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# Boughton Leigh Junior School

Meeting of the Full Governing Body  
held at the school on  
Tuesday 27th September 2016 at 6.00pm

## Minutes

(non-confidential, as signed)

### Governors present:

Jon Baxter	Claire Edwards
Paul Birch (Chair)	Alfred Gand
Ian Davis	David Hicks
Tim Dedman (left early)	Karen Miles
Paula Duynstee (also HT)	

The meeting was quorate throughout (6 governors)

*Also present:* Roddie Grant (Clerk), Lynne Mehta (Acting DHT), Corinna Robson (St Andrew's Benn Chair, observing)

Paul Birch welcomed Corinna Robson to the meeting.

The meeting began at 6.03pm

### Annual

#### MF20160927.1: *To sign the Governors Code of Conduct*

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The Clerk provided a printout of the Code which was signed by all governors present.  
[Document MF20160927.1.1: Code of Conduct 2016.pdf; Clerk]

#### MF20160927.2: *To update declarations of interest*

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The Clerk provided each governor with a printout to check, update, and sign.

#### MF20160927.3: *To review the Instrument of Government*

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After consideration, **the governing body agreed** that no changes were needed to the Instrument of Government.

[Document MF20160927.3.1: Boughton Leigh Junior Jun15.pdf; Clerk]

#### MF20160927.4: *To approve standing orders and terms of reference*

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- ~ The Clerk will add the RAP WG to the terms of reference. Action: Clerk
- ~ The governing body discussed the spending limits included in the terms of reference, particularly for urgent spend required without pre-approval. A flexible but robust system is needed. The Clerk will confer with the SBM, and the Resources Committee will bring a recommendation to the December FGB meeting. Action: Clerk x2
- ~ Following a comment by the HT, the governing body agreed that home-school agreements were a good idea, though not required by law. Parental permissions relating to e-safety and website access could be added to the HSA so that parents deal with just one form. However, as this is operational, reference to home-school agreement will be removed from the terms of reference.
- ~ **The governing body approved** the terms of reference with these changes.
- ~ **The governing body approved** the standing orders.

[Document MF20160927.4.1: ToRs 2016-09-27.pdf]

[Document MF20160927.4.2: Standing Orders 2016-09-27.pdf; Clerk]

Chair's initials
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MF20160927.5: *To review membership of the governing body*

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- ~ The governing body recorded thanks to Bob Magdij, who has come to the end of his term as a parent governor. The Chair of the GB will write to him and the HT will arrange for a gift of wine and flowers.
- ~ Following a ballot of staff, Nicky Brown has been elected as the staff governor with effect from 26th September 2016. Governors were pleased to note the interest from the staff, and the value of an election needing to go to a ballot.
- The Chair will make contact with Nicky; the Clerk will meet with her for an induction session.
- ~ There have been no nominations for the vacant parent governorship. The Clerk advised the governing body that a parent should now be appointed to the vacancy as soon as possible. The Clerk will send a copy to the letter and role description to the Chair; the school will publicise the vacancy in the newsletter, at Friday assemblies, on the Anomaly, on Facebook, and on the website.
- ~ Governors commented on the Boughton Leigh Junior app, which can be downloaded for mobile devices.

Action: Chair, HT

Action: Chair, Clerk

Action: Clerk, HT

[Document MF20160927.5.1: Directory 2016-09-17.pdf; Clerk]

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MF20160927.6: *To agree committee memberships and other appointments*

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The clerk advised that new governors are appointed formally to one committee but encouraged to attend meetings of both for the first year to get broad experience of the work of the governing body.

**The governing body approved** the following appointments.

Action: Clerk

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MF20160927.6a: *Resources*

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Paul Birch	Claire Edwards
Ian Davis	David Hicks
Tim Dedman	Alan Webb (Chair)
Paula Duynstee	

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MF20160927.6b: *Performance & Standards*

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Jon Baxter (Chair)	Paula Duynstee
Paul Birch	Alfred Gand
Nicky Brown	David Hicks
Tim Dedman	Karen Miles

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MF20160927.6c: *Head's Performance Management*

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Paul Birch	Ian Davis (Reserve)
Tim Dedman	Karen Miles (Reserve)
Claire Edwards	

**The governing body agreed** that independent consultant Joyce James be appointed as the external advisor.

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MF20160927.6d: *Pay Committee*

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The Clerk advised the governing body that governors who were also parents of current pupils should not be appointed to the Pay Committee without proper consideration because of possible conflicts of interest.

Jon Baxter	Claire Edwards
Paul Birch	David Hicks
Tim Dedman	Alan Webb

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MF20150622.6e: *To agree governor links*

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- Maths and English subject leaders will report direct to the Performance and Standards Committee; other subjects will report to the Performance and Standards Committee or RAP working group as required.
- Computing and social media: Alfred Gand
- SEN governor: Tim Dedman
- Safeguarding governor: David Hicks
- Training Link governor: Jon Baxter
- Health and Safety governor: David Hicks
- Supporting Pupil Achievement: Paul Birch

Chair's initials

- ~ The meeting discussed the role of a computing link governor, and agreed to link it with social media, proactively using media channels.
- Alfred Gand was appointed as the link governor and will meet with computing co-ordinator Jonathan Gaskell.
- In reappointing Jon Baxter as training link governor the GB noted the need for an up-to-date skills audit.
- Chair Paul Birch, and governor David Hicks will undertake the on-line safer recruitment training; the SBM will seek alternative methods of undertaking the training.
- The Chair and HT will discuss succession planning.

Action: AG

Action: Clerk

Action: PB, DH,  
SBM

Action: Chair, HT

## Procedural

*MF20160927.7: To approve apologies for absence*

Nicky Brown, Alan Webb. **The governing body approved** these apologies.

*MF20160927.8: To receive notice of any additional business notified to the Chair*

There was no additional business.

*MF20160927.9: To record any declarations of interest specific to this meeting*

There were no declarations of interest.

*MF20160927.10: To approve and sign the minutes of 21st June 2016*

**The governing body approved** the minutes of 21st June 2016. They were signed by the Chair.

*MF20160927.11: To consider any matters arising from the minutes which are not elsewhere on the agenda*

*MF20160927.11a: To consider DBS checks for all governors*

The Clerk has emailed all governors who have not completed the process, asking them to expedite the check. The GB noted that there could be serious consequences for the school if the single central record is not up to date.

Action: All

*MF20160927.11b: GovernorHub*

- ~ The Clerk has confirmed the GB's GovernorHub subscription with the LA. He invited governors to feed back on the pros and cons of the system.
- Governors asked that the papers within a folder for a meeting include the minutes of the previous meeting.

## School improvement

*MF20160927.12: To agree plans for monitoring*

- ~ The governing body agreed with the RAP Working Group's proposals:
  - *Autumn 1:* Target tracking system involving pupils. This will be on 14th October, after the RAP WG meeting; the clerk will seek volunteers.
  - *Autumn 2:* Boys reading
  - *Spring 1:* Aspire (probably longer than the usual couple of hours); this will link to issues from the last Ofsted report.
  - *Spring 2:* ICT, particularly coding on the curriculum; governors were impressed by the videos shown before the July FGB meeting.
  - *Summer 1:* Pupil premium; governors commented on the need to develop the way spending of Pupil Premium is presented.
  - *Summer 2:* To be agreed.
- ~ The governors taking part on 14th October are David Hicks, Ian Davis, Alfred Gand, and possibly Paul Birch.
- The RAP Working Group meeting on Friday 25th November will be brought forward to Tuesday 22nd November so that other governors can take part in the monitoring visit which follows.

Action: DH, ID, AG,  
PB

Chair's initials

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MF20160927.13: *Governor Visits Policy (was agenda item 17c)*

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- ~ The Clerk had redistributed the example policies (a model from the in-house training course and a policy in use from St Oswald's Academy).
- The meeting discussed the merits of the two policies.
- **Govs: Observations, giving evidence from children and from books is vital; there must be output of constructive comments otherwise why do it.**
- **HT: Making notes is not a problem in itself; it's about the time you spend in a classroom – if it is too long it becomes an observation.**
- **The governing body approved** the use of the sample policy subject to updating by the clerk followed by redistribution to governors.
- **Govs: Details of visit could be a reportable target for our performance.**

Action: Clerk

[Document MF20160927.13.1: *Governor Visits to School.doc*]

[Document MF20160927.13.2: *Governors Visits Example.docx; Clerk*]

## Governance

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MF20160927.14: *Paula Duynstee's presentation*

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Part of the HT interview process was a presentation by candidates on their vision for the school. At the FGB meeting, the HT gave the GB the same presentation for the benefit of governors who were not at the interview.

- ~ **Govs: How have the first four week gone?**
- **HT: Really well: smooth transition with the children; I laid out expectations on first day, and staff are on board; training for Aspire programme; meeting pupils and parents; safeguarding started; changes to office staff hours; fire-drills; playgrounds resurfaced and other external work; revamping of the library.**
- At a future FGB meeting, the HT will talk through the roles of the SLT members, with a visual of how the leadership is organised.
- The GB discussed the need to move from a tactical role to a more strategic role; a new vision statement is needed for the GB (see next minute – MF20160927.15).
- **Govs: Regarding closing the gap in reading, how can we support parents who can't provide books?**
- **HT: There is a system in place. Pupil Premium pupils are given a book which they bring back when read and which is then placed in the library with a 'Donated by...' sticker.**
- **Govs: The RAP must include innovative actions on boys' reading and Pupil Premium**

[Document MF20160927.14.1: *Paula\_Presentation\_PP.pptx; HT*]

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MF20160927.15: *To consider a GB development plan*

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- Governor Alfred Gand briefed the GB on work to date on the draft 2016–2020 development plan; there 20 key items.
  - **Govs: The themes and headlines from the HT presentation could be incorporated; 20 items is a lot to manage; perhaps we should focus on around six.**
  - Governors referred to the APPG/NGA 20 questions; the Clerk, former Chair, and former HT had made an initial assessment which had been distributed to governors with the papers for this meeting.
  - Governors also recalled the 'pillars' the GB developed a few years ago, which could benefit from refreshing.
  - The governing body agreed to ask Lyn Johnson – the trainer from last year's in-house session – to facilitate a follow-up session to identify a way forward.
  - The Clerk will contact the LA for dates for the in-house session with Lyn in late October/early November.
  - The GB needs to be clearly strategic before the next Ofsted inspection, (perhaps summer 2017).
- ~ The Resources Committee is still looking for training – perhaps from the LAFO – on how the budget is prepared; the Clerk will discuss further with the SBM.

Action: Clerk

Action: Clerk

[Document MF20160927.15.1: *BLJ 20Q evaluation tool(draft).docx; Clerk*]

[Document MF20160927.15.2(p): *Development headline items – Governing Body Development Plan 2016–2020; Alfred Gand*]

Chair's initials

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MF20160927.16: *To review governor training and CPD*

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- ~ A follow up to last year's in-house course was mooted earlier as a suitable topic for this year's course.
- The Clerk will follow up accessing finance training with the SBM.

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MF20160927.17: *To establish a working group with the infant schools*

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- ~ **Govs: We need to 'take the temperature' of the other schools. It would up to a working group to look at options.**
- The Chair will contact both infant schools to try to arrange a working group meeting; suggested membership is HTs, Chairs and one more governor (Alan Webb or David Hicks for Boughton Leigh Junior).
- **HT: There is discussion about MATs within the consortium; some local schools are establishing a soft federation. We have to think about ways of supporting each other without the LA.**

Action: Chair

Tim Dedman left the meeting (8.05pm)

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MF20160927.18: *To consider policies and documents*

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MF20160927.18a: *E-safety policy*

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- ~ **Govs: Further review is need; it is still not covering issues satisfactorily.**
  - The Clerk will email examples from other schools to the HT and ICT co-ordinator
- [Document MF20160927.18a.1: BLJS E-Safety Policy\_DRAFT\_2016-2019.docx; HT]

Action: Clerk

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MF20160927.18b: *Child Protection Policy*

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- ~ This is the LA's recommended model policy, customised for Boughton Leigh Junior.
  - **Govs: Do we do Prevent training?**
  - **HT: It is built in to safeguarding training,**
  - **The governor body approved the policy.**
- [Document MF20160927.18b.1: Model child protection and safeguarding policy\_2016.17\_DRAFT.doc; HT]

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MF20160927.19: *To review actions from Pay Committee*

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- ~ Because it meets only annually, the Pay Committee requested that Actions from the meeting on 2/9/16 should be covered at the FGB meeting.
- Successful NQTs move to M2 automatically.
- **The other action points are awaiting information from the SBM, and will be reported to the December FGB.**

Action: Clerk

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MF20160927.20: *To consider proposal from Brooke School*

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- ~ **HT: While the proposal sounds great, the seven pupils would be spread across the school; additional resources would be required, which the school would prefer to invest in other ways; it would be a five-year commitment.**
- **Govs: There are significant challenges in school already; 480 pupils, with a wide range of ability.**
- The meeting discussed whether to wait for Brooke to make further contact, but agreed that the HT should write to Brooke with thanks, but saying this is not something for BLJ at the moment

Action: HT

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MF20160927.21: *To approve 2016/7 residential visits*

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- ~ The usual visits to Paris in April 2017 and Castleton in June 2017 are being planned.
- **The governing body approved the visits; the school will complete risk assessments in good time for the Chair to sign.**

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MF20160927.22: *To note publications and notices*

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Warwickshire Governor  
Governing Matters (NGA)

Chair's initials

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MF20160927.23: *To agree 'headlines' for communicating to parents*

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The vacancy for a parent governor.

MF20160927.24: *To confirm dates and times of future meetings*

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RAP	Fri 14/10/2016	08.00	Res	Wed 1/3/2017	18.00
P&S	Tue 1/11/2016	18.00	FGB	Wed 15/3/2017	18.00
Res	Tue 15/11/2016	18.00	RAP	Fri 24/3/2017	08.00
RAP	Tue 22/11/2016	08.00	Res	Tue 2/5/2017	18.00
	(was 25/11/16)		RAP	Fri 12/5/2017	08.00
FGB	Mon 28/11/2016	18.00	P&S	Mon 15/5/2017	18.00
RAP	Fri 27/1/2017	08.00	FGB	Tue 27/6/2017	18.00
P&S	Wed 8/2/2017	18.00	RAP	Fri 14/7/2017	08.00

MF20160927.25: *To decide whether any items should be excluded from the minutes and papers to be made public*

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**The governing body agreed** that no items are to be excluded

The meeting closed at 8.32pm

**Text in blue** indicates participation by governors; **text in green** indicates participation by the Head, SBM, or another member of staff.

Roddie Grant  
Clerk to the Governors  
16th October 2016

*Glossary:*

APPG	All-Party Parliamentary Group	HT	Head Teacher
CPD	Continuing Professional Development	LAFO	Local Authority Finance Officer
DBS	Disclosure and Barring Service	MAT	Multi Academy Trust
DHT	Deputy Head Teacher	NQT	Newly Qualified Teacher
FGB	Full Governing Body	RAP	Rapid Action Plan
HAS	Home-School Agreement	SBM	School Business Manager
		SLT	Senior Leadership Team

*Action summary*

Action by	Minute number	Action	Date completed
Clerk	MF20160927.4	Add RAP WG to the terms of reference	
Clerk	MF20160927.4	Consult SBM on spending limit system	
Clerk	MF20160927.4	Include spending limit system on Resources committee agenda	
Chair	MF20160927.5	Write to Bob Magdij	
HT	MF20160927.5	Arrange gifts for Bob Magdij	
Chair	MF20160927.5	Contact Nicky Brown	
Clerk	MF20160927.5	Arrange induction of Nicky Brown	
Clerk	MF20160927.5	Send election documents to the Chair	
HT	MF20160927.5	Publicise the vacancy for a parent governor	
Clerk	MF20160927.6	Update GB appointment records	
AG	MF20150622.6e	Meet with Jonathan Gaskell	
Clerk	MF20150622.6e	Plan skills audit	
Paul Birch David Hicks	MF20150622.6e	Undertake safer recruitment training	Chair's initials
SBM	MF20150622.6e	Seek alternatives to the on-line safer recruitment course	

HT, Chair	MF20150622.6e	Discuss succession planning	
All	MF20150622.11a	Complete DBS checks	
David Hicks Ian Davis Alfred Gand Paul Birch	MF20160927.12	Monitoring visit on 14th October 2016	
Clerk	MF20160927.13	Update Governor Visits Policy and redistribute	
Clerk	MF20160927.15	Arrange dates for in-house training session.	
Clerk	MF20160927.15	Discuss budget training with the SBM	
Chair	MF20160927.17	Contact infant schools about a joint working group	
Clerk	MF20160927.18a	Provide sample e-safety policies	
Clerk	MF20160927.19	Include Pay Committee actions on December FGB agenda	
HT	MF20160927.20	Write to Brooke School	

Chair's signature:

Date: