

West Tytherley Primary School

Minutes of Full Governing Body Meeting 27 November 2017

27 November 2017
West Tytherley Primary School
6.00 – 7:40 pm

Present	Emma East (EE) (Chair)	Angela Moore (AM)
	Mike Warren (Headteacher) (MW)	Karen Walker (KW)
	Mark Parrott (MP) (Vice Chair)	Edd Dunkin (ED)
	Carly Moseley (CM)	Jessie Newitt (JN)
	James Pitkin (JP)	
In attendance	Nicola French (Assoc Member) (NF) (joined 6.30 pm)	Jane Parker (LA Clerk)
Apologies	David Sherlock (DS)	
Absent	Liz Dowding	

Red denotes challenge and questions

Green denotes support and comment

Blue denotes actions

Italics denotes decisions

1	Welcome, and apologies										
	<p>EE welcomed everyone to the meeting. Apologies were received and accepted from David Sherlock. The meeting was quorate (50% rounded up of the 11 governors in post). At the last meeting JN gave her apologies for the 16 January 2018 meeting.</p> <p>JP let the meeting in a prayer.</p>										
2	Conflicts of Interest and Pecuniary Interests										
	A pecuniary interest form was received from MW, and a Code of conduct form was received from AM.										
3	Minutes of previous meetings										
	The minutes of the following meetings were approved as a true record of the meeting, signed by the Chair and filed by the Clerk into the school folder.										
4	Matters and update on actions from previous meetings										
	<table border="1"> <tr> <td>1</td> <td>Admissions Policy – review of wording to include children in an area within West Dean (Hillside Close). 27 November update: MW has emailed Marion Clutterbuck to ascertain the preferred wording and an appropriate map and will follow this up.</td> <td>MW</td> </tr> <tr> <td>2</td> <td>Development of IT 27 November update: The wish list is being followed up by F&S. Quotes have been obtained.</td> <td>MW / F&S</td> </tr> <tr> <td>3</td> <td>Donation Strategy 27 November update: This is in hand.</td> <td></td> </tr> </table>	1	Admissions Policy – review of wording to include children in an area within West Dean (Hillside Close). 27 November update: MW has emailed Marion Clutterbuck to ascertain the preferred wording and an appropriate map and will follow this up.	MW	2	Development of IT 27 November update: The wish list is being followed up by F&S. Quotes have been obtained.	MW / F&S	3	Donation Strategy 27 November update: This is in hand.		
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5	Skills Audit: 27 November update: See minutes of 16 November meeting. The one outstanding completed form has been received and does not change the outcome reported on 16 November	Closed	
6	Home Learning Policy: 27 November update: The policy was approved at the Performance & Standards Committee on 3 October 2017 and is on the website.	Closed	
8	Governor Vacancies: 27 November update - Current actions are (other actions having been completed): <ul style="list-style-type: none"> • ID and Enhanced DBS checks are in process for new governors. The clerk said that the legislation says that governors must have an enhanced DBS check and that this must be initiated within 21 days of a new governor being in post if the governor does not have such a check. However, it is up to individual governing bodies as to what they require in terms of any rolling programmes of renewal of checks. As volunteers DBS checks are free and this does not therefore affect the school budget. Governors considered this and agreed that a new DBS check will be obtained for all new governors and there will be a rolling programme of 4 yearly renewals which fits with the usual terms of office. MW will inform the office administrator • Contact list – new governors have given their permissions for their contact details to be circulated so the clerk will make this available. • The clerk has been waiting for completed PI forms in order to finalise the new list of governors for website which includes the Pecuniary Interest Information. • The clerk has now received all the attendance information for 2016/17 to complete the document for the website. • There is a co-opted vacancy and a potential lead for a replacement has been followed through and it was confirmed that this had not led to an expression of interest in the vacancy. JN to put an article into the next Community Newsletter. The skills / experience required of any applicants was discussed and it was agreed that the main requirement is that they should be interested in the school and be keen and enthusiastic in participating in the work of a governor. 	MW / Clerk / EE	
9	List of 2017/18 Offsite Visits 27 November update: MW continues to work with staff, which includes new staff, on a schedule of school visits. Currently this is likely to be brought to governors termly but with a view to creating an annual plan, although the school will take advantage of any one-off opportunities that may arise.	MW	

	10	Staff Feedback: 27 November update: See Agenda item.		
	11	Parent Open Meeting. 27 November update: Event has been held.	Closed	
	12	Monitoring of More Able children is to be discussed at the P&S Committee. 27 November: This can be closed as an FGB item	Closed	
	13	New SIP to be presented to next FGB meeting. 27 November: See Agenda item	Closed	
	14	KW to go through the Safeguarding Audit Tool with MW for submission prior to the 30 September deadline, and the approval to be ratified at next FGB meeting. 27 November update: See Agenda item	Closed	
	15	All governors to update their profiles on the website and new governors to write a profile and provide a suitable photo for the website. All to be sent to JN. 27 November update: Some governor profiles are awaited – these should be emailed to JN.	Govs / JN	
5	Budget Review			
	<p>The Budget Review had been presented to the Finance & Staffing (F&S) Committee who recommended approval. The budget had been shared with governors prior to the meeting and this had been supported by a summary and notes that were presented to the F&S Committee. There were no questions arising from the revised budget. A 5 year budget was shown of which the 3 year budget is:</p> <p>2017-18</p> <p>Total Income £477,962; Total Expenditure £477,602; In Year Surplus £360; Surplus brought forward £8,532; Cumulative Surplus Carried forward £8,892.</p> <p>2018-19</p> <p>Total Income £430,770; Total Expenditure £430,618; In Year Surplus £153; Surplus brought forward £8,892; Cumulative Surplus Carried forward £9,044.</p> <p>2019-2020</p> <p>Total Income £437,057; Total Expenditure £436,814; In Year Surplus £243; Surplus brought forward £9,044; Cumulative Surplus Carried forward £9,287.</p> <p><i>The revised budget was unanimously approved and the document was signed by the Headteacher and Chair.</i></p>			
6	Headteacher's Report			
	<p>The report had been made available to governors prior to the meeting.</p> <p>Admissions</p> <p>Q. With regard to potential admissions for next year, it is good to read that there were 9 visits from families considering applying for a place at the school, do you have any concerns regarding maintaining admission numbers?</p>			

	<p>A. The school endeavours to maintain numbers on roll in various ways. This includes ensuring that good positive messages about the school are going out into the local community and beyond. The school has received positive feedback and good word of mouth recommendation can have a strong influence. CM is reviewing the website with MW to ensure it positively engages viewers. The school is pleased that indications are that the majority of children from Windrush will be joining the school and the other 3 are still considering their options. However, the deadline for applications is 15 January and the school cannot know for sure how many will convert into applications until April 2018. The school has a pro-active programme of going out to visit nurseries and this forms part of the induction for children coming into school.</p> <p>Q. Are there opportunities for the nurseries and pre-schools to come into school to help build good relationships?</p> <p>A. Yes, for example they are invited to the Christmas nativity, and the teddy bears picnic.</p> <p>6.30 NF joined the meeting.</p> <p>As an example of how the school is positively thought of, a governor shared that they had heard the school's Home Learning Policy being praised.</p> <p>Staffing Structure</p> <p>As already reported, the Pay Policy was reviewed and approved and included appropriate localisations and the staffing structure. The school will continue to monitor during the year that the structure is appropriate. MW had included a copy of the staffing structure in the report so that governors could formally confirm their approval. There is some built in flexibility to cover when staff are attending courses or on sick leave.</p> <p>Q. Does the structure agree with what has been accounted for in the revised budget?</p> <p>A. MW confirms that it matches the revised budget and the structure stated within the Pay Policy.</p> <p>Q. The hours for the Teaching Assistant (TA) for Willow class is much less than the other classes, does this mean that the teacher receives less support?</p> <p>A. MW clarified that the TA for Oak class provides interventions across the whole school so the hours shown do not relate to just Oak class. MW is still advertising the lunchtime supervisor vacancies and these are now starting to be filled.</p> <p>The Staffing Structure as set out in the Headteacher's Report was unanimously approved.</p>	
7	<p>Approval of School Improvement Plan (SIP), Monitoring and Evaluation</p>	
	<p>EE summarised the discussions held on 16 November regarding how the SIP worked as an operational document for the Headteacher and school staff as well as containing the vision and that the document needed success criteria. EE has been through the SIP and confirmed that it includes those priorities that the governors had requested in the summer be carried through into the SIP for 2017-18. Section 5 still</p>	

	<p>needs to be populated. MW added that he had included within that section the 3 areas that governors had wanted to be included but these needed to be fleshed out.</p> <p>EE reminded governors of their role in ensuring there is triangulation of data and information and the governor monitoring visits form an important part of that.</p> <p>There were no other questions on the SIP.</p> <p>MW said that that the SIP may seem a large document for a small school but the detail is needed by staff, and a significant amount of work has already been completed in the early part of this term. EE added that the SIP is a working document so it is expected to change over time.</p> <p>Action: It was agreed that a working party will meet to consider how the Governors Section of the SIP should be populated, and to discuss the strategic vision for the school and report to the next FGB.</p> <p><i>The School Improvement Plan was unanimously approved.</i></p> <p>Governors had previously been assigned areas of the SIP to monitor and EE suggested that those allocations be reviewed. <i>The governor allocations to areas of SIP monitoring were agreed as follow:</i></p> <p>IT – continues to be ED</p> <p>Sports Premium – continues to be MP</p> <p>Philosophy for Children – EE</p> <p>Outdoor Learning – MP shadowed by LD</p> <p>Engaging Parents / Community – JD</p> <p>Responsibility and Leadership for Children (Priority 3) eg School Council – KW (links with pastoral role)</p> <p>Able learners, Middle Attainers, Girls Maths, Boys Handwriting – Performance & Standards (P&S) Committee.</p> <p>Pupil Premium – CM and EE.</p> <p>EE explained the process for arranging monitoring visits.</p>	
8	<p>Headteacher's Proposal regarding last day of Summer Term 2018</p>	
	<p>MW raised this at the meeting on 16 November and the proposal was outlined in the minutes of that meeting which were available to governors prior to this meeting.</p> <p>The term dates are set well in advance and the 5 school INSET dates are planned and agreed well in advance of the start of the academic year. However, due to changes over the Summer Term, the INSET days need to cater for the number of new staff joining the school in September and two days training were required at the beginning of the Autumn Term to ensure that all staff had a robust and effective start straight away.</p> <p>Monday 23 July 2018 is officially the last day term and it was originally planned that this would be the 5th INSET day of the academic year. However, in order the meeting training needs with the 2 days at the</p>	

	<p>beginning of the year, training for Purple Mash, FFT, Philosophy for Children and working around availability of County Trainers, all 5 days were required elsewhere in the school calendar. MW is therefore proposing that the 23 July be assigned to a sixth INSET closure and the training will take the form of two twilight sessions on earlier days. It was felt staff and parents would appreciate being able to use that whole week for holiday activities.</p> <p>The service that usually takes place on the last day of term is taking place on Friday 20 July. MW says that whilst it is unusual, and requires exceptional circumstances, the governing body is able to authorise a days closure (such as happens in the event of bad weather or a school moving premises) on 23 July. As explained on 16 November, this means that children are recorded as having authorised absence due to school closure and is coded as such.</p> <p>A governor commented that the governing body had fully supported the need for there to be two training days at the beginning of the academic year which has brought about this request regarding the 23 July.</p> <p><i>It was unanimously agreed that the 23 July 2018 be designated as an INSET day and therefore be recorded as a school closure day.</i></p>	
9	<p>Ratification of Safeguarding Audit Submission</p>	
	<p>At the meeting of 19 September, as suggested by the School Improvement Manager, Andy Heyes, the governing body delegated approval of the Safeguarding Audit to the Safeguarding governor KW and that the FGB would ratify the Audit at this November meeting.</p> <p>MW confirmed that KW went through the Audit with MW in detail and the Audit was submitted to HCC prior to the end of September as required.</p> <p>Q. How will implementation of the identified actions be tracked?</p> <p>A. Some of them have been written into the Safeguarding or Health & Safety plans such as any training requirements. They will also be tracked by MW as Safeguarding Lead and AM who is Deputy Safeguarding Lead. Schools are not required to have such a deputy but it was felt that it would be beneficial to have someone other than MW trained and able to deputise in that capacity.</p> <p>Q. Is there anything in the actions that could impact on the budget?</p> <p>A. The only action with costings attached is training and the budget already includes an allowance for training.</p> <p><i>The Safeguarding Audit was unanimously approved.</i></p>	
10	<p>Report on Feedback from staff</p>	
	<p>KW, in her role as pastoral governor, and EE met with TAs. KW explained her role and that a description of what the role entails is being drafted. KW and EE have also met with class teachers and aim to meet with support staff and with children. It is hoped that as a result of this role there will be good lines of communication.</p> <p>The question of staff being provided with a questionnaire to complete so that they can provide anonymous and confidential feedback that would</p>	

	<p>form part of the Headteachers Performance Management Review has been suggested by a governor who had heard this recommended at a training course they attended. MW is happy for this process to be carried out. Governors were mindful that the questions should be appropriate.</p> <p>Action: Template questionnaire for staff to complete to be sourced. Responses to go to Headteachers PM Panel as part of the HT PN Review process.</p> <p>As new governors have joined the FGB the membership of the Headteacher's Performance Management Panel and the Pay Committee were reviewed.</p> <p>The following was proposed:</p> <p>Headteacher's Performance Management Panel: MP (Chair), KW, JP (the LLP also attends.)</p> <p>Pay Committee: LD, ED, DS</p> <p>Action: The Pay Committee to be confirmed at the next meeting as LD and DS not in attendance.</p>	
11	<p>P&S Committee – Approve Terms of Reference and any questions arising from minutes</p>	
	<p>The proposed terms of reference had been made available to governors prior to the meeting. There was one proposed change with the addition that the Vice-Chair is also a member of the Committee and can attend if the Chair is not able to attend.</p> <p><i>The Performance and Standards Committee Terms of Reference were unanimously approved.</i></p> <p>There were no questions arising from the minutes.</p>	
12	<p>F&S Committee – Approve Terms of Reference and any questions arising from minutes</p>	
	<p>The proposed terms of reference had been made available to governors prior to the meeting. There were two proposed changes. One change was the addition that the Vice-Chair is also a member of the Committee and can attend if the Chair is not able to attend. The other change is the under Finance B) the wording at the bottom of Page 1 now reads:</p> <p>'The Committee will consider individual items of non-staffing expenditure exceeding £5,000, except where these have been specifically agreed by the GB as part of its budget expenditure for the year. The Headteacher, without reference to the GB or this Committee may incur all other spending in accordance with the approved budget.'</p> <p>This is an increase from £2,000 to £5,000.</p> <p><i>The Finance and Staffing Committee Terms of Reference were unanimously approved.</i></p> <p>There were no questions arising from the minutes other than whether the document on the donation strategy had been circulated which it had been.</p>	

13	Policies for Review	
	<p><u>Complaints Policy</u></p> <p><u>Guidance for Parents: What to do when Problems Arise?</u></p> <p>The Guidance document was considered to contain useful information and is a good tool to help governors direct parents as to correct procedures.</p> <p>MW agreed that the informal stage explained in the guidance is very useful. It has been well received and is appreciated that this step reassures families that their concerns are being taken seriously without the need to immediately elevate the matter to a formal complaint. The majority of concerns raised have been resolved without the need for escalation.</p> <p>A few minor amendments had been suggested such as inserting the name of the Chair / Vice-Chair.</p> <p><i>The Complaints Policy and Guidance for Parents – What to do when Problems Arise were unanimously approved.</i></p> <p>Governors were reminded that there is a stepped procedure which requires that the complaint remains confidential and is not shared with all or a majority of governors to avoid tainting. In the event of governors being tainted the governing body would not be able to provide a panel of governors that can be required in some circumstances.</p>	
15	Governor Matters – any updates on matters following on from 16 November meeting	
	<p>Governors, especially new governors, were reminded that there is a Service Level Agreement with Governor Services so governors are encouraged to attend training courses – these are listed in the online training programme available on the governor services website. Governors were requested to inform DS, the Development and Training Governor of any training they attended, particularly any online training as records of online training are not recorded by Governor Services.</p> <p>The Whole Governing Body training will take place on 23 January at 6.30 pm. At the last meeting it was noted that this is the same day as it had been scheduled that staff will be meeting with parents. It was agreed that the meetings for parents of children in Oak class will be moved to another day so that the staff governor could attend the WGB training.</p> <p>As CM has the role of Safeguarding governor she will attend appropriate training.</p>	
16	Any Other Business	
	<i>It was agreed that in future any other business must be notified to the Clerk in advance of the meeting so that it can be properly scheduled within the timeframe of the meeting.</i>	
	The visit by the Leadership and Learning Partner (LLP) is on Thursday 15 December and governors were asked to volunteer to attend. Anyone available for this to contact MW.	
	The Cover Clerk gave advance notice of not being available for the meeting scheduled for 19 March. It is currently not known whether the	

<p>substantive Clerk will be returning to work by then. <i>It was agreed to change the date to Wednesday 14 March to ensure there was a Clerk available for the meeting.</i></p> <p>The Clerk reminded governors that the Schools Financial Value Standard (SFVS) will need to be approved at that meeting so governors should plan to ensure that any work associated with that item is completed in advance.</p> <p>Action: MP, ED will meet with Kim Furness, Office Administrator, in February to prepare the SFVS for discussion and review at the F&S meeting on 6 March in order to recommend approval to the 14 March FGB meeting.</p>				
<p>Date of next meeting:</p> <p>Tuesday 16 January 2017 at 6.00 pm</p>				
<p>Meeting ended 7.40 pm</p>				
	P&S	F&S	FGB	Other
Autumn 2	4 Dec			
Spring 1		9 Jan	16 Jan	Inset 17 Jan
Spring 2	26 Feb	6 March	14 March	
Summer 1	30 April	8 May	22 May	
Summer 2	25 June	3 July	19 July	

Signature of Chair:

Date:

Actions arising from meeting:

1	<p>Admissions Policy – review of wording to include children in an area within West Dean (Hillside Close). 27 November update: MW has emailed Marion Clutterbuck to ascertain the preferred wording and an appropriate map and will follow this up.</p>	MW
2	<p>Development of IT 27 November update: The wish list is being followed up by F&S. Quotes have been obtained.</p>	MW / F&S
3	<p>Donation Strategy 27 November update: This is in hand.</p>	
8	<p>Governor Vacancies: 27 November update - Current actions are (other actions having been completed):</p> <ul style="list-style-type: none"> • ID and Enhanced DBS checks are in process for new governors. Governors agreed that a new DBS check will be obtained for all new governors and there will be a rolling programme of 4 yearly renewals which fits with the usual terms of office. MW will inform the office administrator • Contact list – new governors have given their permissions for their contact details to be circulated so the clerk will make this available. • The clerk has been waiting for completed PI forms in order to finalise the new list of governors for website which includes the Pecuniary Interest Information. 	MW / Clerk / EE

	<ul style="list-style-type: none"> •The clerk has now received all the attendance information for 2016/17 to complete the document for the website. •Co-opted vacancy JN to put an article into the next Community Newsletter. The skills / experience required of any applicants was discussed and it was agreed that the main requirement is that they should be interested in the school and be keen and enthusiastic in participating in the work of a governor. 	
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16	It was agreed that a working party will meet to consider how the Governors Section of the SIP should be populated, and to discuss the strategic vision for the school and report to the next FGB.	Working party
17	The Pay Committee to be confirmed at the next meeting as LD and DS not in attendance.	Agenda next meeting
18	MP, ED will meet with Kim Furness, Office Administrator, in February to prepare the SFVS for discussion and review at the F&S meeting on 6 March in order to recommend approval to the 14 March FGB meeting.	MP, ED