

Rhodes Avenue Primary School

Governing Body

Minutes of the meeting held on Tuesday 28th June 2016 at 6.30 pm.

<p>Parent Governors *Helen Walsh [HW] (20-12-17) *Dominic Rowland [DR](31-8-16) *Katy Jackson [KJ] (20-12-17) ^Rebecca Goldberg [RB] (20-1-19) ^Kay Carter [KC] (25-6-19)</p> <p>Also Present Jan Smosarski, [JS] Clerk; Maria Panayiotou, [MP], DH/T; Hannah Cleary[HC], prospective Clerk</p>	<p>Co-opted Governors *Lucia Glynn [LG](15-1-18) *Mike Greenwood [MG](15-1-18) *Alison Vaughan [AV](15-1-18) <u>Chair</u> Vacancy *Dianne Bluemink [DB] (15-1-18) *Emel Ali [EA] (15-1-18) *Samantha Perkins (25-1-20)</p> <p>LA Governors ^Claire Weir [CW](26-11-19)</p>	<p>Staff Governors *Shane Claridge [SC](31-8-17)</p> <p>Headteacher Governor *Adrian Hall [AH] (H/T)</p> <p>*denotes governor present ^denotes apology received and approved</p>
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Alison Vaughan (Chair) in the Chair

Quorum =7 governors

Part 1

1 Welcome

1.1 AV welcomed governors to the meeting, She introduced Hannah who will be taking over the role of Governing Body Clerk in September.

2 Apologies for absence

2.1 Apologies for absence were accepted from CW, RG and KC.

3 Membership

- 3.1 DBS Certificates – most governors have received their certificates. TG will be informed of the numbers so no further action needs to be taken by individual governors required once the certificate has been received.
- 3.2 Parent Governor vacancy (as of 31-8-16) nominations close tomorrow. To date there has been one nomination.
- 3.3 Co-opted Governor vacancy – one expression of interest has been received from Oliver Beach (OB). Governors had discussed Oliver's application at the recent Governors' Day. DR formally proposed that OB should become a co-opted governor and this was seconded by HW. Governors elected OB onto the governing body.
- 3.4 AV gave notice to governors that she would be prepared to act as Chair, should she be elected, for one more year only. Governors should give some thought to succession planning for September 2017.
- 3.5 Committee membership – committee membership will be discussed at the first meeting of the academic year. Governors should give some thought to which committee(s) they wish to join and to also consider whether they wish to take up a role as a Lead governor.

4 Late items and order of business

- 4.1 At the end of the meeting EA drew governors attention to the fact that by September they must have read and be familiar with the document 'Keeping Children Safe.' She asked governors to sign a document when they had done so.

5 Declarations of Interest

- 5.1 There were no new declarations of interest.

6 Minutes of the 3rd May 2016

- 6.1 The minutes were agreed as a true record.

7 Matters arising from the minutes not on this agenda

- 7.1 Minute 15.1- Competitive Sport Work Shops – a further work shop has been held and a draft competitive sports policy is being compiled. There has been strong but considered input from parents, which has been extremely helpful. HW reported that she had heard very positive comments from parents about the workshops.

8 Chair's Report

- 8.1 Clerking - HC will be taking over the clerking of the governing body from September. AV thanked JS for her work over the last three years and wished her well in her retirement in Wales. JS thanked governors for the bouquet of flowers she had received and wished the governing body well for their future work in the current uncertain climate.
- 8.2 Headteacher Performance Management – AV reported that a review meeting had been held and commented that AH's achievements in his first year had been very impressive.
- 8.3 AV thanked staff and pupils for the wonderful concert held last night.
- 8.4 Helpers will be required for Fun Day – governors volunteered to help at this event.
- 8.5 **AV will write to all staff and parents celebrating the successes of the last year.**

Action: AV

- 8.6 AV will send out an email to all governors asking for helpers at the Parents Evening.

Action: AV

9 Headteacher's Report (written) – see minute book.

- 9.1 Attendance figures rose again this term. The drop in the Spring Term was due to the confusion around holiday dates locally.
- 9.2 The school is fully staffed for September. An especial thanks went to Lydia Hall who is leaving after twenty years of committed service to the school.
- 9.3 SDP
- 9.3.1 AH updated governors on the progress with the current SDP.
- 9.3.2 The new draft SDP should be ready for circulation before the end of term. AH wishes to include all of this years results before it is sent out to governors. The Phonics Test result have improved and the KS1 results look good. It is anticipated that KS2 results should be in the school by July 5th.
- 9.3.3 Governors briefly discussed the governors' section of the SDP. Suggested areas included succession planning, continuing to build on knowledge and expertise in 'life after levels', developing the skills to challenge and question from a position of knowledge in this area. To make confident judgments comparing the school with others both locally and nationally. Extending governors knowledge of the new funding formula and understanding the impact it will have on schools.

10 Academisation

- 10.1 There will be a day of industrial action on the 5th July when the NUT has called a strike in protest against forcing all schools to become academies, cuts in funding and other changes in the White Paper.
- 10.2 The Academy Working Party met on Friday. LG has agreed to draft a paper on what the next steps would be if the decision was taken to move to academy status and what the costs of the process would be. She would also include the 'pros' and 'cons' of such a decision.

11 SEND

- 12.1 MP had sent a written report out to governors prior to the meeting and a link for governors to view the core offer made by the school.
- 12.2 MP reported that she had still to receive the report from the Centre of Excellence.
- 12.3 AH reported that the SEN funding for two specific pupils will be received in September 2016 rather than January 2017. This has enabled the recruitment of staff to support these children to go ahead.
- 12.4 An independently obtained EP report was submitted with a CAF for one pupil. The LA has accepted the independent report.
- 12.5 EP trainee – AH is meeting with the head of the EP service to discuss arrangements and support for this person.

12 Committee Reports

- 12.1 **Resources Committee.** - draft minutes were circulated prior to the meeting.
- 12.2 **Curriculum Committee** – the committee will meet in July to discuss results for the academic year.
- 12.3 **Premises and Health and Safety** – draft minutes were circulated prior to the meeting.
- 12.4 **Communications Committee** – Minutes circulated to all governors prior to the meeting. The main topic for discussion was the new website. SC reported that he was awaiting details of the design from Lee. Following discussion at the end of the meeting governors requested a first draft design was available to them for discussion at the next Communications Committee meeting which will be held on 19th July at 8.30a.m.
- 12.5 **ICT Governor** - SC reported that he, MG and Lee had met to discuss the website design.
- 12.6 **Inclusion Governor** –
- 12.7 **Safeguarding Governor** – a meeting has been scheduled for July.
- 12.8 **Link Governor**- KJ will collate the information that governors have sent to her.
- 12.9 **Assessment Governor** – AH will report back to the Curriculum Committee once results have been received.

13 Policies

- 13.1 Safe Use of Images Policy – CW had circulated a draft policy prior to the meeting. Governors discussed the policy and DB suggested that a 'statement of content' was added. This would be to ensure that background images would be checked as well as main images to ensure all content was appropriate. SC will change and re-circulate the policy. **Action: SC**

- 13.2 Prescription and Medicine Policy – governors discussed the policy and suggested that a record needed to be kept of consent given by parents. Ideally this would be written consent. **The policy was AGREED**
- 13.3 Looked After Children policy – the policy **AGREED** by the Premises and Health & Safety Committee was **RATIFIED** by the governing body.
- 13.4 Positive Handling Policy – the policy had been **AGREED** by the Premises and Health & Safety Committee and circulated to all governors for information.
- 13.5 FOI and Data Protection Policies – HW will check through these policies and report back to the Communications Committee.

14 Governors Visits

- 14.1 KJ is collating information on visits made to the school this term.
- 14.2 A very successful Governors' Day was held earlier this term. Governors thanked everyone who had contributed towards this day. Governors had been made to feel very welcome and had enjoyed a school lunch with the children on the day.

15 Governor Training

16 Items for future agendas

- 16.1 Election of Chair and Vice Chair
- Review of Committee Membership and Lead Governors
- Code of Conduct
- DBS check
- Terms of Reference

17 Dates of future meetings

- Tuesday 20th September 2016
- Tuesday 15th November 2016
- Tuesday 17th January 2017
- Tuesday 28th March 2017
- Tuesday 9th May 2017
- Tuesday 11th July 2017

Chair -----Date-----