

CHUDLEIGH CE VC COMMUNITY PRIMARY SCHOOL

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	2 nd February 2017			
<u>HELD AT:</u>	Chudleigh School			
		Governor Category		
<u>CHAIRMAN:</u>	Mrs H. Jones	Foundation governor		
<u>IN ATTENDANCE:</u>				
	Mrs S Beasley	Co-opted Governor	Rev P Wimsett	Ex-Officio
	Mr C Barnes	Foundation Governor	Mrs S Martin	Parent Governor
	Mrs H Day	Parent Governor	Mrs L Millman	Parent Governor
	Mrs P Smethurst	Co-Opted		
	Mr D Barnett	Headteacher		
<u>APOLOGIES:</u>	Mrs J Potter	Staff Governor		
<u>ALSO IN ATTENDANCE:</u>	Mrs M Atkinson	Clerk		

<u>Item no:</u>	<u>Discussion:</u>	<u>For action by:</u>
1	<u>Opening Prayers</u>	
2	<u>Members Present</u> SB,CB,HD,PS,DB,JP,PW,SM,LM	
3	<u>Apologies</u> Julie Potter sanctioned by all governors	
4	<u>Declaration of Interests</u> DB – Executive member of DAPH SB – Peripatetic Music Teacher	
5	<u>Minutes of meeting held on 1st December including part 2 minutes and meeting held on 23rd January 2017</u> These minutes were agreed and signed as a true record.	

6	<u>Matters Arising</u>	
	<p>Website profiles – reminder to governors to update and send to clerk or let clerk know if there are no changes.</p> <p>Keeping children safe in education – reminder to governors to sign to say they have read this</p> <p>End of term letter to parents – this was sent out last term</p> <p>PW enters the meeting 18.10</p>	All governors
7	<u>Safeguarding Training</u>	
	<p>DB hands round the updated information to governors and runs through the Powerpoint presentation.</p> <p>HD enters the meeting 18.30pm</p>	
8	<u>Headteacher's Report</u>	
	<p>Anonymous performance management report – DB showed the report to governors on the whiteboard. Governors will look at the report in more detail and come back to the next meeting with any questions. Staff will be coming up for mid-year reviews soon.</p> <p>Governor Question - how many objectives do support staff have? DB advised it is two.</p> <p>Only three members of teaching staff applied for pay progression.</p> <p>Governor Question – How come so few staff have applied for pay progression? DB explained that some staff do not want the additional responsibility of a higher UPS grade. There also aren't many staff lower down the main pay scale.</p> <p>Governor Question - have admin staff have performance reviews? DB confirmed that yes they do and this is done by the business manager.</p> <p>DB gave a verbal HT report to governors. Predicted 405 children currently have 408. Attendance target is 96.4% currently 96.9%.</p> <p>DB advised the school has 70 first choices for September intake. Eventually the PAN will have to be increased, the LA will do a consultation. Governor Question - how long will the consultation be? DB advised it would be weeks.</p> <p>Staffing - there have been no changes. New admin member of staff has been recruited.</p>	All governors
9	<u>SIP</u>	
	<p>SIP monitoring group meeting 07/02/17</p> <p>The SIP meeting has been postponed to after half term and will look at the Autumn term data and will feed back at the next FGB</p>	
10	<u>Governing Board Action Plan</u>	
	HJ confirmed it is on track currently.	
11	<u>Committee Meetings</u>	
	Minutes will be brought to the next meeting as they have only happened in the last week.	Clerk
12	<u>Governing Board Effectiveness</u>	

	<p>Governor Mark action plan – termly update - HJ commented on policies reflecting practice - governors may need to speak to the lead staff member involved. Gathering views of children - need to think about ways to do this. Continue to complete governor visit reports and also put in Dropbox.</p> <p>LA governor vacancy – it was agreed last time to put SM forward as LA governor. The LA have confirmed that they approve this – Governors approve this appointment</p> <p>John Behan’s resignation – there are now two parent governor vacancies. Need to think about what skills the board needs new parent governors to have. There isn’t currently a big skills gap, both vacancies are on children’s committee (standards and achievements and SEND). A letter will be sent out with the nomination forms that HJ will put together.</p> <p>Skills audit – this was in the file and needs updating annually. Governors need to have a look and add anything.</p> <p>The Key membership – HJ advised that this renewal is due and asked if governors find it useful. DB advised that the leadership finds the Leadership membership useful. Governors agree to continue with both packages.</p> <p>New governance handbook Jan 2017 – this is now in a different format. HJ advised that the first sections 1-4 are general governance. Governors to look specifically at pages 9-13.</p> <p>A competency framework for governance – HJ advised that this is structured in the same way as the governance handbook. HJ to evaluate this more fully and see how it might impact the skills audit and governor recruitment in the future.</p>	<p>Chair</p> <p>All governors</p> <p>All governors</p> <p>Chair</p>
13	<p>Budget Monitoring/Budget Planning</p> <p>Budget monitoring report – DB showed the LEO to governors on the whiteboard. The carry forward was around £90,000. Governor Question - when will 2017/18 budget come out from the DCC? DB advised it will probably be the end of February.</p> <p>Financial management skills matrix – SFVS HJ advised that this will be coming round soon and needs completing.</p>	<p>Chair/CB</p>
	<p>21st Century Schools/strategic plan</p> <p>Termly update Academies working party - HJ advised that there is a meeting with another MAT in a few weeks’ time. School vision - not got any particular actions but DB, HJ, PW and Sandra Gill attended a visioning day with Diocese recently. Foundation governors will look at action from this in more detail. Use of outside space - PS said that staff are having a meeting to sort out an action plan regarding environmental issues.</p>	

	<p>HJ reminded governors to check groups they are involved with and look at any actions required.</p> <p>Update on collaboration with local schools DB advised that the joint staff meeting has not happened yet. There has been some joint monitoring and the head teachers have met up. There is positive feedback from staff. Governor question - HJ asked if children have started working together yet. DB advised it has not happened yet.</p> <p>Nursery provision HJ advised that Chudleigh pre-school has been informed of the decision by the school to go ahead and will get a strategic working party together as there is still a lot to discuss. Governor Question - do we have a copy of the business plan? This has now been received. Governor question – Who is on the working party? These were advised as HJ, LM, SB, CB and JP, DB, FF. Governor Question - has anything been heard from the other pre-school groups? DB advised that he has been in touch with them.</p>	
15	Clerk's Update	
	Governors were asked if they were all using their school email addresses. Most are and HJ reminded them to check regularly. Dropbox - governors are using and are happy with it.	All governors
16	Policies to Approve	
	<p>SEND – change to a couple of names – Approved</p> <p>H & S – this is a Devon policy and Wellbeing has been taken out as it has been replaced by IMASS – Approved</p> <p>Finance – only changes were bits in the delegation and governor expenses policy which has been taken out. HJ advised that it states finance committee and should say resources. - Approved</p>	
17	Matters brought forward at the discretion of the Chairman	
	None	

Decisions:	<p>Agree for SM to become LA governor</p> <p>Agree to send letter out for parent governor vacancies</p>
Approval of:	<p>Policies – SEND, H & S, Finance.</p> <p>Minutes of 1st December 2016 and 23rd January 2017</p>

Check & Challenge:	<p>Budget monitoring report</p> <p>Verbal HT report</p>
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