the position <i>nem com</i> . KW and MG would draw up a division of roles.	KW MG
5	CHAIRS/VC COMMITTEES/Succession This item was taken under item 10.	
6	VACANCIES	

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	<p>There were now two co-opted vacancies. In recent days a promising applicant whose skill set appeared to match the needs of the governing body had been received and it was agreed MG would take this further, including, with JJ, following up references. HLH would invite him to visit the school.</p> <p>The other vacancy governors decided should be filled from the teaching body and JJ would liaise with HLH accordingly.</p> <p>KC arrived.</p>	<p>MG</p> <p>JJ HLH</p>
<p>7</p>	<p>CHAIR'S ADDRESS</p> <p>Governing Body self-improvement</p> <p>7.1 KW advised the bulk of the meeting would be devoted to the re-organisation of the work of the GB.</p> <p>KW recalled the governing body had agreed to streamline its work and set up a working party of JN MG SW and KW who had met. Their recommendations were to:</p> <ul style="list-style-type: none"> • personalise it more and introduce framing questions to obtain the main information and to improve focus • have two full governing body meetings a term, each of about an hour. This would allow for the training of governors and to enable greater challenge of headteacher's report • continue with the 3 committees • improve the links with the single (school improvement) plan. • ensure changes to Ofsted criteria were incorporated in governors work. <p>They also talked about how the minutes were submitted and discussed and which roles were needed for the coming year.</p> <p>7.2 MG and KW then met twice more to draw up draft forms and documents which governors had all received. These were now considered in turn.</p> <ul style="list-style-type: none"> • Focus governor role 'job description'. Agreed with the amendment on frequency of reports to 'meaningful frequency of reports' • Terms of reference for the existing 3 committees and committee role. It was later agreed pupil premium would come under the remit of D&R. • Framing questions for each committee • Focus areas in particular were maths and pupil premium • Discrete visit report and tick list for each committee. These were to be completed at each visit. • Inspection check list • Committee work timetable – this would be completed at the end of each committee meeting for the next term. It was to include a key theme, actions and reports needed by each governor and from the school. <p>❖ All the above documents and procedures were agreed to be adopted. Governors agreed it should be a better system.</p> <p>❖ Further actions for each committee were to be drawn up by K W and agreed via email</p>	<p>MG</p> <p>MG</p> <p>KW ALL</p>

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	<p>7.3 KW advised she had successfully tried the new system. The single plan was awaited whereupon amendments, particularly to the committee work timetable may be required.</p> <p>HLH would circulate the school self-evaluation and single plan by end of next week.</p> <p>Governors agreed they would continue to consider the impact on staff workload when requesting information and attendance at meetings.</p>	HLH
8	<p>AGREE PRIORITIES FOR THE YEAR The single plan was awaited. It would be discussed by email pending formal adoption.</p>	HLH ALL
9	<p>LONG – TERM PLANNING This was not discussed.</p>	KW JJ
10	<p>DIVISION OF GOVERNOR WORK Chairs and vice chairs of committees were agreed along with individual responsibilities. It was agreed governors could be allotted a temporary focus by the committee or FGB, for example SFVS on D&R committee. KW would circulate the new list.</p> <p>❖ It was agreed the BOSS group would continue and oversee engagement with stakeholders.</p> <p>Remote attendance was not discussed.</p>	KW JJ
11	<p>VISIT/ MONITORING SCHEDULE This was discussed at item 7.</p>	
12	<p>MINUTES OF LAST MEETING. FGB 9th July. These were agreed as an accurate record and signed by KW accordingly. JJ arranged to meet with HLH to learn how to edit the website to enable speedier posting of governing body information.</p>	JJ HLH
13	<p>MATTERS ARISING (if not elsewhere) This item was not discussed. It would be carried forward.</p>	KW JJ
14	<p>REPORTS FROM: 14.1 MG regarding the new Ofsted Framework and Inspection guidelines previously circulated to governors. She had distributed a PowerPoint presentation on this and now invited questions. Governors had found it informative. MG emphasised they were now closely looking at how leaders are driving improvement and governors recalled the continuing Edison project made that very clear. PSD leaves 17.47 With more focus on a broad and balanced curriculum and the need to be confident with the new assessment system, governors felt there was a need for a training session on the language and to ensure the assessment is fit for purpose. It would need to be linked to the committee agenda and CLA would address this at the next committee meeting. MG offered to set up a session to check governors understanding of the key Ofsted issues and evidence.</p> <p>14.2 HLH had completed the ‘map’ of how Carden supports British Values and it will be posted on the website. Governors confirmed they had received the Prevent documentation.</p> <p>14.3 Pay committee. This item was carried forward.</p>	MG HLH All KW JN

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15	<p>Clerk up-date JJ would circulate details of recent changes. These were mainly about the provision of further information about governors to be posted on the website which had been discussed at item 2.</p>	JJ
16	<p>Date and focus of Next meeting The dates of the meetings for the remainder of the term along with their main focus were then agreed. The dates for the spring term would be set at the December FGB. Mon 9th November D&R – to include current performance against budget, finance report, pay report, building works report. Mon 23rd November HSW – to include safeguarding report, Health and safety report, SRE report and its implications for the school, attendance report from Deputy headteacher Tues 1st December CLA – to include report from headteacher on early excellence and baseline appraisal and assessment Thurs 10th December FGB – to include JN’s report from Edison review, progress so far, new assessment procedures and Raise on line JN leaves at 17.34</p>	
17	<p>AOB KW was to be absent for a month and plans to cover the possibility of an Ofsted visit had been arranged and information left in HLH office. KW considered the governing body knew the school well and were getting very involved. There being no further business the meeting closed at 18.00.</p>	

Signed

Date

Summary of Actions

ITEM	OWNER	ACTION	DUE BY
2 12	JJ HLH	Meet Train JJ to Up-date website with required governor information	End Sept
2	JJ	Collate, chase and review declarations	8.10.15
3	ALL	<p>Please advise JJ if</p> <ul style="list-style-type: none"> • you wish to be involved in leading or training up to lead the GB • you want to find out more about what is involved • you are not sure whether you have the skills 	End Sept
4	KW MG	Draw list of roles to be undertaken by V C	End Oct
6	JJ	Advise Governor support of changes	
6	JJ HLH	Carry out appointment procedure from staff	
6	MG HLH	Follow up co-opted application, liaise JJ re references	Dec FGB
7.2	MG	Review and amend forms as agreed and following any changes from the new Single Plan	End Sept
7.2	KW ALL	<p>Draw up further actions for each committee and circulate for discussion</p> <p>Engage with process, suggest amendments and reach agreement by email</p>	
7.3	HLH	Circulate SEF and Single plan	18.9.15
8	ALL MG	<p>Consider SEF and Single plan, discuss by email, make amendments to plans</p> <p>Co-ordinate</p>	When recd/End Sept
9 10 13 14.3	KW JJ	<p>Long-term planning</p> <p>Remote attendance</p> <p>Matters Arising</p> <p>Pay committee c/f to next FGB</p>	
10	KW	Distribute new table of governor roles	
14.1	MG	Follow up possible Ofsted session	
14.2	ALL	Up-date familiarity with British Values 'teaching' by reading the post on the website	
15	JJ	Circulate recent changes.	End Sept
16	ALL Comm Chairs/ VC	<p>Note dates</p> <p>Committee leaders to be proactive in setting agenda and arranging the reports required – minimum one month before your meeting. Liaise JJ as required.</p>	Now