

**CARDEN PRIMARY SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting:	Full Governing Body
Date/Time:	12 th December 2017 4.00 pm – 5pm
Location:	Carden Primary School
For:	Full Governing Body, Website
Quorum:	5. For decisions to be binding at least one half of current governors are required
Present:	Governors (voting) Daniel Holmes (DH) John Hull (JH) Helen Longton-Howorth (HLH) Headteacher Amanda Mortensen (AM) Jeff Nixon (JN) Pete Sandeman (PSD) Paul Smith (PS) Other (non-voting) Janet Johnson (JJ) Clerk
Apologies:	Sam Beal was not expected Sophie Wadleigh – absence noted Kevin Cunningham – absence noted

	DISCUSSION AND DECISION	ACTION
1	INTRODUCTION JN opened the meeting and apologies were considered. No declarations of interest were made. PSD and PS had completed their annual declarations.	
3	MINUTES OF LAST MEETING and MATTERS ARISING The minutes were agreed to be an accurate record and signed accordingly. <ul style="list-style-type: none"> • Governors were reminded of the need to maintain records of visits to the school and other items of evidence to hand. • HLH would take forward the election of a staff governor to replace Karen Willbridge who had resigned. Her work was acknowledged with thanks. • In accordance with previous discussion, AM was now elected as Chair of Governors until the first full governing body meeting in September 18. • JN was elected as Vice Chair for the same period but would continue in the chair for this meeting. • Items not attended to were carried forward. 	AM
4	SCHOOL IMPROVEMENT <i>is it on track?</i> 4.1 Headteacher Report The updated school improvement plan, progress data and school self-evaluation had not been provided and a late report was tabled which HLH then talked to. Governors were reminded of the progress and achievement targets for	AM

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this year's teachers' performance management and the process for checking progress and they noted that particularly in the lower school the lack of teaching assistants was being noticed and this would be an area for focus should room in the budget emerge.

4.2 Further information was provided:

- Much work scrutiny had taken place, including writing and cluster writing moderation. Maths scrutiny would take place at Carden next term and there would be clear expectations of what needed to be brought to scrutiny.
- Governors were invited to the 'Edison' [Implementation Review](#).
- HLH had significantly increased engagement with parents by the use of Twitter and Facebook. The parents' forum had been trialled at differing times of day to no avail.

Governors suggested the forums follow on from an event at which parents were already attending. They had noticed more parents than ever had been helping out at the Winter fete and there had been lots of good feedback from the new parents' evenings. There had been a good turnout at the open days.

Was there anything in common for the children not on track? Each child is different and presents different difficulties and reasons why not on track. Each child is discussed and teachers and HLH knew each one.

A governor could confirm it was ascertained on an individual basis from the use of the Venn diagrams.

HLH informed writing levels were lower than maths and that although Carden did well in reading here the internal data for key stage 2 did not reflect that so it was being investigated. One theory is that teachers were now more familiar with the national statements and although it might look as though they had gone back a bit, the assessments were probably more accurate.

4.3 Finance.

HLH had attended a big meeting about the new funding formula. The local authority would maintain involvement for one year but beyond that the position remained uncertain. The outturn 2017/18 was still on track to be in credit. It was known that one of the funding streams would be reduced from £150k to £110k. Another, the amount per pupil would be increased slightly but then be adjusted to account for prior attainment and disadvantage. Exact figures were not known but it was still expected this would result in low income for Carden. At the Schools' Forum it has been agreed that any school losing out by more than 0.5% would be replenished to this figure using funds currently top-sliced by the local authority to finance services that would in future be included in their traded offer. The Schools' Forum had also not agreed that the existing budget deficits in the Special School sector be financed by the other schools. £650k had been requested.

The local authority had negotiated with the unions a pay increase for teachers in excess of the national agreement.

The pay policy from the LA was noted.

JN

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4.2 D&R committee

Governors had already received: the outturn forecast; the governor allowance policy; the letter from the accountant re the school fund and the scheme of delegation 2017/18, along with the minutes of the inquorate meeting.

Is the governor allowance policy used? In discussion it was noted it was not used; however, was needed as a method of reducing barriers to becoming a governor.

Re the school fund, a governor had raised queries and offered a suggestion regarding recording direct with the school Business Manager and now reported these had been answered to his satisfaction. A contingency was needed in case trip payments were not received and also to be held over year ends.

The recommendations of the meeting were agreed.

- ❖ The scheme of delegation 2017/18 was approved
- ❖ The letter re the school fund was accepted
- ❖ The governor allowance policy was extended for a further 3 years.

The draft minutes were accepted.

4.3 CLA committee – the draft minutes were accepted.

4.4 HSW committee – the draft minutes were accepted.

4.5 Pay committee (re 2016/17)/Appraisal/CPD

A governor had already circulated his report on the effectiveness of the appraisal/pay policy and continued professional development (CPD). It was noted

- The performance management had been completed for this year
- Any underperformance had been managed well
- Assessment without levels was fit for purpose.
- The upper pay spine benchmarking tool developed by HLH was praiseworthy and has been used by HR Advisor for LA with other schools as an exemplar.
- Record keeping had improved, particularly for newly qualified teachers.
- Senior leaders had trained as mentors.
- An area previously identified to watch in times of budget constraints was CPD. This had been restricted by budget; however, training was continuing, most using in house expertise with some collaboration with other schools. The record of CPD undertaken had been circulated.
- There were no recommendations.

Will HLH carry on doing all the appraisals? No. Once the framework is fully in place I will withdraw. The most important part is having the upper pay spine requirements in place. Governors knew this was a major factor in driving school improvement.

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	4.6 The Headteacher Performance Management group had met that day for an interim review, which was noted.	
5	STATUTORY POLICIES FOR RATIFICATION The new behaviour policy, already seen by governors, was acknowledged.	
6	GOVERNOR TERMS PSD and SW would be coming to the end of their terms as parent governors at the end of January. The governing body expressed the wish that both continued as governors. JJ explained the options available. It was agreed not to amend the constitution at the present time. An election for new parent governors would take place upon return to school in the new year. AM would meet with each governor and the NGA skills audit with the effectiveness and ideas for the future sections would form the basis for discussion. JN thanked everyone for their contribution during the year. There being no further business to discuss the meeting closed 17.02	AM ALL

ACTION PLAN SUMMARY

Agenda item	Owner	Action	Due date
12.9.17			
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
9 & o/s 26.6.17	HLH	Provide staffing structure in diagram form	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	ongoing
12.12.17	AM	Take action re outstanding items/ set up new plan	
4.1	AM	Liaise as appropriate re information requirements	
4.3	JN	Advise way forward re pay policy	
6	ALL	Consider the questions on NGA form and discuss with AM	