

**CARDEN PRIMARY SCHOOL
GOVERNING BODY MEETING
MINUTES**

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| Meeting of: | Full Governing Body |
| Date/Time: | 12 th September 2017 3.45 pm |
| Location: | Carden Primary School |
| For: | Full Governing Body, Website, Amanda Mortensen |
| Quorum: | For decisions to be binding at least one half of current governors are required |
| Present: | <p>Governors (voting) Daniel Holmes (DH) John Hull (JH) Helen Longton-Howorth (HLH) Headteacher Jeff Nixon (JN) Chair of Governors Amanda Mortensen (AM) Karen Willbridge (KW)</p> <p>Other (non-voting) Janet Johnson (JJ) Clerk to Governors</p> |
| Apologies: | Kevin Cunningham (KC) – accepted Sophie Wadleigh (SW) – accepted Paul Smith (PS) - accepted |

| | DISCUSSION AND DECISIONS | ACTIONS |
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| 1 | <p>INTRODUCTION JN welcomed everyone to the meeting and introduced AM. Apologies were considered and JJ informed Jayne Bravery (JB) was now disqualified due to lack of attendance. This was confirmed; however, governors agreed they would reconsider appointment at a future date. JJ was requested to draft a letter of advice and to thank her for her contribution.</p> | JJ |
| 2 | <p>ELECTION of CHAIR of GOVERNORS JJ had already informed she had received no nominations for the position of Chair of Governors. JN offered to continue as Chair until the end of the calendar year. This was agreed and JN was elected <i>nem com</i>.</p> | JJ |
| 3 | <p>MEMBERSHIP CHANGES CO-OPTION OF AMANDA MORTENSEN JN invited AM to introduce herself and she briefly outlined her background and reasons for wishing to join the governing body. Already an experienced governor locally, she had also met with JJ, HLH and JN. Governors considered she had the appropriate skills and recalled a governor not present had also written in support of her application.</p> <p style="color: blue;">❖ Amanda Mortensen was Co-opted on to the governing body for a term of four years</p> <p>JN term as local authority (LA) governor was due to end in October. The LA panel had sat and approved JN for a further term and governors now considered a further term.</p> <p style="color: blue;">❖ JN was approved as LA governor for a further four year term</p> | JJ |

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| 4 | <p>ADOPTION of SCHOOL IMPROVEMENT PLAN And REVIEW OF VISION</p> <p>4.1 Governors had recently received the school improvement plan 2017-2018 and now reflected and considered the current position of the school.</p> <p>A governor recalled it had been one of the best years, due to the leadership and the structure and input of the Edison initiative. This initiative had now ended in terms of the financial commitment; however, its legacy will continue to drive it forward. The culture has been established and would remain even when staff progress their careers elsewhere. The Ofsted judgements were a secure good confirming the self-evaluation of the school.</p> <p>HLH school improvement plan now finished, it included areas of focus following analysis of the latest data on progress and achievement as well as areas identified as next steps by Ofsted. Steps to improve EYFS needed to be demonstrated. The early years and foundation stage (EYFS) leader had now been appointed and the investigation of best practice in EYFS carried out last year had been incorporated. Monitoring had also been agreed with weekly (senior leadership team) and 3 weekly (extended leadership team) meetings. There was also an implementation review meeting at the end of term to include governors.</p> <p>Areas for focus were</p> <ul style="list-style-type: none"> • EYFS, particularly improving numbers achieving Good Level of Development standard. • Key Stage 1, Maths and phonics • Key Stage 2, working with years 4 & 5 on technique and speed and focussing throughout on achieving greater depth. The speech and language unit children made very good progress and the results from the remainder from SATS were good at between 70% and 80% <p>Are the key stage 2 cohorts strong? Year 6 had low prior attainment and included several with a high level of needs. The current year 5 had quite high prior attainment especially in maths so we will continue to keep a check on this.</p> <p style="text-align: center;">❖ The school improvement plan was approved</p> <p>4.2 Vision (aspire, learn and thrive) How is the vision kept alive? Two members of staff have this job and each term there is a key focus; this term it is courage. There are also weekly award sessions. The Ofsted inspector had been impressed by how well the vision was embedded and used.</p> | <p>JN /Chairs</p> <p>JN</p> <p>JN</p> |
| 5 | <p>GOVERNING BODY ORGANISATION</p> <p>Some governors had met at the end of the previous term to review the structure of the governing body. A new succession plan had been able to be formulated and it was agreed the previous proposals to reduce the number of committees was not now required.</p> | |

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| | <p>Governors now agreed:</p> <ul style="list-style-type: none"> ❖ The 3 committees would continue with the same terms of reference, membership (although PS would withdraw from HSW) and Chair of Committee. AM was invited to attend all committees. Individual governor roles were unchanged. ❖ The terms of the associate members Ron Guilford and Irene Leeves were agreed to be extended for another year. Their remit continued to be solely to sit on hearing panels if required. ❖ Panels for hearings would be drawn from the full governing body on an <i>ad hoc</i> basis. ❖ No formal partnerships or collaborations were mooted at present. ❖ The headteacher's performance management would be carried out by PS, PSD and JN with JH in reserve and with the assistance of the school partnership advisor Linda McMillan. ❖ No changes to the Instrument of Government were suggested. <p>Governors were interested in having the option for remote attendance to meetings and JJ would circulate a draft policy for further consideration.</p> | <p>JN</p> <p>JJ</p> |
| 6 | <p>ELECTION of VICE CHAIR(s)</p> <p>As part of the succession plan AM was invited to stand for Vice Chair. Whilst this would be for a term of one year the intention would be that she would stand for Chair of Governors if and when she was ready following a suitable period of induction.</p> <ul style="list-style-type: none"> ❖ AM was elected to Vice Chair <i>nem com</i> | <p>JJ</p> |
| 7 | <p>ANNUAL DECLARATIONS</p> <p>Governors handed in their declarations of interest and confirmation of continued eligibility to serve as governor. They also signed to confirm they had reread and would abide by the Code of Conduct, data protection/acceptable use of ICT policy, Keeping Children Safe in Education part 1 documents included as agenda papers and had exhibited their DBS to the school. JJ would follow up AM's DBS and declarations from those not present.</p> | <p>JJ SB PS PSD KC SW</p> |
| 8 | <p>HEADTEACHER'S REPORT</p> <p>8.1 HLH gave a verbal up-date.</p> <ul style="list-style-type: none"> • Following the restructure the school was working hard to keep up morale. The numbers of teaching assistants had been reduced so there would be challenges but little cover. The spare teachers being available to cover had worked well and saved money but now a learning mentor, a D grade teaching assistant was responsible for cover. • The school was fully staffed. • The nursery offer had been reviewed and streamlined and the nursery was fully staffed. • There were similar numbers on roll as the previous year, with 58 in Reception being nearly all 1st or 2nd choices. • Some children were still moving out of the area in year 3. <p>8.2 A governor had attended at a meeting where a parent had said they had been very impressed with the school surpassing their expectations.</p> <p>8.3 Governors had already received and considered the Child Protection Policy 2017 and Special Leave of Absence Policy. The Child Protection</p> | |

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| | <p>policy had been recommended for approval by the Safeguarding governor.</p> <p>❖ The Child Protection Policy had been up-dated to reflect current practice and concerns and was approved. The review of wording would be due in one year. Monitoring arrangements were unchanged.</p> <p>Governors supported HLH in the continuation of the arrangements for special leave of absence which followed the LA model policy.</p> | JJ |
| 9 | <p>MINUTES for approval and MATTERS ARISING</p> <p>9.1 The minutes from the meeting of the full governing body on the 26th June were agreed to be an accurate record and signed by the Chair accordingly.</p> <p>Has the ICAN nursery now gone? Yes And the children's centre? They are out of the building during the asbestos removal works but they will be returning. The children's library will be moving in.</p> <p>In discussion it was agreed that upon reflection, as the school already provided a good offer for disadvantaged pupils, it would not be part of the initial wave of schools taking up the poverty proofing initiative. This would be revisited in a couple of years.</p> <p>HLH agreed to circulate a diagram of the staffing structure.</p> <p>9.2 Pay committee. This committee met to review the pay decisions and reflect on the past year. No appeals were needed. PSD would submit a brief report.</p> <p>The headteacher performance management review arrangements were up to date and the pupils' performance and progress data would be reviewed in depth with LM and the headteacher performance management group in September.</p> | HLH PSD |
| 10 | <p>REPORTS – VISITS and TRAINING</p> <p>10.1 A governor had attended the sports achievement celebration and been impressed with all they had done and how it fitted with the school vision. Parents had clearly enjoyed it.</p> <p>10.2 A governor drew attention to the governor training offered in the autumn term.</p> <p>10.3 JJ enquired whether the school had managed to access the analyse school performance (ASP) system and was informed that had not yet been achieved.</p> | ALL |
| 11 | <p>Dates of Next meeting /Information required</p> <p>The dates of the meetings were agreed and there being no other business the meeting closed 17.00</p> | |

..... Signed Chair

FGB meeting

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| Agenda item | Owner | Action | Due date |
|--------------------|---------------------------------|---|-----------------------|
| 1 | JJ/HLH | Letter to JB | 19 th Sept |
| 1,2,3,6,9 | JJ | Amend GB records and website Induction AM Checklist | 12.10.17 |
| 4.1 | JN/chairs | Take forward governor monitoring arrangements | 30.9.17 |
| 4.1 | JN | Oversee ensuring a governor attends the implementation review | 30.11.17 |
| 4.2 | JN | Take forward review/evaluation of vision as appropriate | 5.12.17 |
| 5 | JN | Take forward long-term planning as appropriate | 5.12.17 |
| 5 | JJ | Circulate a remote attendance policy for comment | 5.11.17 |
| 6 | AM/JN | Liaise re split of roles | ongoing |
| 7 | JJ SB PS PSD KC SW | Follow up any missing or queries from annual declarations and inform CL. Report to D&R If not effected already, send on declarations to JJ | Next D&R meeting |
| 8.3 | JJ | Up-date records re policy and inform CL | 12.10.17 |
| 9 & o/s 26.6.17 | HLH | Provide staffing structure in diagram form | 12.10.17 |
| 9.2 | PSD | Circulate pay committee report | 12.10.17 |
| 10 | ALL | Review training and book on to at least those needed to up-to-date your knowledge and inform your governor duties | 21.9.17 |