

West Tytherley Primary School

Minutes of Full Governing Body Meeting 16 November 2017

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| 16 November 2017 |
| West Tytherley Primary School |
| 6.50 – 8.56 pm |

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| Present | Emma East (EE) (Chair) | Mike Warren (Headteacher) (MW) |
| | Jessie Newitt (JN) | Edd Dunkin (ED) |
| | David Sherlock (DS) | |
| In attendance | Jane Parker (LA Clerk) | Nicola French (Assoc Member) (NF) |
| Apologies | Angela Moore (AM) | James Pitkin (JP) |
| | Karen Walker (KW) | Mark Parrott (MP) |
| | Carly Moseley (CM) | |
| Absent | None | |

Red denotes challenge and questions

Green denotes support and comment

Blue denotes actions

Italics denotes decisions

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| 1 | Welcome, and apologies | |
| | <p>EE welcomed everyone to the meeting. Karen Hodgson has resigned as governor so there is a co-opted governor vacancy. Carly Moseley's appointment had been confirmed by the Diocese. Not all apologies had been conveyed to both Clerk and EE and it was not until the meeting was conveyed that it was realised that the meeting would be inquorate as the quorum is 6 governors (50% rounded up of the 11 governors in post). The meeting did therefore not have any decision making capacity. The revised budget must be approved and submitted by 30 November and it was therefore agreed to hold a further meeting on 27 November. The following Agenda items were discussed.</p> <p>JN gave her apologies for the 16 January 2018 meeting.</p> | |
| 15 | Governance | |
| | <p>Skills Audit</p> <p>JN has received completed forms from most governors (awaiting form from one governor) and had input the information into the analysis spreadsheet which colour codes the results ranging from green for areas of strength and red for areas of weakness. This is done for both individual and total scores. The total scores showed no areas of red and orange in the areas of governors having experience of governance elsewhere, and in HR processes. The rest were Green / Yellow. Where there were areas of weakness in individual governors there were other governors who were strong in that area.</p> <p>Training and Governor Roles</p> <p>.The resignation of KH meant that the F&S Committee required a new Chair and ED was elected to that position and has stepped down as Development and Training Governor. DS has agreed to</p> | |

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| | <p>take on that role and has booked onto a Development and Training Governors course.</p> <p>KH was also the Health & Safety governor and CM has agreed to take on that role and will doing appropriate training after completing the new Governor Induction training.</p> <p>MW has booked a meeting with CM as part of her Induction and will talk to her about the Autumn online Health & Safety Audit.</p> <p>A potential replacement co-opted governor was discussed.</p> <p>The Whole Governing Body training has been booked for 23 January. This is the same date as the parents evening and after discussion it was agreed that it was okay for these to be on the same date with the training commencing at 6.30 – AM will join the training as soon as possible. The training is ‘Team work (Co-acting Styles)’ as this was considered appropriate with new governors on the governing body. It is hoped that the training will include an element of self-evaluation.</p> <p>Dropbox</p> <p>MW said that new governors had been set up on Dropbox and he has carried out some housekeeping so that documents are now filed according to academic rather than calendar years.</p> | |
| 5 | Budget Review | |
| | <p>The Budget Review had been presented to the F&S Committee (see minutes) but there had been a slight change in numbers since and MW tabled a slightly revised budget. The 76 Pupil numbers for 2017-18 includes the numbers at last years’ October census and the teacher/ pupil staffing ratio of 4.95 includes the summer staffing situation.</p> <p>The visits from parents viewing the school with the prospect of 2018/19 applications seemed very positive. The families of children from the Windrush pre-school seemed to be choosing West Tytherley apart from those that have siblings elsewhere, but there are still a few families who are undecided.</p> <p>Q. Is the school carrying out visits to Windrush?</p> <p>A. Yes they are carrying out visits and are in good communication with the provision.</p> | |
| 14b | Update on Pay Policy | |
| | <p>A quorate (7 governors) FGB met on Friday 10 November and agreed the proposed increase that had been shown in School Communication SC015390 Teachers Pay Award 2017. The minutes will be made available.</p> | |
| 7 | School Improvement Plan | |
| | <p>There was a discussion on the need for Section 5 to include the governing body strategic vision for the school alongside the operational content required by MW and the school staff. A working party of governors met at the end of the summer term and reported during the July FGB what the working party felt should be included</p> | |

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| | <p>with the School Improvement Plan for 2017-18. MW needs to ensure that the SIP meets with the HCC requirements for a SIP.</p> <p>It was suggested that an aim for the governing body for this year should be to develop a clarity of a longer term visions for the school.</p> <p>A governor suggested that it might be beneficial for the school to focus on a small number of objectives to ensure that staff are not overwhelmed, and measurable targets were vital. Another governor said that some of the measurable targets were in the data, eg for Pupil Premium children.</p> <p>It was also noted that Building Learning Power was embedded in the school but a lot of those staff had now left.</p> <p>It was agreed that a working party of NF, MW, DS and MP would look at the SIP in more depth.</p> <p>A governor commented that in considering strategic direction there were elements that the school had less control over such as pupil numbers and the implication of those numbers. These can be affected by Ofsted ratings and by local opinions on state schools or private schools.</p> <p>MW said that the evidence of improvement required will be ascertained and collected over the year and that each improvement priority will require a series of actions to achieve it. In particular It is important that new staff are supported in their understanding of the school plan and much of that work has already been completed such as the early INSET days. A group is working on establishing what the success criteria will be.</p> <p>A governor said that It was important for the governors to ensure that the school were allowed sufficient 'space and energy' to perform well. Another governor said that as the plan is a working document for the Headteacher and staff it was important that it served the purpose they required of it, and that it was important that time reworking the plan was not at the cost of having time to implement the work.</p> <p>MW appreciated governors' comments but that school improvement inspectors would be expecting a certain degree of detail in the SIP. The SIP includes the plan for this and the following year so that the incremental steps in ongoing development can be seen. The plans for the following year will be reviewed and amended at the end of this year. The inspectors had said that they are happy that the school priorities are on track.</p> <p>The work of the governors in monitoring the SIP via monitoring visits will enable governors to see evidence of progress and change over time and MW agreed the importance of governors seeing what the children are doing in practice.</p> | |
| 9 | Feedback from Staff | |
| | <p>KW and EE met with the Teaching Assistants (TA's) and other staff and will be writing a report on the visit. They noted that governors were unaware of changes in governors despite this being reported in the school Newsletter. It is hoped that now that KW has the role of</p> | |

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| | pastoral link governor there will be better lines of communication between governors and staff | |
| 16 | Any Other Business | |
| | A PTA / Governor social event has proved difficult to arrange prior to Christmas so this will now take place in the New Year. | |
| | <p>MW has a proposal to put to governors to make alternative arrangements for the last day of term which is Monday 23 July. Many other schools in the local area are having that as an INSET day. MW had thought to have that day as one of the school's INSET days but training demands, such as needing two INSET days at the beginning of term so that new staff received essential induction training at the beginning of the term and the need for Purple Mash / FFT training, meant that the INSET days needed to be held elsewhere in the school year.</p> <p>MW is therefore proposing to assign Monday 23 July as an additional INSET day. In practice the training will not take place on that day but will be held as two twilight sessions (3 – 6pm) on earlier days.</p> <p>Q. What impact will this have on the education that the children receive?</p> <p>A. On the last day of an academic year there is little educational content that cannot be planned to be included earlier. The service usually held on a Monday would be held on the Friday instead.</p> <p>Q. What is the impact on the school's attendance figures?</p> <p>A. MW said that if governors agreed the day as an official day closure it is then an authorised absence day and is coded accordingly (such as would happen if the school was closed due to snow for example.)</p> <p>A governor commented that it would likely be parental preference for children not to attend that Monday as that week could then be used for family holidays, and this would apply to staff also. Another governor suggested that families may plan holidays that week anyway and the alternative to MW's proposal might be a certain level of unauthorised absence.</p> <p>MW added that it would be good to let parents know well in advance. <i>This will be referred to the 27 November meeting for a governor decision.</i></p> | |
| | <p>Date of next meeting: Monday 27 November 2017 at 6.00 pm</p> | |
| Meeting ended 7.20 pm | | |

Signature of Chair:

Date: