

APPROVED MINUTES OF THE GOVERNING BODY

Stukeley Meadows Primary School

Full Governors Meeting

Monday 14th September 2015 at 7.30pm

Governors Present: Mark Bingley (Chair)

Niki Barry, Nicola Benge, Ian Campbell, Matt Casey, David Cushman, Clare Greaney, Robin Herbert, Zeyheda Khan, Karen Page, Phil Pearce, Adele Sabey, James Singleterry (Head Teacher), Rachel Stephens, Yvonne Warham

In attendance: Karen Kay (Clerk)

ACTION

1. Apologies

Apologies for late arrivals were received and accepted for David Cushman and Zeyheda Khan.

The Chair read out a resignation letter from Geoff Price and confirmed he would pass his gratitude to him for his dedication to the governing body. The Clerk would inform the Local Authority.

Clerk
By 30.09.15

2. Declaration of interests relating to items on the agenda

The governors noted that Mr Campbell is married to one of the teaching staff at the school.

3. Election of the Chair for the school year 2015/16

RESOLVED to elect Mr Mark Bingley as Chair for 2015/16.

4. Election of the Vice Chair for the school year 2015/16

RESOLVED to elect Mr Ian Campbell as Vice Chair for 2015/16.

5. Minutes of the meeting held on 20th July 2015

It was noted that item 2 in the minutes should read 'is married' rather than 'was married'.

RESOLVED to receive, amend, approve and sign the minutes of the meeting held on 20th July 2015.

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

i) Clerk to inform LA of Richard Bakker's resignation

The Clerk had actioned this following the last meeting.

ii) Headteacher (HT) to undertake a staff election in the autumn term

The HT confirmed this was underway.

iii) Chair to produce a skills & experience gap analysis report

The Chair reported that the Chairs had discussed this subject during their recent meeting. RESOLVED to encourage representatives from Eastern European families, accountancy or finance and the health sector to join the governing body. The HT and Chair would advertise the current vacancies for co-opted governors in the Stukeley Standard.

HT/Chair
By 30.09.15

David Cushman and Zeyheda Khan arrived at 7.45pm

7. Leadership report

The HT explained that the school had updated its areas of focus to be Care, Create, Compete and Collaborate and he tabled details on the changes. These incorporated the Ofsted framework and the staff were being trained on the new structure.

The governors asked how many new Early Years Foundation Stage (EYFS) children had qualified for Pupil Premium. The HT confirmed that the data wasn't available to him at the time of the meeting but the parents were given all of the relevant paperwork explaining the terms for eligibility.

Three new staff had joined the school at the beginning of term and they had settled in well.

The HT confirmed that he had attended the latest safeguarding training course and would disseminate the information to his staff.

The HT intended to inform the parents about the new assessment structure and how they could support their children at home during the next parent consultation evening.

Niki Barry confirmed that a new target tracker computer programme was available to all staff and governors. She invited governors to visit the school to be setup with a login if they wished to have access to the data. The new tool would hold data anonymously but would show accurate information on pupil progress.

Rachel Stephens reported that the EYFS home visits prior to the start of

term had been very useful and the children had been settling in very well.

She confirmed that there were approximately 20 out of the 60 EYFS children who had English as an additional language (EAL) which was average for the school.

The governors discussed how the children had coped with the transition from the EYFS to Year 1. Rachel Stephens confirmed it had been a very smooth process so far for most EYFS, Year 1 and Year 2 children.

Niki Barry explained that the new Year 6 children had settled in well with enthusiasm for the World War 2 topic and they were looking forward to a Duxford trip and the Kingswood residential over the next few weeks. The staff were aware of the challenges ahead with Maths and Literacy for the children and would closely monitor and support them individually.

The governors agreed that the benefits seen from the intervention groups and holiday clubs in the latter part of the previous school year highlighted the need for these to continue in the new school year. The HT agreed with this and confirmed they would be tightly structured for the relevant children.

8. Governing Body annual self review

i) Code of practice

RESOLVED to adopt the circulated Code of Practice for 2015/16. The governing body (GB) members signed the document.

ii) Review of committee structure

RESOLVED to accept the GB standing orders for 2015/16.

iii) Terms of Reference review for Committees

RESOLVED that the Chairs of each committee would review and update where necessary their Terms of Reference. This would be added to the agenda for the first meeting of each committee. The finalised version would be added to the dropbox.

iv) Audit for governors

The Clerk agreed to circulate the Audit for Governors via email after the meeting for the GB to complete and return to the Clerk who would file a copy in the Dropbox.

v) Review of committee membership

RESOLVED that the Community and Premises Committee would discuss whether a separate IT working Party was required during their first meeting. The governors elected which committee they wanted to join during the meeting. The Chair also reminded the GB that they could attend any committee meeting if they wanted to; they just needed to register their interest with the relevant Chair.

vi) Appointment of Individual Responsibility Holders

RESOLVED: Child Protection – Clare Greaney, Special Educational Need (SEN) and Pupil Premium – Nicola Benge, Link Governor for Training – Clerk.

vii) Review of the members of the Working Parties

RESOLVED that the Chairs committee would be the main focus for forming working parties as and when required.

viii) Performance management governors

RESOLVED: Phil Pearce, Clare Greaney and Zeyheda Khan.

ix) Update Register of Pecuniary Interest form

The form was circulated and signed by each member of the GB during the meeting.

x) Terms of governing body members – upcoming elections

Following the recent reconstitution, there were no upcoming elections for existing GB members in the school year 2015/16.

xi) Vacancies and membership

Currently 1 Staff and 3 Co-opted governor vacancies which would be advertised as appropriate.

9. Governor reports**i) Chairs**

The Chair of the committee confirmed that the skills gap analysis and meeting dates were discussed during the recent meeting.

The other committees had not met yet in the new school year.

10. In-house training

RESOLVED that the HT would approach his contact who had previously worked with the school regarding a bespoke training session to the GB. The date would ideally be on 5th October, and the HT would circulate details when they were available.

11. Dates for Termly Briefings Autumn 2015

The details and dates for the Termly Briefings for the governors were circulated to the GB prior to the meeting. RESOLVED that it was important to have a presence at the briefings and then share the information to the GB at the following meeting.

12. Timetable for governor meetings 2015/16

The Chair had added an updated version of the governor's calendar to the dropbox. A social evening had been organised on 9th November by the governors for all school staff and the Friends of Stukeley Meadows (FOSMS) team.

13. Governor contact details

The Clerk had uploaded the GB contact information to the dropbox and asked the members to inform her of any changes. These details also form

part of the critical incident plan in the case of an emergency.

14. Any other business

There was none.

15. Date of the next meeting – Monday 14th December 2015 at 7.30pm

The meeting ended at 8.54pm

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

Minutes are approved subject to changes (if any):

Signed:.....

Dated:.....