

MINWORTH JUNIOR AND INFANT SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 4th October 2016 at 5.30 p.m.
MINUTES

Present:

Matt Sadler (MS) Head Teacher
 Becky Dewsbery (BD) – Co-opted Governor
 Brent Aston (BA) – Parent Governor
 Kelly Armstrong (KA) – Staff Governor
 Susan Smith (SS) – Co-opted Governor
 Louise Dawber (LD) – Co-opted Governor
 Lyndsey Hudson (LH) – Associate Governor
 Heather Woolley (HW) – Parent Governor
 Delene Rutter (DR) – Associate Governor
 Paul Clayton (PC) – Co-opted Governor

In Attendance:

Alicia Corpe (AC) – Pastoral Leader
 Kelly Jordon – KJ – Key Stage 2 Assistant Head Teacher
 Liz Pickering (LP) – Clerk

Documentation Distributed Prior to the Meeting:

- Agenda for the meeting
- Minutes of the meeting held on 21/09/2016

Documentation Distributed During the Meeting

- Annual Report to the Governing Body on Safeguarding 2015 – 2016
- Keeping Children Safe in Education for September 2016 – Update information
- Model Code of Conduct for Governing Bodies
- School Development Plan 2016-17
- Minworth J/I School Staffing Structure 2016-17
- The Minworth 'Vision'
- Parental Satisfaction Survey
- Governing Body Skills Audit
- Minworth School development plan
- Minworth self evaluation

Welcome and Introductions

MS welcomed everyone, especially the 5 new governors and introductions were made around the table.

1. Safeguarding

Alicia Corpe gave a Safeguarding Presentation and went through Annual Report to the Governing Body

BA - asked how the numbers on our pastoral register compared to other schools in the vicinity?

AC - – Castle Vale schools have similar numbers but Sutton schools have hardly any.

LH - asked how things are put into the curriculum?

LD – Police Officer comes into the school and talks to parents and also spoke to Year 6 before they left in age related terms – especially around the online world.

Birmingham & Solihull Women's aid came in for 6 weeks presenting a project on relationships.

Child Line can come in to talk to schools.

Safeguarding Training

Child Protection Procedures at Minworth presentation

Changes in Keep Children Safe in Education 2016- AC went through the changes that have been made

Training has changed slightly and AC went through these changes

By next meeting, read Keeping Children Safe in Education 2016 and complete the Hays Online Safeguarding Training –passwords etc. to be supplied by BD.

LH – re teaching safeguarding through curriculum – performing arts could be used.

Volunteered to come into school to – will discuss dates etc. with MS after the meeting.

BA - asked if there had been any allegations made against staff in the last 5 years?

MS – reported that there had been some in the past, none in the last academic year, but all were unfounded and none had to be reported outside the school

2. **Head Teacher's Report – To consist of a 'This is Minworth' presentation** (Matt Sadler)

The School in Context – MS went through presentation explain about the school.

BA - asked MS if Governors could have a copy of The School in Context? ACTION – MS

3. **Kelly Armstrong gave a Power Point presentation on Where we Were over the past five years.**

4. **Kelly Jordon went through all the improvements that have been made Where we are now September 2016.**

5. **Governance**

BD explained how we were in a deficit budget since 2010/11 and explained that this was mainly due to low pupil numbers - also had a huge claim from employees on single status (which hadn't been budgeted for).

KA went through the Minworth 'Vision'

6. **Apologies**

Apologies were received from Melinda Cole – Associate Governor and these were accepted.

7. **Absences With No Apologies**

Not applicable.

8. **Election of Chair, Vice Chair and Link Governors**

This item chaired by LP (Clerk)

LP explained the process and told the governors that anyone worked in school was not eligible to stand for the positions of chair or vice-chair.

There was only one expression of interest for the position of Chair by Brent Aston and he was proposed as chair by MS and this proposal was seconded by PC – all governors were unanimous with this.

Again there was only one expression of interest in the position of Vice-Chair by Susan Smith and she was proposed as vice-chair by KA and BA seconded this proposal which was agreed unanimously by all the other governors.

Link Governors were elected as follows:

- SENCO Link Governor – Heather Woolley proposed by MS and seconded by KA
- Safeguarding Link Governor – Louise Dawber proposed by MS and seconded by HW
- Training Link Governor – Becky Dewsbery proposed by HW and seconded by PC
- Pupil Premium Link Governor – Kelly Armstrong proposed by BA and seconded by HW
- Standards Link Governor – Paul Clayton proposed by SS and seconded by BA
- Curriculum Link Governor – Lyndsey Hudson proposed by MS and seconded by BD.

MS explained the committee structures and asked if the Governing Body were happy to agree to carry on with these. Unanimously agreed.

Committees were agreed as follows:

- Finance Committee:
Chair – Brent Aston
Vice-Chair – Paul Clayton
Matt Sadler
Becky Dewsbery
- Pay, Performance & Appraisal Committee:
Susan Smith – Chair
Matt Sadler
Becky Dewsbery
Brent Aston
Lyndsey Hudson
- Appeals Committee
Delene Rutter volunteered to be part of this committee if one needed to be formed

LP to complete the necessary paperwork for Governor Support.

ACTION - LP

9. **Pecuniary Interest**

There were no changes to report and forms were distributed for completion to the 5 new governors and handed to LP for collating.

10. **Model Code of Conduct for Governing Bodies**

Copies of the Model Code of Conduct for Governing Bodies were distributed to the governors who read through this and unanimously agreed to abide by the Code of Conduct. A copy was signed by the Chair BA for the school records.

11. **Agree Minutes of Last Meeting (21/09/2016) & Matters Arising**

The minutes of the previous meeting held on 21/09/2016 were proposed as a true record by KA and seconded by PC.

12. **Signing of Minutes of Meeting by Chair**

BA signed a copy of the minutes for the school records.

13. Governor School Visits

PC visited school last week and spent some time with Year 2 during a reading session and was very impressed with the children's reading ability – enjoyed his visit and also went into the playground and everything looked absolutely safe and well maintained.

LH offered to come into school in a couple of weeks – will arrange with MS. **ACTION - LH**

14. Academisation Update

MS - we are currently exploring the possibilities for us – we are researching and fact finding with other local schools – there is a further meeting tomorrow 05/10/2016 and schools will be declaring their decisions about exploring the academy route - we will need to make a decision before the end of the year as to whether we are going to go down the academy route.

LH – asked about the pros and cons of primary schools going down the academy route her own experience in secondary education hadn't been too good.

SS – Should have more flexibility as an academy

MS to send out academisation information to all governors.

ACTION - MS

Discussion on how joining with other local schools will effect Minworth and the advantages of this.

CEO would be responsible for the standards of performance for all the schools in the group.

PC – there will be positive funding implications.

Staff would have to be TUPEd over to protect their contracts.

15. Parent Matters

Nothing to report.

Ofsted have Parent View (online survey)– not being used – which is why we use our paper process to address any concerns that parents raise. Very positive feedback from parents.

16. Policies

Governors are responsible for all the school policies – new policies or changes to existing policies are a regular occurrence in school and will be implemented immediately but these changes/ new policies will be brought to attention of Governors at the next available meeting. All on the website – will send out details on how to look at these, Attendance including home visits. Safeguarding are the key ones for current approval.

KS reported on the Phonics Policy changes that have been made to the new rewritten policy – 6 phases of mixed groups. Assessed half termly.

Governors unanimously agreed to adopt the Phonics Policy and agreed to the school's approach to implementing new/changes to polices.

17. Governor Training and Development

BD – xxxx will come and do an evening 2-hour training session on Finance and business aspects.

Members of national Governors Association and therefore we get periodic briefings and updates that BD will send out to all Govs. Established governor from another local school – could ask someone to come in to give us some training around Governance and Roles and Responsibilities

18. Correspondence

Nothing to report.

19. Any Other Business

BA – well done on the attendance now up to 97% (year 2 and year 5 got 100% on 3 occasions)

BD – school meals – we are changing our catering company – we are going to move from xxxxx to xxxx – signing up for a 1-year contract – being held up with some TUPE transfer details. Outstanding equal pay claims – only a couple of hundred pounds.

Union meeting tomorrow (05/102016). Going to commence with xxxx from the end of October 2016. Our liability needs to be signed by the chair of governors (BA signed both copies).

xxxxx representative to be in attendance at tomorrow's Parents Evening.

MS – strong skill set here and very grateful for everyone being here.

Governing Body Skills Audit - please complete and return at the next meeting

ACTION - ALL

20. Dates of Future FGB Meetings

All meetings to commence at 5.30 p.m.

Tuesday 29th November 2016 – FGB

Tuesday 24th January 2017 – FGB

Tuesday 14th March 2017 – FGB

Tuesday 16th May 2017 – FGB

Tuesday 4th July 2017 - FGB

There being no further business the meeting closed at 8.05 p.m.