

Colston's Primary School Full Governing Body Meeting
Monday 22 May 2017, 6.00pm

Present:			
Alex Bell (AB), Head Teacher	Katy Dunscombe (KD)	Nick Woodroffe (NW)	Steve Purdie (SP)
Emily Young (EY)	Kate Swainson Price (KSP) , Chair	Emily Warren-Ballard (EWB)	Pauline Allen (PA)
In attendance:		Apologies:	
Leanne Sowersby (LS) – Clerk		Kate Patience (KP), Business Manager	

Subject	Discussion	Action Needed	Responsible
1 Welcomes, apologies and declarations of interest.	No declarations of interest.		
2 Vacancies update	<p>Elections are underway for Parent Governors. There are two candidates and votes will be counted on Friday 26 May. There is also a Community Governor vacancy. Once the parent elections are complete, Community elections can be run.</p> <p>It will be possible to co-opt interested people who have relevant skills to the 2 vacancies for co-opted Governors.</p> <p>Discussion around the interested people and the appropriate process for electing and appointing Governors.</p> <p>Emma Gledhill has offered to assist with financial issues. Discussion around whether she should be an Associate Member or Co-opted Governor. Agreed to ask EG which she would prefer and appoint on that basis.</p> <p>Discussion around whether to co-opt the Parent Governor candidate who is not elected. This might make the elections seem to have been unnecessary. It was only when the</p>	Contact EG re the type of position she would prefer	KSP

Initial:

	<p>election process was begun that two candidates effectively dropped out and more information was gained about the remaining two candidates. Governors felt that this justified the decision to co-opt the other candidate.</p> <p>Could then consider the Community vacancy – could ask for any other interested people.</p> <p>KSP is talking to someone who might be a good Chair for the Resources Committee</p>		
3 Policy Management	<p>LS talked through the Statutory Policies list. Policies overdue for review have been highlighted.</p> <p>Lead Governors to contact relevant members of staff, pass them the policies cover sheet and ensure that the policy is reviewed. Discussion around the best way to do this.</p> <p>Aim for all statutory policies to be reviewed by the end of the school year.</p> <p>Non-statutory policies that are out of date should not be on the website. JJ to remove.</p> <p>Governors thanked LS for her work on this.</p>	<p>Review statutory policies by end of school year</p> <p>Ask JJ to remove out of date non-statutory policies from the website</p>	<p>All</p> <p>AB</p>
4 Headteacher's Report	<p>AB talked through the key points.</p> <p>Pupil Numbers – total capacity with three form entry all through the school will be 630. Currently full capacity is 510.</p> <p>Have not yet been given the final numbers for September. 77 offers have been sent out, of 90 places. This is slightly better than last year but may still change.</p> <p>Staffing update – Q – Is the number of fixed term posts affecting the quality of applicant? Some Heads feel the quality of applicant has been poor regardless of permanent / fixed term. Colston's experience has been that the quality of applicants has been very high, even for fixed term contracts.</p> <p>Behaviour – there has been an improvement in the recording of incidents and it is higher profile, which means more incidents are being recorded.</p> <p>Q – Why were the numbers higher in term 1? This was just after a focus on behaviour as well as being a focus area for AB on his arrival. There is also often a spike at the beginning of the year as children get used to new rules.</p> <p>There are more children coming to school who have not experienced the kind of</p>		

	<p>behaviour rules they encounter in school, having not been to nursery etc.</p> <p>Q – Are the six exclusions six children? No, this is one child. There is multi-agency work being done on this.</p> <p>This will be a standing item. In future, it will be further broken down, according to the level of sanction applied etc. This will also provide information that will be useful in terms of supporting children.</p> <p>There will be a review of the sanctions framework and whole school approach for September.</p> <p>Q – Is behaviour, on the whole, improving compared to last year? Expectations are clearer and more consistent. It is difficult to gauge as classes are very different. EY feels there are more children that need social and emotional support. It will take some time to see tangible evidence of the impact of the new system.</p>		
5	Vision Refresh	<p>KSP talked through her report.</p> <p>Plan to arrange a meeting with stakeholder representatives to agree final vision.</p>	AB / KSP
6	Coop Update	KSP talked through her Link Governor report.	
7	School Name	<p>The Forum has requested that Governors consider a consultation about the school name.</p> <p>A number of documents were uploaded before the meeting.</p> <p>If decide to consult, should include the wider community.</p> <p>AB proposed that discussions should happen with stakeholder groups and fed back to an extraordinary Governors’ meeting which will then decide whether to change the name or not.</p> <p>Discussion around the best ways to consult and how to ensure that all views are represented. Need to be careful about who is representing views of stakeholder groups and whether the feedback is truly representative.</p> <p>The options need to be carefully presented.</p> <p>Important to note that the Coop Forum have asked Governors to do this and not doing it might undermine that relationship.</p>	

	<p>Governors voted 6 to 2 in favour of consulting on the school name</p> <p>AB will lead on staff, Alex Jarman for school council.</p> <p>Working group (NW, PA, EWB and LS) to pull together the information / question to be distributed for consultation, as well as some of the detail of the process. Should ask the direct question.</p>	Working group to meet and circulate proposals by end of May.	
8 Local & National Issues	<p>Discussion around the financial issues facing the school. The school's current position is that we will have reserves of around £10,000 to £12,000, while the auditor recommendation is around £100,000.</p> <p>AB and KP are looking at the staffing structure. This will allow next year's budget to be balanced but further changes will be needed in future years.</p> <p>The next Resources meeting will be presented with the budget for next school year.</p> <p>KSP reported that the DfE seem to be more interested in universities sponsoring schools and less in enforcing MATs.</p> <p>Colston's Hall name change – KSP wants to be clear that this is not the main prompt for the discussion around the name of the school. It has resulted as a combination of the following:</p> <ul style="list-style-type: none"> ● a natural next step in the re-visioning project ● as following up on a pledge made to do this in an FGB in July 2015 ● a request from the Co-op Forum 		
9 Governor Dashboard, SDP & Link Governors	<p>SP and AB need to work on the Governor dashboard, to ensure that it is useful and works well for AB as well as Governors.</p> <p>There will be a new School Development Plan for September.</p> <p>Link Governors should be appointed on the basis of the SDP / dashboard.</p>	Work on Governor Dashboard for new year Draft calendar of meetings	AB/SP LS
10 Child Protection Report Health & Safety Report	<p>KD has had meetings. The Early Help social worker is no longer able to visit schools without charge. There is another meeting scheduled.</p> <p>KP and PA have done a Health and Safety tour of the Cotham Grove site. The only issue picked up were some fire exits not clearly marked.</p>		

<p>11 Committee Updates</p>	<p>Minutes will be available on GovernorHub NW gave an update about Outcomes. The Safeguarding Policy with fire drill information is still to be uploaded to GovernorHub. Resources covered above.</p> <p>MAT – AB included an update in the HT report and talked through the key points. Concern expressed about working with schools that do not have the Cooperative Articles. Would be useful for one or two Governors to attend the NW24 meeting about MATs on 8 June.</p> <p>Fundraising group met but have not yet progressed fundraising plans because it needs more information from school. The group is still live and having discussions. It is the 70th anniversary of the school next year which could be something to tie events into. Also need to consider communicating with parents about the funding situation. Things might change after June 8th general election?</p> <p>Options: Governors newsletter? Separate newsletter? As part of the school newsletter? KSP has collected a number of communications around finances from different schools to review.</p>	<p>Prioritised list from school for fundraising strategy</p> <p>Review options and come to a decision around communicating with school community over funding issues.</p>	<p>AB / KP</p> <p>All</p>
<p>12 Child Protection Policy Safeguarding Policy Grievance Policy</p>	<p>This was approved at Outcomes Committee. Policy Approved</p> <p>This was approved at Outcomes Committee. Policy Approved</p> <p>This is a model policy and needs to be tailored. Policy approved subject to tailoring to Colston’s</p>	<p>Tailor Grievance Policy to Colston’s</p>	<p>KSP</p>
<p>13 School Business Manager Position</p>	<p>KP is currently Acting Business Manager and this needs to be reviewed. HR advice is that Governors can decide how / where to advertise. Discussion around this. Concern expressed that Governors need to be seen to be ensuring they are acting in the best interests of the school, especially given the current pressures.</p>		

Initial:

	<p>Agreed to advertise the post externally SP will speak to KP. Governors expressed that they have been very impressed and pleased with the work that KP has done in the time she has been Acting Business Manager.</p>		
14 Previous Minutes	3 April 2017 - Agreed as correct		
15 Matters Arising – Actions Report	See Actions Report		
16 Any Other Business	KSP highlighted a Governor training opportunity at RGS.		

Meeting closed 8.25pm

Signed

Date

Addendum to the 22nd May 2017 FGB Meeting Minutes

Item 13: Business Manager

Further to the agreement made at that the School Business Manager's role should be advertised externally, Alex Bell, Headteacher, held a meeting with Kate Swainson Price (Chair), Steve Purdie (Vice Chair) and Nick Woodroffe (Chair of Outcomes) to discuss timings for this in relation to anticipated Multi Academy Trust (MAT) plans and ideas for Colston's Primary. These may or may not affect school's personnel structure looking forward.

At this 'extra' meeting, at 2.30pm on Tuesday 23rd May 2017, it was agreed that the agreed external advertisement for the role of Business Manager on a permanent contract would be postponed for a year. And that the school would be best served by extending the current 'Acting Business Manager' role for a year, at the end of which the 'Acting Business Manager' would have the option of moving back into the permanent role of Assistant Business Manager or applying for the permanent role of Business Manager as advertised.

Initial:

The rationale:

The rationale behind this decision is due to uncertainties around the School Business Manager Role in the context of the school's developing plans around MATs. It is anticipated that a decision will be taken on MATs during the next academic year when the context of the role of Business Manager for Colston's will be clearer in terms of long term planning. The school will therefore be in a strategically better position to advertise for the permanent post Easter, 2018, to start September 2018.

A Business Manager contracted on a permanent contract from September 2017 may find themselves in the position of having to re-apply or made redundant from the post only a few months in if the school joins or forms a MAT during 2017/18 (a distinct possibility). This is a situation the governors want to guard against for both the sake of employee and employer.

It was agreed that AB (Alex Bell, Headteacher) would discuss this proposal with KP (Kate Patience, Acting Business Manager).

It was also agreed that the temporary contract for a Finance Administrator, also up for renewal at the end of this academic year, would be extended for another year too, as continuing support for the Acting Business Manager. Paula Conran is the current Finance Administrator. Much appreciation of Paula's work in this role 2016-17 was acknowledged, and it was agreed that she would be offered the proposed extended temporary contract 2017-18.

Further notes:

It was acknowledged that ideally, this would have been thought through and discussed along with the other considerations during the FGB meeting on May 22nd 2017, so that both *type* of recruitment and *timescales* (the latter inadvertently omitted in the FGB meeting) were agreed. It was acknowledged also that the delivery of the news to KP in two parts was not ideal in terms of staff management and was re-iterated that KP has been doing an excellent job as Acting Business Manager. There was a sentiment of great hope that she would accept the offer of an extended contract as Acting Business Manager as outlined here.

External advertisement of the permanent role of Business Manager is still agreed as per the school's recruitment policy, and the timing for this is agreed as best set for a year's time from a strategic point of view.

Initial: