
School: Larkfields Junior
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday, 24 May, 2016 at 6.30pm
Location: At the school

Membership

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

In attendance

Mr S James (clerk to the governors)
Mrs E Poxon (School Business Manager)
Mrs J Scott (headteacher elect)

GB/32/16 Apologies for absence Action

Apologies for absence were received from Cllr Mrs Owen (in London with her husband), Mrs Bates (dealing with an Ofsted inspection), Mrs Sanderson (personal – confidential details supplied), Mr Sheldon (work commitments) and Mrs Mills (work commitments). No apology was received from Mrs Arnold. Following a full discussion it was

resolved

that the governing body consent to all absences save for Cllr Mrs Owen.

Governors were informed that a letter had been sent to Cllr Owen as agreed at the last meeting. The clerk advised that, based on the Governors attendance sheets, the last full governing body meeting Cllr Owen had attended had been in the autumn term of 2014. Governors noted that should Cllr Owen not attend a full meeting of the governing body within the next six months she would be liable to be disqualified from the role of governor at the school.

GB/33/16 Declaration of interest

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

GB/34/16 Review of membership

Governors received the governing body membership list dated 10/05/2016 which

had been previously circulated and noted the following:

- *Imminent end of terms of office:*
 - *Mr Tugnait (parent) 26/09/16* – the clerk pointed out that this was before the next scheduled meeting of the full governing body on 11/10/16 and advised that to maintain continuity of membership and succession planning governors might consider inviting Mr Tugnait to resign as a parent governor and appoint him to the vacant co-opted role with immediate effect or as an associate member with effect from 12/10/16. The governing body agreed to adopt the first route and Mr Tugnait agreed to resign as a parent governor with immediate effect – see below.
 - *Mrs Williams (parent) 29/10/16* - the clerk pointed out that this was after the next scheduled full meeting of the governing body on 11/10/16.
- *Co-opted vacancy* – Mr Tugnait was duly nominated, proposed and seconded for the vacant role and it was unanimously

resolved

to appoint Mr Tugnait as a co-opted governor with immediate effect for a term of four years. Mr Tugnait completed and signed a Declaration of Eligibility form which he returned to the clerk.

- *Newly created parent governor vacancy* – it was agreed that the necessary election would be deferred until the autumn term which Mrs Scott undertook to arrange. **JS**

GB/35/16 Staffing update

Confidential item – see separate sheet.

GB/36/16 Minutes of

Special meetings of the governing body

The minutes of the special meetings detailed below, which it was noted had not been previously circulated, were confirmed and signed by the chair which was retained by the clerk:

- i) 2 February, 2016 (date amended from 10th to 2nd February)
- ii) 10 February, 2016
- iii) 24 March, 2016

Selection panel meetings of the governing body

The minutes of the selection panel meetings detailed below, which it was noted had not been previously circulated, were confirmed and signed by the chair which was retained by the clerk:

- i) 10 February, 2016
- ii) 15 March, 2016

Spring term meeting of the governing body

The minutes of the spring term meeting held on 2 February, 2016 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/04/16: Minutes of autumn term meeting – matters arising - GB/45/15
Correspondence – school website information – action MBo and governors –
action DK/KS/JD and MBo*

Mr Sheldon and Mr Kingsland to forward outstanding information to Mrs M Bowley.

**DK and
KS**

*GB/05/16: Correspondence – Notts Gov E newsletter – page 8 long service award
– clerk action*

The clerk informed governors that the former headteacher Mr Taylor had been given the award which would be forwarded to his new school. Governors acknowledged Mr Taylors' substantial and significant positive contribution to and impact on the outcomes for the school and its governing body.

*GB/05/16: Correspondence – Leadership and Governance Solutions hot topic
sessions*

Governors were advised that Mr Dye and Mr Tugnait had been unable to attend the session.

GB/09/16: Governor training – action MBo

Mrs M Bowley advised governors that she had heard nothing further from the training co-ordinator of the governing body of the school in question.

GB/10/16: Governor visits/monitoring

The following link roles were clarified/confirmed:

- Child Protection – Mrs Bates
- Health and Safety – Mr Tugnait

Committees and working parties:

Finance and General Purposes Committee

The minutes of the Finance and General Purposes Committee dated 22 March, 2016 having been previously circulated were received.

Matters arising:

- TA hours – governors recorded their thanks to Mrs Poxon for her work on securing the successful bids.
- Swimming – Mrs Scott advised governors that from September years 3 and 4 would be provided with swimming instruction and in due course provision for other years would be reviewed.

Governor challenge: What about non-swimmers in years 5 and 6? Mrs Scott said that there was no funding available at present but that the provision would be reviewed in due course when an audit was undertaken.

Governor challenge: What about using PPG funding? Mrs Scott said that although swimming was a priority the PPG funding would be difficult to use given the relevant criteria of 'closing the gap'.

Strategic Development, Pupils, Personnel and Curriculum Committee

The minutes of the Strategic development, pupils, personnel and curriculum committee dated 1 March, 2016 having been previously circulated were received. Governors noted that all matters raised had been addressed in the subsequent meeting of 17 May (see below).

Strategic Development, Pupils, Personnel and Curriculum Committee

The minutes of the Strategic development, pupils, personnel and curriculum committee dated 17 May, 2016 having been previously circulated were received.

Matters arising:

- Unauthorised absences and penalty notices – the chair provided a detailed confidential verbal report to the background and update in respect of the penalty notice issued to one family on the recommendation of the former headteacher prior to his departure. The chair advised governors of the actions taken by the school including the review of the relevant policy and a letter sent to the family concerned. Governor's acknowledged that the matter had been appropriately addressed.

Governor challenge: in respect of item 6 how could the 'retention payment' be justified? The chair and headteacher provided a comprehensive verbal explanation regarding the performance and commitment of the particular member of staff and the general context of the current issues around recruitment and retention of staff.

Governor challenge: On this basis wouldn't other members of staff be so entitled? During a discussion of the matter governors acknowledged that the issue should be determined on a case by case basis within the context of staff appraisal, general succession planning and the problems of recruitment and retention of competent staff.

Governor challenge: When will the payment commence? Governors were advised that it would be for the next academic year commencing in September.

GB/37/16

Correspondence

(i) Nottinghamshire Governor E newsletter – Summer 2016 – first edition

The clerk drew the governors attention to first edition of the Summer 2016 governor newsletter , with particular reference to the following articles:

- HR report - Staff reductions
- HR report – DBS checks for governors – governors were advised and noted that the matter was fully in hand.

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

GB/38/16 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 acting headteacher presented her report, which had been previously circulated and copies of which were available at the meeting. The chair reminded governors that they had been asked to ensure that they had fully read and digested the report, and have appropriate challenges ready.

Mrs Parnell highlighted the following matters:

- *Page 2 -Pupil numbers:* Mrs Parnell provided an update of the figures which governors noted.
- *Page 4 – data:* Mrs Parnell advised governors that data was a snapshot based on Eazmag in the absence of any SATs data.
- *Page 8 – PPG funding:* Mrs Parnell pointed out to governors the progress made by PPG pupils in maths and advised of the actions being taken to achieve similar results in reading and writing.

Governor challenge: Will the current levels of intervention in maths still be maintained? *Governors were advised that they would be.*

Governor challenge: Is the progress down to the new curriculum? *Mrs Parnell said it could 'possibly' be.*

Governor challenge: What is to happen to the 10% of the funding being carried forward? *Mrs Poxon advised governors that it had already been allocated in the budget. Mrs Scott informed governors that she will update the SIP once in post and acknowledged the very helpful contribution made by Mrs Parnell in informing her of matters.*

- *Page 10 – Attendance:* Mrs Parnell provided verbal details around the issues of children attending late and the actions being taken by the school to address it.

Governor challenge: What action has been taken regarding the child with less than 85% attendance? *Mrs Parnell informed governors that a letter had been sent at the end of April to which no response had been received.*

- *Page 11 – Behaviour:* Mrs Parnell provided brief verbal details of a fixed term exclusion issued that day for three days.

Governor challenge: Was this pupil one of the two of 'significant concern'? *Mrs Parnell said that it was.*

- *Page 11 – SEND and interventions*
- *Page 13 – Children looked after*

- *Page 15 – Safeguarding:* Mrs Parnell informed governors that a recent issue raised had not been pursued.

Governor challenge: What actions were taken? Mrs Parnell provided a brief verbal account of the processes involved.

Governors thanked Mrs Parnell for such an informative and useful report in her role as acting headteacher.

GB/39/16 To agree who will support the appraisal governors in conducting the headteacher’s annual appraisal process

It was

resolved

that Andrew Pearson would continue to support the appraisal governors.

GB/40/16 Appointment of appraisal governors

It was agreed that Mr Kingsland, Mr Tugnait and (subject to training) Mr Davies would act as the headteacher appraisal governors, and that Mr Dye act as the appraisal quality assurance governor. All were thanked for their commitment to the roles.

Ensuring clarity of vision, ethos and strategic direction

GB/41/16 Reports from the Corporate Director for consideration and action

- *Keeping Children Safe in Education*

The clerk spoke to the report pointing out the background, issues raised and actions for governors. Following discussion governors acknowledged their responsibility for the issue and it was agreed that Mrs Poxon be requested to undertake a check of the schools’ single central record to make sure it was upto date and compliant.

EP

- *Religious Education in schools*

The clerk spoke to the report pointing out the background, issues raised and actions for governors. Following discussion governors acknowledged their responsibility for the issue and the suggested actions were noted.

- *School Complaints Policy and Procedure*

The clerk spoke to the report pointing out the background, issues raised and actions for governors. Following discussion governors agreed that the matter be deferred to the SDPP&C Committee for any necessary action.

**SDPP&C
cttee**

GB/42/16 British Values

Mrs Parnell provided verbal details of the school enrichment day and British Value Group meetings.

Governor challenge: Will there be any more such events? Mrs Parnell said that some would be arranged.

HT

GB/43/16	Policy update	
	<i>To approve any policies referred from the previous meeting or committee meetings</i>	
	Governors noted that there were no policies requiring approval by the meeting.	
	<i>To note the updated 2016/17 policy checklist and agree arrangements for reviewing policies</i>	
	Governors acknowledged the updated policy checklist for 2016/17 provided by the local authority and Mrs Parnell and Mrs Scott undertook to consider and advise governors of any necessary changes/actions.	HT
GB/44/16	Receive a report from the designated LAC teacher	
	Governors noted that the matter was fully addressed in Mrs Parnells' headteachers' report.	
GB/45/16	Approval of in-service training days	
	Governors agreed to mandate Mrs Scott to agree and publicise the dates in liaison with the headteacher at Larkfields Infants School.	HT
GB/46/16	Review of delegation and organisation of committees	
	<i>Agree committee structure and membership of committees</i>	
	Governors agreed to retain the current committee structure and the membership was confirmed as follows:	
	<ul style="list-style-type: none"> ➤ <i>F&GP committee:</i> Mrs Arnold, Mr Davies, Mr Kingsland, Mr Dye, Mr Tugnait, Mrs Williams, headteacher. ➤ <i>SDPP&C committee:</i> Mrs Arnold, Mrs Bates, Mr Davies, Ms Sanderson, Mrs R Bowley, Mr Tugnait, Mr Sheldon, Mrs Williams, Mrs Mills, Mrs M Bowley, headteacher. ➤ <i>Pay:</i> Mrs Arnold, Mr Davies, Mr Kingsland. ➤ <i>Discipline (ad hoc):</i> all governors as available. 	
	<i>Approval of delegation – decision planner 2016/17</i>	
	Governors approved the suggested amendments to the Decision Planner for 2016/17 and delegated the new functions as follows:	
	<ul style="list-style-type: none"> • Page 8 item 25 – headteacher and safeguarding governor • Page 8 item 26 – Pay committee 	
	The clerk undertook to arrange for it to be retyped and circulated to all governors.	clerk
	<i>Note annual planner 2016/17 to support agenda setting</i>	
	The clerk undertook to forward the revised annual planner to Mrs Scott and Mrs Parnell for their consideration and recommendations to the governing body.	Clerk/JS and SP(HT)

Appointment/re-appointment of link governors

The clerk referred the governing body to the list of roles allocated under agenda item GB/52/15 in the minutes of their full meeting in the autumn term 2015. Governors agreed to defer the matter to their full autumn term meeting 2016.

clerk**GB/47/16 Governor training**

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

Mrs M Bowley reported as follows:

- Mr Dye, Mr Sheldon and Mrs R Bowley had completed governor induction training.
- Mrs R Bowley had attended the governors conference on 12 March, 2016.
- The link to 'Governors e learning' was now available. Mrs M Bowley gave a visual presentation on the schools equipment of its use.
- A reminder to all governors to ensure that certificates of training were submitted to her.
- A reminder to all governors of the list of training courses provided by Notts CC.
- Mr Davies and Mrs Bates had completed safer recruitment training.

To consider arrangements for governing body self evaluation

Following discussion governors agreed that a GB self-evaluation was not required at this time but would be deferred for later consideration.

GB/48/16 Governor visits and monitoring reports

Governors noted that, due to other matters requiring attention, there had been no governor monitoring visits to the school since the last full meeting of the governing body but that various governors had attended the school on a regular basis in connection with other matters.

GB/49/16 Academy Conversion Update

Governors confirmed that there had been three different presentations on the issue and noted that the chair, vice-chair and headteacher were invited to a meeting of the family of schools on the coming Thursday evening. It was agreed that in the absence of Mrs Arnold, Mrs M Bowley would attend and so too would Mrs Scott.

Mrs Parnell provided a comprehensive verbal report to governors of her attendance at the meeting of the heads of the family of schools and advised governors that the consensus had been, with which she agreed, that there was no 'urgency' at the present time to pursue the issue.

Following discussion governors concurred with this view and agreed to defer the matter for consideration to the SDPP&C committee and for an item to be on the agenda of the next full meeting of the governing body.

**SDPP&P
cttee/clerk**

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

GB/50/16 Approval of

School Budget

Mrs Poxon tabled the following which governors noted had not been previously circulated though considered and was recommended by the F&GP committee:

- Governors year end statement 2015/16
- School budget report 2016/17

It was unanimously

resolved

to approve the statement and budget as submitted and recommended by the F&GP committee.

Updated finance policy

Governors noted the schools finance policy had been revised and approved.

Year end re-forecast

Governors were advised that the final carry forward was less than 8% and did not require specific approval.

Services for Schools

Governors noted that the services for schools procurement had been approved by the F&GP committee.

GB/51/16 Any other business (additional item)

Governors agreed to include the following additional item to the agenda:

i) School ICT suite

Mrs Poxon provided a full and detailed verbal report to governors of the current situation regarding the schools office accommodation and ICT suite and the proposal for refurbishment. She explained that there was currently a shortfall in the allocated budgetary allowance for the work which required approval, and that although the matter had previously gone before the F&GP committee it now required urgent consideration due to various time constraints to ensure the facility was ready for the start of the new academic year.

During a comprehensive discussion of the various issues and implications the following ***governor challenges*** were raised:

How is the potential issue of asbestos being/going to be addressed? Mrs Poxon advised governors that it would be addressed as part of the refurbishment and indicated what was intended to be done by reference to a drawn plan which was circulated. Governors discussed the matter in some detail and Mrs Poxon confirmed she had followed all appropriate guidelines.

How is the potential issue of fire safety being/going to be addressed? Mrs Poxon advised governors that the matter had been investigated by the local authority's fire officer and gave verbal details of the findings which governor discussed in some detail.

Where will the extra money needed be found? Mrs Poxon advised governors that this was covered by 'contingencies' and would not impact on the projected carry forward for 2016/17. Mrs Scott advised governors that there had been savings made through the various staffing and PPA changes which would still leave about £30k.

What is the cost of the fire door? Mrs Poxon said she did not have this information.

It was unanimously

resolved

to approve the expenditure of an additional £6,000 (six thousand pounds) on the refurbishment of the ICT suite **subject to** the approval of the fire officer and if the additional cost is in excess of £6k the matter to be referred to the F&GP committee.

Evidence of governing body impact on school improvement

GB/52/16 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:

- Appointment of new headteacher and approval of other staffing matters
- Overseeing and approval of budgetary matters
- Approval of additional expenditure on the ICT refurbishment

GB/53/16 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/54/16 Confirmation of date for 2016/17

The governing body

agreed

Autumn term – Tuesday, 11 October, 2016 at 6:30pm
 Spring term – Tuesday, 31 January, 2017 at 6:30pm
 Summer term – Tuesday, 23 May, 2017 at 6:30pm

GB/55/16 Determination of confidentiality of business

It was

resolved

that all records of discussion, papers and reports be made available as necessary save for:

- GB/19/16 – staffing matters
- GB/28/16 – LAC report.

The meeting closed at 9.19pm.

Signed(chair) Date

SJ/LS

