



Grove Primary School

Local Governing Body

Key elements of governance:

- With the leadership of the school, establishing and sustaining the culture, climate, ethos and values of the school.
- Taking a clear role in holding the leadership of the school to account with regard to standards, i.e. knowing how the school compares against similar schools and nationally. Particular importance should be placed on levels of progress and attainment for all pupils generally, and vulnerable groups in particular. All governors should be aware of the standards achieved and through appropriate challenge of the leadership of the school, what is being done to continue to improve them.
- Ensuring that the school's financial management is robust, achieves a high level of value for money and complies with all audit requirements. This is public money and governors need to assure themselves that it is being spent appropriately and efficiently.
- Beyond the above, there are further responsibilities that need to be met by the LGB. They include:
 - Ensuring all Health and Safety requirements are adhered to;
 - Safeguarding and child protection;
 - Staff welfare;
 - How special education needs are met, including those of gifted and talented pupils;
 - Contributing to the performance management of the Head/Principal.

Rules for membership: The committee shall consist of a **minimum** of **four** governors which will include the Headteacher.

Quorum: The quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting.



Grove Primary School

Local Governing Body Agenda
Monday 22nd May 2017 @ 6.00 pm

Chair:	Stephen Jay	Clerk:	Elaine Szpytma
---------------	-------------	---------------	----------------

Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Stephen Jay (SJ)	Trust (Chair)	P
Andrew Currie (AC)	Trust	Ap
Craig Hunt (CrH)	Trust	Res
Mary Hibbard (MH)	Trust	P
Pauleen Marriott (PM)	Trust	P
Tracy Garnier (TG)	Parent (Vice-Chair)	P
Kelly Hough (KH)	Staff (teaching)	P
Clare Holgate (CH)	Staff (non-teaching)	P
Stephen Clarke (SC)	Parent	P
Amanda Ward (AW)	Headteacher	P

In Attendance

Hilary Wright, Office Manager / Bursar (up to 6.30 pm)

Grove Primary School Local Governing Body
Agenda Items / Minutes / Actions

Monday 22nd May 2017 @ 6.00 pm

Agenda Item & Associated Challenging Questions	Items Discussed	Action	
1.	Welcome from the Chair/Apologies	<p>This was a rearranged meeting combining full governing body and committee business. The clerk had a previous engagement at another school prior to this meeting, Hilary Wright, Office Manager took notes pending the clerk's arrival at 6.30 pm.</p> <p>The meeting commenced at 6.00 pm, apologies for absence received from Andrew Currie; governors consented to the absence. The chair confirmed the resignation of Craig Hunt (Trust governor) due to personal commitments; governors noted the resignation and confirmed their thanks to Craig for his contribution to the governing body.</p>	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	<p>Minutes of last meeting / matters arising</p> <p>PM: Are we going to be able to examine the SEF more closely?</p>	<p>Minutes of last meeting: Governors confirmed they had read the minutes of the last meeting which were approved as an accurate record.</p> <p>Matters arising:</p> <p>Item 6 – SEF: Pending receipt of the full Ofsted report the SEF has been carried forward as an agenda item for the July meeting.</p> <p>Item 8 – Policies: The statement of offer relating to academically more able and gifted and talented pupils has still to be circulated for governor approval. The headteacher will take this forward.</p> <p>Item 9 – ALT Business: The clerk circulated copies of the DfE document to governors, these have been uploaded to Google drive. ALT has confirmed the content of the headteacher's report is to be reviewed with headteachers.</p> <p>Item 10 – Succession Planning: SC has taken on responsibility for safeguarding, the clerk has updated the membership details.</p> <p>Item 11 – Deputy Headteacher Interviews: Interviews have taken place.</p> <p>Item 12 – Review of Governance: The training is scheduled to take place at 4.00 pm on 24th May 2017.</p>	<p>Clerk agenda</p> <p>Headteacher</p>

4.	Budget	<p><i>This item was covered at 6.00 pm, prior to the arrival of the clerk.</i></p> <p>Governors received an update on the current budget position from the office manager, a copy of the budget report has been included in the minute book. Governors noted the budget is tight going forward and savings will need to be made.</p> <p><i>The clerk arrived at this point in the meeting (6.30 pm).</i></p>	
5.	Premises TG: Is POD still under warranty? MH: Will the firm who installed it carry out the repair?	The school has received a quote for replacement of tanks. A repair is required to the POD. The POD was supplied by a company located in Liverpool but the school has not been able to locate the paperwork to confirm who the contractor was. AC may be able to advise on this, the Chair will contact AC, KH will also carry out some further investigations to identify the supplier.	Chair / AC KH
6.	Health and Safety / HandSAM	<p>The swimming pool will be up and running after half term. As AC was absent from the meeting it was not possible to provide an update on progress against the health and safety action plan. This item will be carried forward to the next meeting of the full governing body. Governors noted staff members are attending health and safety related courses in the next two days.</p> <p>HandSAM requires updating with one or two actions but all tasks are up to date.</p>	Clerk agenda / AC
7.	Staff wellbeing questionnaire	The headteacher has not received a copy of the survey monkey questionnaire from DB. Due to the number of staffing changes and low morale, pending the outcome of the full Ofsted report, governors agreed to delay sending out the survey until September and then review again in six months.	Clerk agenda
8.	Reports from Governor Visits	<p>Governors received an update on governor visits which have taken place since the last meeting.</p> <p>TG: Visited to finish subject reviews which included a walk round, speaking to different TAs about the interventions they do for SEN children ie what they are doing and how they are recording progress. This included reading, phonics and maths interventions and the whole range of year groups. A report has been completed.</p> <p>TG: Visited Madame Godet, a report has been completed.</p> <p>TG: Attended a pupil premium and SEN discussion with the headteacher and the headteacher from Red Oak School. The headteacher from Red Oak gave advice on how the school should be recording information in the record book and questions governors should be asking. This was an advice</p>	

		<p>session and further feedback will be received from the headteacher of Red Oak.</p> <p>TG has submitted reports for all visits, not all reports for subject reviews had been submitted to KH who will chase up with relevant staff members.</p> <p>Governors discussed the format of the reports for subject review visits and whether these should be written by the staff member or governors. Governors agreed they should be writing their own account for the subject review meetings.</p>	KH
9.	Additional LGB Papers including review of policies	<p>Governors received policies for approval / adoption:</p> <p>Sex Education & Relationships Policy: This is a procedure rather than a policy which has been tweaked and requires approval from governors; changes are indicated in red. The headteacher will email the procedure to governors, governors will confirm their approval.</p> <p>Updated ALT HR Policies: ALT have updated some HR policies, copies of the policies have been included on Google drive, a briefing note explaining the updates had previously been circulated. Governors adopted the following policies:</p> <ul style="list-style-type: none"> • Grievance Procedure • Sickness Absence Management Policy • Disciplinary Rules • Disciplinary Procedures • Safer Employment Policy • Appraisal Policy 	Headteacher Governors
10.	ALT Business	<p>Governors had attended the briefing session on 10th May at Carlton Manor; all schools were well represented at the event. The session provided an update on the structure of the governing body going forward. Governors noted ALT will be taking responsibility for monitoring finance and will be issuing a revised scheme of delegation. ALT have increased the number of schools which includes an SEN school. Governors received an update on the Academy Improvement Plans and engaged in an activity to review governors' roles and responsibilities in relation to the self-evaluation process.</p>	
11.	Succession Planning	<p>Governors held an informal discussion related to succession planning, key points to take forward:</p> <p>Going forward it is essential the school has a robust governing body, committed to the school. Governors were asked to contact the Chair if they have any concerns, the Chair offered support for governors if they have any doubts about their ability to support the school.</p> <p>To enable governors to hold the school to account training is</p>	Governors

		<p>required. Some governors are new and, whilst they may be experts in their own field, are not familiar with education systems; they require initial training from ALT in relation to what they need to know and what they should be doing in their role. The clerk will make ALT aware of the need for more structured training, particularly for new governors.</p> <p>Governors would like more information about what the Trust is doing to support the school and its governors, particularly now ALT Board has taken on responsibility for monitoring finance etc. Governors agreed it would be helpful if a representative from ALT attended a governors' meeting at least once during the school year to provide an update. The clerk will take the request forward to ALT.</p> <p>Governors agreed it would be helpful to receive an update on changes to English and maths; KH will provide an update at the next meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk agenda</p>
12.	Items to be deemed as confidential	There were no additional confidential items for discussion.	
13.	Any Other Business	There was no other business, this element of the meeting closed at 7.18 pm; <i>KH, CH, TG, SC left the meeting at this point.</i>	
14.	Date of Next Meeting	<p>Full governing body: Monday 3rd July 2017, 6.00 pm</p> <p>Review of governance: Wednesday 24th May, 4.00 pm</p>	