

**APPROVED MINUTES BY THE GOVERNING BODY**

**Stukeley Meadows Primary School**

**Full Governors Meeting**

**Monday 12<sup>th</sup> December 2016 at 7.30pm**

Governors Present: Mark Bingley (Chair)  
Niki Barry, Nicola Bengel, Matt Casey, Louise Clark, David Cushman, Martin Giles, Clare Greaney, Robin Herbert, Zayheda Khan, Dragica Kren, Luke Partridge, James Singleterry (Head Teacher), Rachel Stephens, Tony Turton, Nikki Wood

In attendance: Karen Kay (Clerk)

ACTION

**1. Apologies and resignation of Adele Sabey**

Apologies were received and accepted from Ian Campbell, Karen Page, Adele Sabey and Yvonne Warham.

The Chair confirmed that Adele Sabey had resigned from the Governing Body and the Clerk agreed to inform the Local Authority (LA).

Clerk  
By 31.12.16

**2. Welcome and introduction to the new governors**

The governors welcomed and introduced themselves to Louise Clark, staff governor, Tony Turton, co-opted governor and Nikki Wood, parent governor.

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

The governors noted that Luke Partridge is employed by the school via Premier Sport. Zayheda Khan is a lunchtime supervisor employed by the school.

**4. Minutes of the meeting held 12<sup>th</sup> September 2016**

RESOLVED to receive, approve and sign the minutes as a true record of the meeting with no amendments.

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

**i) Terms of Reference & Policy lists for Committees 2016/17**

The Chairs of each Committee confirmed they had reviewed and updated their Terms of Reference for 2016/17. They would add relevant policy reviews to agendas throughout the school year.

**ii) Audit for Governors & Pecuniary Interests update for 2016/17**

The Audit and Pecuniary Interests had been updated and saved to the dropbox for 2016/17.

**iii) Clerk to circulate templates for minutes and agendas**

The Clerk had circulated templates to the Governing Body.

**iv) HT Performance Panel meeting – meeting date to be agreed  
RH/CG/& ZK**

The Panel had agreed a date and had met to discuss the Headteacher’s (HT) Performance Review.

**v) Staff & Parent Governor elections**

The elections had taken place and Louise Clark and Nikki Wood had been elected. The Clerk would update the LA.

Clerk  
By 31.12.16

**vi) Clerk Job description update**

The Chair confirmed that he and Ian Campbell were reviewing the paperwork sent through by the Clerk.

**6. Leadership report including categorisation the school has for LA support, details of 3 main strengths of the school and 3 areas for development**

The HT had circulated a report to the Governing Body prior to the meeting and welcomed any comments on the format or content.

The HT discussed the recent activities of the school and the enormous support for the Friends of Stukeley Meadows (FOSMS) events.

The HT acknowledged that the recent in-house governor training on Curriculum and Assessment Changes had been very informative; he had therefore given the same training to the staff.

The governors thanked Mrs Holloway, through the HT, for her work with the children and noted that parents had been very happy with her performance and knowledge during her teaching of the Year Ones this term.

**Question: The governors asked** what attracted Michelle Boswell and Rachel Naylor to apply to the school for the recently advertised roles. The HT confirmed that they had viewed the school as forward thinking and with a good reputation in the local area.

The recent investments in time and resources had resulted in quick and effective responses in support for children with Special Educational Needs and Disabilities (SEND).

Sue Bowman, the school’s Primary Advisor, recently met the Chair during her Keeping In Touch (KIT) visit to the school and the report had been

added to the dropbox for the governors information. The HT confirmed that the **category was a medium support school**, reflecting the Good Ofsted grade.

The HT confirmed that the school was benefiting from working and collaborating closely with the new Hunts cluster of ten local schools, with regular meetings, networking and school visits; they were all dedicated to achieve a common goal.

Data collection continued on a termly basis and the latest results would be available and presented to the Curriculum and Achievement meeting on data in January. The HT explained that he hoped that the results would be at or above the national standard and average.

The Senior Leadership Team's (SLT) focus was on 'Assess/Address/Progress', reflecting on best practice and focussing on the updated approaches, staff action plans and whole school planning of tasks for realistic goals for the children.

#### **School Strengths:**

Engagement in learning – and opportunities we offer to all  
 Community and family interaction – and the onus on this becoming increasingly 'academic'  
 Distributed leadership – and the ongoing capacity we have to keep improving

#### **School Areas for Development/Priorities:**

The achievement of disadvantaged children (and what and how we are 'tailoring' learning)  
 Maths – and monitoring the roll-out of 'mastery'  
 Our provision for our English as an Additional Language (EAL) cohorts

The HT confirmed that approximately 30% of Early Years Foundation Stage (EYFS) children were EAL. These children would have time to make progress and have a deep understanding of the English Language by the time they reached Year 6. However the 50% of EAL children currently in Year 6, had entered the school in Year 2, 4 or 6 and therefore were finding it harder to catch-up.

The HT confirmed that there had not been any exclusions this term, which was due to the improved and robust support plans now in place.

Attendance was 96.3% including foundation stage children. The school continued to send out letters to parents of children with more than 3 days illness.

## 7. Governor reports

### i) Chairs

The Chairs meeting did not take place and had been rescheduled to January.

### ii) Curriculum & Achievement

Nicola Bengé reported that the main focus of the meeting on 21<sup>st</sup> November had been on governor sign-up as a link to subjects they were interested. She invited all governors to support this, and it would be rolled out at the next meeting on January 23<sup>rd</sup>.

### iii) Community & Premises including update on whether the IT Working Party would continue

Matt Casey reported that there had been a restructure of the office space and the roof repairs had been signed off by building control. Another successful and well attended Grounds Morning included new families to the school. The Festive Fair had proved to be an all round success including successful fundraising and the governors kindly donated 2<sup>nd</sup> and 3<sup>rd</sup> prize for the raffle.

Matt Casey confirmed that the IT Working Party was no longer needed. Recent fundraising would support the IT Suite furniture and upgrades to equipment throughout the school. A proposal would be formed at the next meeting on 6<sup>th</sup> March and would be put forward in time for budget sign off on 20<sup>th</sup> March.

### iv) Finance & Personnel

Zayheda Khan reported that the BCR reports were reviewed and discussed. There had been a delay to the start of the loan because there was a query over the heating controls and who was responsible for commissioning them. The staff had raised concerns over the comfort of the children in the classrooms, and explained there were extremes in heat and cold throughout the building. **The governors agreed this matter needed to be escalated quickly before the new year and asked the HT to chase Lynne Hardie for an update** on her discussions with the LA and Bouygues.

### v) Head Pay Review Panel

The Chair, HT and staff left the room while the outcome of the Headteacher Pay Review Panel meeting was discussed. **The remaining governors approved** the proposals and Robin Herbert would report back to the HT on their agreed outcomes.

**8. Child Protection****i) Training Update**

The HT confirmed that all staff would receive training by the end of January and he would receive refresher training every 2 years. The HT and Clare Greaney were working on safer recruitment and would implement this in January to ensure all files and documents were up to date and in place.

HT/CG  
By 31.01.17

**ii) Policy for Safeguarding and Child Protection**

The HT had uploaded an updated the latest policy to the dropbox prior to the meeting. The **governors ratified the policy** with the removal of the reference to special school.

The HT pointed out the following items to the governors for specific reference as points of note and for regular review:

Prevent, Female Genital Mutilation, Children going missing in Education (absent for a long time without follow-up), Child exploitation and Online safety.

**9. Complaints Policy and Terms of Reference for a Committee for Complaints**

The HT had updated and uploaded the latest policy to the dropbox prior to the meeting. The **governors ratified the policy** with the addition of *5.2 Stage 1 informal concerns – the complainant can expect an initial response within 4 school working days.*

**10. Feedback from Termly Briefings Autumn 2016 from governros who attended**

Robin Herbert reported that the funding to Cambridgeshire had been delayed by one year. There is a focus on data and outcomes for children with Free School Meal (FSM) funding and SEND.

**11. Reminder of the Annual Governors Conference Saturday 4<sup>th</sup> March 2017**

The Chair encouraged governors to attend the upcoming conference at Hinchbrooke school and the subject will be 'Inspiring Governance'.

**12. Reminder for the Governor training programme Spring 2017**

The Chair confirmed the latest training programme had been uploaded to the dropbox and suggested that governors attend training in areas they wished to improve their knowledge and understanding; this in turn would help support and guide the school.

**13. Any other business**

There was none.

**14. Date of the next meeting – Monday 24<sup>th</sup> April 2017 at 7.30pm**

There being no further business the meeting closed at 9.07pm

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

Minutes are accepted as a true record subject to changes (if any):

Signed:.....

Dated:.....