

**GOVERNING BODY APPROVED MINUTES**

**Stukeley Meadows Primary School**

**Full Governors Meeting**

**Monday 8<sup>th</sup> December 2014 at 7.30pm**

Governors Present: Mark Bingley (Chair)

Richard Bakker, Nicola Benge, Ian Campbell, Matt Casey, David Cushman, Robin Herbert, Zayheda Khan, Karen Page (Associate Member), Phil Pearce, Geoff Price, Adele Sabey, James Singleterry (Head Teacher), Yvonne Warham, Matthew Witt

In attendance: Niki Barry (Acting Assistant Head)  
Karen Kay (Clerk)

ACTION

**1. Apologies**

Apologies were received and accepted for Clare Greaney. Apologies were not received from Mara Bogdanovic.

**2. Welcome and introduction to the new Parent Governors**

The governors introduced themselves in turn and welcomed the new governors.

**3. Declaration of interests relating to items on the agenda**

There were none.

**4. Minutes of the meeting held on 22<sup>nd</sup> September 2014**

RESOLVED to receive, approve and sign the minutes of the meeting held on 22<sup>nd</sup> September 2014.

**5. Matters and action points arising from the minutes of the previous meeting**

**i) Terms of Reference**

The Chairs of each Committee confirmed that the Terms of Reference had been updated and added to the dropbox.

**ii) Audit for Governors**

The Clerk had circulated the Audit for the governors to fill in and return so that it could be uploaded to the dropbox.

**iii) Committee membership**

The Clerk had updated the Committee membership list and uploaded it to

the dropbox. The Chair recommended that the new parent governors should attend the next meeting of each Committee so that they could decide which Committee they would like to join.

**iv) IT Working Party**

The Chair of the Community and Premises Committee confirmed that an IT Working Party had been formed. It included James Singletery (Chair), Richard Bakker, Mark Bingley, Lynne Coulson, Matt Horsman and Mark Whatley so far.

**v) Performance management training**

The Clerk had forwarded the details of the next training date to the Performance Management governors.

**vi) Pecuniary Interests Form**

The Clerk had filed copies of the updated forms for each governor at the school.

**vii) Critical Incident Plan and deputy Health and Safety Officer**

The Chair and Deputy Chair had updated the plan and would circulate it to the governors. The Headteacher (HT) confirmed that he had setup a Health and Safety Committee and this included the HT, Matt Casey, Lynne Coulson and Mandy Cooper so far.

Chair  
by 01.01.15

**viii) Child Protection Monitoring Report**

The Chair would sign and send the report to the Local Authority.

Chair  
by 01.01.15

**ix) Dates added to the governor outlook calendar**

The Chair had added the meeting and social dates to the governor's outlook calendar on the school email accounts.

**x) GB contact information**

The Clerk had updated the contact details in the dropbox and was awaiting an updated version from the Local Authority (LA) which would also be uploaded to the dropbox.

**6. Leadership report**

The HT had circulated the structure for leadership and management from January 2015 and he explained it to the governors in the meeting. This new structure had been put in place following the resignation of Emma Smith (Deputy Head), Mary Breeze and Michelle Barnes.

**Question: The governors asked** whether Niki Barry and Karen Page would be considered for the role of Assistant Headteacher. The Chair explained that it was good practice to interview both internal and external candidates for this role. The Deputy Head had only just resigned and it was important to allow Niki Barry and Karen Page to continue to develop the strategies they had started to implement before going ahead with the recruitment.

The school's new Code of Practice for Special Educational Needs (SEN) had been updated and added to the school website alongside statutory information regarding Cambridgeshire's own 'SEN offer'.

Some of the leadership and management team had recently attended an Improving Teacher or Outstanding Teacher Programme. They had found them extremely informative and had been able to return to the classroom and implement their new skills straight away. They were also sharing what they had learnt with the remainder of the staff.

The HT reiterated the Stukeley Steps (the school plan) and its four priorities:

- ❖ To accelerate progress and improve attainment in all year groups, especially in Years Two and Five
- ❖ To refine the use of assessment data so that targets can be more easily set and monitored
- ❖ To improve the monitoring, consistency and effectiveness of teaching and learning so that it directly impacts learning and progress
- ❖ To ensure all school leaders have clearly defined roles that directly impact the school's current priorities

The details of the school's Pupil Premium and Sports Funding provision had been added to the school website and would be continually updated.

The HT discussed the latest dashboard data, explaining it was un-validated but it needed to be ready for the following week's Local Authority Intervention (LAIG) and Curriculum and Achievement Committee meetings.

Teaching and Learning remained a big focus with strategically planned formal observations, learning walks, book scrutinies and ongoing mentoring and coaching. The outcomes of these are then discussed in pupil progress meetings to ensure each child has the right support and interventions were put in place where necessary.

Behaviour and Safety was also being monitored carefully, and areas of initial concern had been acted upon. Children had received information on rail and e-safety and PCSO visits; the range of strategies encourage all children to make the right choices, take the correct approaches and reflect upon their performance.

*The Leadership Report was considered and discussed in detail for 30 minutes.*

## 7. Governor reports

All of the latest minutes were available in the dropbox

### i) Curriculum

The Curriculum and Data Committee had agreed the Governor of the Month for most months in the school year but invited the new parent governors to volunteer for the months where there were vacancies.

**ii) Finance & Personnel**

There was nothing of significance to report.

**iii) Community and Premises**

There was nothing of significance to report.

**iv) Chairs**

The Chair confirmed that they had discussed the recent resignations, leadership structure and the staff survey which would take place on 5<sup>th</sup> January.

**8. In-house training**

**The governors agreed** to attend a 'Narrowing the Gap' in-house training course on Monday 26<sup>th</sup> January and the Clerk would make the arrangements.

Clerk  
by 15.12.14

**9. Feedback from Termly Briefings Autumn 2014 and Governor Training Programme Spring 2015**

Phil Pearce circulated the notes from the autumn termly briefing and reiterated the importance of governors attending the briefings. The Clerk had circulated the governor training programme for spring 2015 and invited governors to book the courses and briefings through her.

**10. New Governing Body structure**

The Chair explained that all governing bodies (GB) of maintained schools had to re-constitute by September 2015. He carefully explained the benefits of restructuring and the current GB structure. The new structure would have:

- At least two elected parent governors (elected by parents at the school)
- The headteacher
- One elected staff governor (elected by staff of the school)
- One local authority governor (nominated by the LA based on the views of the GB)
- Co-opted governors (can be appointed and removed by the GB)

The Chair agreed to circulate a proposal for discussion amongst the GB via email after the meeting. Once the GB members had agreed on a structure it would be formalised at the next full governors meeting in April. In the meantime, **the governors agreed** to undertake a skills audit amongst the existing members to see if there were any skills gaps that needed to be recruited during the restructuring process.

Chair  
By 31.01.15

**11. Any other business**

The governors were invited to the volunteer's tea party on Wednesday 17th December at 2:15pm to thank them for their support to the school.

**12. Date of the next meeting – Monday 27<sup>th</sup> April 2015 at 7.30pm**

The meeting ended at 8.55pm

Amendments made and noted: Yes..... or No..... (please tick)

Minutes are approved subject to changes (if any):

Signed:.....

Dated:.....