
School: Larkfields Junior
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday, 2 February, 2016 at 6.30pm (start 6.37)
Location: At the school

Membership
'A' denotes absence

A	Mrs A Arnold (vice-chair)
	Mrs M Bates
	Vacancy (co-opted)
	Mrs S Parnell
	Mr G Davies (chair)
	Mr D Kingsland
	Vacancy (co-opted)
	Ms A Sanderson
A	Councillor Mrs J Owen
	Mr M Tungait
	Mr K Sheldon
	Mrs J Williams
	Mrs L Mills
	Mr P Taylor (headteacher)
	Mrs M Bowley (Training co-ordinator)

In attendance

Mrs R Bowley (observer – prospective governor)
Mr J Dye (observer – prospective governor)
Mrs E Poxon (observer – school business manager)
Mr S James (clerk to the governors)

The chair welcomed everyone to the meeting. It was agreed that as it was to be followed by an additional meeting of the governing body to consider the appointment of a new headteacher all present would be requested to endeavour to remain focused on the role of governors and concise in their contributions.

GB/01/16 Apologies for absence Action

Apologies for absence were received from Mrs Arnold (work commitments) and Cllr Mrs Owen (council business). The clerk pointed out to governors that Cllr Owen had not attended a full meeting of the governing body since the autumn term 2014 and reminded the governing body that it should ensure that all members are able to make an appropriate time commitment. Following discussion it was

resolved

that the governing body consent to these absences, and it was agreed that the headteacher would write to Cllr Owen to clarify whether she is able to dedicate sufficient time to the role.

HT

GB/02/16 Declaration of interest

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

GB/03/16 Review of membership

Governors received the governing body membership list dated 20/01/2016 which had been previously circulated and noted the following:

➤ *Vacancies – co-opted x2*

Mrs R Bowley and Mr Dye were welcomed to the meeting, introductions were made and they gave brief details of their respective skills, knowledge and expertise. Both were duly nominated, proposed and seconded as co-opted governors and it was unanimously

resolved

that they both be so appointed with immediate effect for a term of four years. On enquiry from the clerk Mrs R Bowley confirmed she had previously completed and returned a Declaration of Eligibility form, and Mr Dye completed and signed a form which he handed to the clerk to return to governor services. **clerk**

It was agreed that Mr Dye would join the F&GP committee and Mrs Bowley the PP&C committee; also that Mrs Bowley would be a Safeguarding link governor. Mr Dye would not have a link role at this stage.

➤ *New parent governor – Mr Sheldon was congratulated on his appointment following the election and welcomed to his first full meeting of the governing body.*

GB/04/16 Minutes of

Autumn term meeting of the governing body

The minutes of the autumn term meeting held on 13 October, 2015 having been previously circulated were confirmed and signed by the chair. The school display copy was handed to the headteacher; the minute book copy was retained by the clerk.

Matters arising

Governors noted that, unless detailed below or otherwise on the agenda, all actions listed had been addressed appropriately.

GB/44/15 Minutes of summer term meeting – matters arising – GB/26/15 policy checklist – action clerk and HT

The headteacher confirmed that he had received the checklist from the clerk and it was agreed to refer the matter to the PP&C committee. **PP&C Cttee**

GB/44/15 Minutes of summer term meeting – matters arising – GB/30/15 Decision Planner 2015/16 – action clerk and HT

The headteacher confirmed that he had received the planner from the clerk and that it had been completed in liaison with the chair with a recommendation to the governing body that it be adopted. It was unanimously

resolved

to approve the Decision Planner 2015-16 as presented. The headteacher

HT

undertook to circulate copies to governors. Mrs M Bowley agreed to upload the document on to the school website.

MBo

GB/44/15 Minutes of PP&C committee – Attendance Policy – action HT and PP&C

Governors noted that the policy had been approved in committee.

GB/45/15 Correspondence – school website information – action MBo and governors

Mr Kingsland, Mr Sheldon and Mr Dye agreed to forward the completed form to Mrs M Bowley for inclusion on the website.

DK/KS/JD
and MBo

GB/46/15 Headteachers’ report – staff recruitment and retention – NMIT

Following a full discussion governors agreed that in the light of the headteachers’ very recent resignation the school did not have the capacity to currently engage with the scheme and that it should abstain from involvement for the next twelve months.

GB/50/15 Safeguarding compliance checklist – action HT and chair

Governors were informed that the checklist had been appropriately completed, signed and submitted to the local authority.

Committees and working parties

Finance and General Purposes Committee

The minutes of the Finance and General Purposes Committee dated 10 November, 2015 having been previously circulated were received and the following matters highlighted by the headteacher:

- 12 CPD – the headteacher provided a full verbal update and reported that all staff requests for additional funds for CPD had been satisfactorily resolved in line with the school Staff Development Policy in accordance with the ranked order of priority for the criteria. He acknowledged and governors agreed that this represented a very good outcome for the staff and school. He gave a brief summary of proposed amendments to the policy and it was agreed the matter be deferred for further consideration to the PP&C committee.

PP&C
Cttee

Governor challenge: Do the headteacher and school business manager have regular meetings? *The headteacher confirmed that they did and that the meetings were minuted.*

Pupils, Personnel and Curriculum Committee

The minutes of the Pupils, Personnel and Curriculum committee dated 24 November, 2015 and 19 January, 2016 having been previously circulated were received.

Matters arising:

- F&GPC – Mrs Bates was listed as an apology but it was noted she was not a member of this committee.

- *PP&CC 19/01/16* – Mrs M Bowley provided full verbal details of the online safer recruitment training provided by the NSPCC and invited governors to nominate themselves to receive it. Mrs Williams, Mr Davies, Mrs Poxon, Mrs Bates and Mr Sheldon indicated that they would undertake the training which Mrs M Bowley agreed to organise.

GB/05/16 Correspondence

The clerk raised the following items:

- *Nottinghamshire Governor E newsletter – Spring 2016 edition*

The clerk reminded governors this could now be accessed via the Notts County Council schools portal and drew their attention to the Spring 2016 edition, with particular reference to the following articles:

Pages 1 to 4 – Article by the head of Ofsted, Sir Michael Wilshaw, on the future of school governance.

Page 5 – Notts Annual Governor conference on Saturday 12 March at Eastwood Hall - Mrs Mills and Mrs R Bowley indicated that they wished to take up the two available free places.

Page 8 – Long service awards – the clerk undertook to check the entitlement of the headteacher to an award.

clerk

- *Governance (formerly Governors) Handbook – Nov 2015*

The clerk drew governors' attention to the newly revised and renamed handbook.

- *Letter to good and outstanding schools from Marion Clay 15/12/16*

In light of the headteachers resignation the chair and Mrs Bates agreed to attend the 'Embracing the future' forum that had been arranged.

- *Lettings and the Prevent Duty*

The headteacher undertook to ensure that the schools lettings policy and agreement were suitably amended to comply with the duty.

HT

- *Email Terri Johnson – consultation on keeping children safe in education*

The headteacher acknowledged that he had received the email and would action as appropriate.

HT

The chair raised the following items:

- *Leadership and Governance Solutions hot topic sessions*

Subject to receipt of confirmation from the headteacher that places were available Mr Dye and Mr Tungait agreed to attend the next session on 9 February.

HT, JD
and MT

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

GB/06/16 Headteacher's report including

Update on School Self Evaluation and Development Plan
Progress that vulnerable groups are making
Amount of pupil premium funding/sports funding
The rationale for spending the pupil premium
The impact of pupil premium
Annual report on whole school appraisal process

The headteacher presented his report, which had been previously circulated and copies of which were available at the meeting. He explained that he had adopted the suggested format in which any data was now accompanied by an explanation resulting in the report being longer than anticipated. He highlighted the following matters and invited comments, questions and observations from governors:

- *Page 5 – closing the attainment gap* – he pointed out that the gap in the school was smaller than the national gap.
- *Page 6 - Pupil premium grant (PPG) children* – the headteacher advised governors that a number of these children were currently below the age related expectations (ARE).

Governor challenge: Given the various uses of the funding is it being effective in any way? *The headteacher said that there was an effect in maths though not so much for reading and writing.*

Governor challenge: How will the remaining balance of the funding be applied? *Governors were advised that the vast bulk of this was dedicated to the additional maths support for the rest of the financial year.*

- *Page 8 – Personal Development et al* – The headteacher gave a verbal update and highlighted one pupil of concern and gave details of the work being undertaken by the school in liaison with SBAP and the parents to avoid an exclusion.
- *Page 10 – staffing* – governors agreed that a verbal update was not required given the current situation.
- *Page 10 – Appraisal procedures* – The headteacher explained how the various targets were directly linked to the particular career stages of individual staff members.
- *Page 12 on – SIP update* – the headteacher advised governors that, with thanks, parts of this had been written by the relevant school leaders and that this greatly contributed to their professional development. He highlighted item 1.2 which had been a focus for Ofsted and gave an update of what the school had been doing to address this and its' impact, which he said had been well received and embraced by staff.

Governor challenge: How long had this been in place? *The headteacher reported that this was since the beginning of the term.*

- *Page 23 – item 3* – the headteacher advised governors that they were invited to a briefing session of the EMET, gave details of the meeting and reported on a briefing report to local headteachers in respect of conversion to academy status. Governors agreed that the school should only join in as

part of the local family schools and not on its own.

Governors thanked the headteacher for his final very thorough, comprehensive and helpful report and wished him well in his new role.

Ensuring clarity of vision, ethos and strategic direction

GB/07/16 Report from the Corporate Director for consideration and action

Governing Body Code of Conduct

The clerk spoke to the report highlighting that it is good practice for governing bodies to adopt a code of conduct to set out the purpose of the governing body, describe the appropriate relationship between individual governors, the whole governing body and the leadership team of the school, so as to enable governors to understand the behaviours expected of all governors and promote effective team working.

The headteacher tabled and circulated a draft Code he had prepared based on the NGA model. Following discussion it was unanimously agreed that governors would not be required to sign a Code and

resolved

to approve, ratify and adopt the Code as submitted with immediate effect to be posted onto the school website.

MBo

GB/08/16 British Values

The headteacher reported that the working party had met and were due to meet again later in the week to address issues around British values, E safety and Prevent Duty. He invited governors to attend the school diversity day on 18 May, 2016.

Governor challenge: Does the school have a British Values statement? Mrs M Bowley agreed to arrange for one to be displayed on the school website.

MBo

GB/09/16 Governor training

Report from training co-ordinator including priorities for governor training and development 2016/17

Mrs M Bowley reported as follows:

- No governors had completed any training since the last full meeting of the governing body.
- All four new governors were booked on to the governor induction training for 21 March, 2016.
- She had been approached by the training coordinator for the governing body at another school to investigate joint training. It was agreed that this should be pursued.
- She reminded governors of the various training courses provided by the local authority which they were entitled to access as detailed in the programme on the NCC website.

MBo

- To remind all governors to ensure they had completed the online PREVENT duty awareness training. She undertook to send the link.

GB/10/16 Governor visits and monitoring reports

The following reports were given on visits made to the school by governors since the last full meeting of the governing body:

- Mrs M Bowley – Child Protection 23/11/2015
- Mrs Williams – Health and Safety 23/11/2015
- Various governors – school Christmas events

The clerk raised whether all governor visits were being appropriately captured and evidenced. Following discussion it was agreed that Mrs M Bowley would review the signing in procedure and all governors would ensure that all visits were correctly recorded and documented.

MBo

Overseeing the financial performance of the school and making sure its money is well spent

GB/11/16 Approval of

School budget

Governors noted that the budget figures from the local authority were awaited and agreed the matter would be deferred to the F&GP committee for consideration by the governing body at the summer term full meeting.

Schools Financial Value Standard (SFVS)

Mrs Poxon tabled the completed document which had been previously circulated. She explained the content and format, and confirmed it had been considered by herself with Mr Kingsland, Mr Tungait and the chair, with Mr Dye as an observer with a recommendation for approval. It was

resolved

to approve the SFVS as submitted which was signed by the chair to be returned to the local authority by Mrs Poxon.

EP

Updated finance policy

Mrs Poxon advised governors that the revised policy had not yet been received from the local authority. It was agreed that she would revisit, review and amend as necessary the current schools' policy for consideration by the F&GP committee.

**EP/F&GPc
mte**

Year end re-forecast

Governors were informed that the forecast was presently unchanged and would be reviewed again on 15 March, 2016.

Services for Schools

Governors noted that this would be done when the budget figures from the local authority were received and agreed the matter would be deferred to the F&GP committee for consideration by the governing body at the summer term full

meeting.

Evidence of governing body impact on school improvement

GB/12/16 What has been done to impact on outcomes for pupils?

Governors noted the actions and involvement, including discussions and resolutions, of the governing body in relation to various matters including, but not limited to the following, which had had a positive and beneficial impact on outcomes for all pupils:

- Staffing including development
- Restructure of the office
- School leadership issues
- Funding for vulnerable and disadvantaged pupils
- Monitoring of safeguarding and child protection issues
- Interrogation of data
- Overseeing of finances

GB/13/16 How has the governing body held the school leaders to account?

The governing body noted that various challenges had been made by governors during the course of this and other meetings with the headteacher and senior management.

Concluding items

GB/14/16 Confirmation of date for 2016

The governing body

agreed

Summer term - Tuesday, 24 May 2016 at 6.30pm.

GB/15/16 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.56pm.

It was noted that the full meeting was to be followed by a further meeting of the full governing body to address the process for the appointment of a new headteacher. It was agreed with the chair that the clerk was not required for this meeting. The clerk advised the chair to ensure that, if any decisions were to be made, the meeting had been properly convened and that it was quorate.

Signed(chair) Date.....

SJ/KW