

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

Monday 10th October 2016 @ 6.00 pm

Agenda Item & Associated Challenging Questions	Items Discussed	Action	
Governor Training Item	<p>Safeguarding: Mr Baker provided an update on "Keeping Children Safe in Education" legislation which included a review of the updated document and key changes to the document relating to additional mandatory information. A copy of the document was circulated to governors and included in the minute book. Key points arising from the session:</p> <p>Governors reviewed the basic outline of part 1, information governors need to know. Mr Baker drew attention to the flow chart on page 9 identifying action to take if there are concerns about a child. Governors were asked to fully familiarise themselves with the document. AC was absent from the meeting; a copy has been held at the school for AC to collect when he next visits.</p> <p>Governors reviewed the 'Channel' pages at the back of the document which explain the background to this. Governors noted that 'Channel' is the process by which concerns about children are passed onto government.</p> <p>Governors worked through the Channel General Awareness module as a discussion process. Governors noted Prevent duty has now been incorporated within the overall Safeguarding procedures and is no longer a separate reporting requirement.</p> <p>Governors worked through the modules and discussed the outcomes for each of the case studies; governors discussed and responded to the questions at the end of each module.</p> <p>Governors thanked Mr Baker for the session which had helped to clarify safeguarding requirements and procedures.</p>	Governors AC	
1.	Welcome from the Chair/Apologies	The main meeting commenced at 6.38 pm. Apologies for absence received from Andrew Currie; governors consented to the absence.	
2.	Declarations of Pecuniary Interest	<p>Governors were asked to complete an updated pecuniary interest form and return this to the school.</p> <p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>	All governors
3.	Membership	Agree arrangements for Vice-Chair: AC has previously undertaken the role of Vice-Chair but attendance recently has been a problem due to work commitments. Governors	

		<p>agreed it sensible to appoint a new Vice-Chair who can come into school and attend meetings on a regular basis. Governors proposed TG who agreed to be Vice-Chair until her term of office ends in 2017. Governors approved the appointment of TG as Vice-Chair; Chair of Governors will update AC.</p> <p>Terms of reference and membership of sub-committees: Governors reviewed the current terms of reference and identified the need for another governor to serve on the Finance Committee; CrH agreed to join the Finance Committee.</p> <p>Governors noted arrangements for link governors for SEN and H&S. TG will continue as SEN and safeguarding link governor, AC will continue as H&S link governor. Governors noted PM will continue as link governor for pupil premium; CH is identified in school development plan as having responsibility for attendance.</p> <p>Review terms of office: Governors reviewed and agreed current terms of office and noted there were no immediate departures.</p> <p>Attendance: Governors reviewed attendance data for 2015/2016, previously circulated.</p>	<p>Clerk update membership Chair</p> <p>Clerk update membership</p> <p>Clerk update membership</p>
<p>4.</p>	<p>Agree Minutes from Previous Meeting / Matters Arising</p> <p>SJ: Are there any H&S issues governors should be aware of?</p> <p>PM: Are coats likely to get wet if under the canopy?</p>	<p>Minutes of previous meeting: The minutes of the previous meeting were approved as an accurate record.</p> <p>Matters Arising:</p> <p><i>Item 3 – Matters Arising:</i> Governors received an update on the appointment of a parent governor; requests for applications have been sent out but no response has been received; applications are due in by Friday. Governors were asked to provide encouragement for this role in their dealings with parents; if no applicants are forthcoming the school will keep chasing this up and advertise again.</p> <p><i>Item 7 – Health and Safety:</i> Apologies for this meeting had been received from AC; governors agreed to carry forward the update on health and safety from AC to the next meeting. Governors noted health and safety visits were being conducted and there were no major concerns; the headteacher confirmed a health and safety audit is taking place in November. The headteacher reported that some parents were unhappy with coat trolleys being stored under the canopy during the winter months; this is purely to save space; coats are protected from the weather. The school is reviewing their procedures and has written to parents.</p> <p><i>Item 8 – Review of Policies:</i> The review of policies has been completed.</p>	<p>Governors School</p> <p>AC Clerk agenda</p>

		<p><i>Item 12 – Any other business:</i></p> <ul style="list-style-type: none"> • Staff interviews: PM had been unable to assist with interviews on 15th July. • Issue with swimming pool and changing rooms: This is no longer an issue; the swimming pool is not currently in use. 	
5.	Agreement of any additional items to be covered	There were no additional items	
6.	<p>School Development Plan</p> <p>SJ: Has this been adjusted for early years not of compulsory age?</p>	<p>Governors reviewed the school development plan, previously circulated, noting key priorities are highlighted in red, assessment judgements are mapped against national expectations. Key points arising from the discussion:</p> <p>New Tests / increase reading stamina: Some children are struggling to get through the test papers.</p> <p>Developing Talk for Writing: Positive progress has been made, the school will be measuring the impact later in the year. Governors noted PM is arranging to visit.</p> <p>Continued improvements in attendance: 96.1% achieved last year; the new target is 96.5%; the figures have been adjusted to take account of early years children who are not of compulsory school age and for whom attendance is not yet compulsory.</p> <p>Outcomes for pupils: The current year 6 are in two small classes; this year group needs intense work and the school also needs to focus on the academically more able children to ensure all children are meeting age related expectations.</p> <p>Governor responsibilities: Governors noted that lanyards have key SDP objectives on them which are identified in red, governors have individual responsibilities against different SDP targets. Governors confirmed their approval of the responsibility areas set and noted PM will take responsibility for monitoring 2.5 and not MH. Governors noted the SDP is an ongoing document which will feed directly into the SEF; the document will be updated every half term with progress made against targets. The headteacher's report will provide updates on progress.</p>	<p>PM</p> <p>PM/MH note</p>
7.	<p>Pupil Premium Update: Outcomes and New Plan</p> <p>PM: The school is</p>	<p>Governors received a copy of the new Pupil Premium Plan, a copy has been included in the minute book and will be made available on the website, pending governors' approval of the plan. Governors reviewed the Pupil Premium information on the school website.</p> <p>Governors noted the school receives £86k and puts in</p>	

		<p>welfare and developing a growth mindset to understand and monitor strategic issues (3.2 on SDP).</p> <p>Phonic subject review (TG): Strategic visit, good practice observed, a second visit is planned to ensure interventions are in place.</p> <p>Governors requested further guidance for undertaking subject review visits and finding out more about subjects within the school. The headteacher reviewed key areas for governors to focus on and gave examples of what to include in the visits. All governors have been allocated to a subject area and have received a list of email addresses for staff contacts; if staff members have not responded back to governors the headteacher will chase this up.</p>	Governors Headteacher
10.	Health & Safety	<p>To receive an update from AC: AC was unable to attend the meeting; governors agreed to carry this item forward to the next meeting.</p>	AC note Clerk agenda
11.	<p>Additional LGB Papers including review of policies:</p> <p>PM: No changes despite previous feedback from parents?</p>	<p>Review of policies:</p> <p>Governors reviewed the following policies, previously circulated:</p> <ul style="list-style-type: none"> • ALT Model Pay Policy 2016 / Briefing Notes: This is an ALT policy for adoption by governors; governors adopted the policy. • Special Educational Needs Policy: The policy has been updated; governors reviewed changes and noted individual education plan has changed to learning support plan but the content of the plan remains the same; Miss Merrett is now official SENCO, key stage 1 based up until Christmas but after Christmas will take responsibility for whole school. Governors approved the policy. • Gifted and Talented Pupils Policy: Governors noted an SDP target is to focus on more academically able children; the policy is being reviewed for approval at the next meeting. • Homework Policy: Governors noted there have been no changes to the policy. The school is still giving homework but has made some changes to this based on the feedback received from parents; this has been well received by parents. Governors approved the policy. • Teaching and Learning, Marking & Assessment Policy: No changes have been made to the policy; governors approved the policy. • Anti-bullying policy: There are no changes to the policy, other than the date; governors approved the policy. 	Clerk agenda

	<p>PM: Golden time is half an hour and children choose what to do?</p>	<ul style="list-style-type: none"> • Business continuity plan: The plan relates to procedures to take in an emergency, contact numbers etc and noted the school has already had to implement this on one occasion. Governors adopted the plan • Behaviour policy: The policy is based on last year's document but changes have been made to the pages relating to growth mind set and thinking more positively about work; this links to the SDP. Golden time is 25 not 30 minutes and is based on what staff members offer; the headteacher will amend the timing on the policy. Governors approved the policy. • Safeguarding policy: The policy has been updated in line with "Keeping Children Safe in Education" legislation and ALT recommendations. Governors noted all changes to the policy are identified in bold text. Governors approved the policy. 	<p>Headteacher</p>
<p>12. ALT Business</p>		<p>Governors received an update on ALT business, key points arising from the discussion:</p> <p>New Safeguarding regulations have been introduced, all Safeguarding Policies need reviewing; the policy has been updated and approved at this meeting.</p> <p>Updated HR policies will be forwarded from ALT; governors noted these policies are for adoption, policies have been approved at board level and cannot be changed.</p> <p>All governors are required to complete an enhanced DBS check. Governors confirmed DBS checks have been completed.</p> <p>A review of the school website should be conducted to include an update of governors' sections which must include up to date list of governors and details of governor attendance at meetings for the previous academic year. Governors noted information on the website has been updated and includes attendance; a record of attendance is also held on Google drive and was reviewed at this meeting. The headteacher will update the governor page to reflect the change of Vice-Chair.</p>	<p>Headteacher</p>
<p>13. ALT Briefing 28/09/16</p>		<p>Governors noted key points raised at the last ALT briefing for governors:</p> <ul style="list-style-type: none"> • ALT is growing in terms of number of schools • Changes are required to safeguarding policies; governors noted the school's policy has been updated and approved at this meeting. Governors received Prevent training at the start of this meeting. 	

		<ul style="list-style-type: none"> Promoting leading active learning. Governors noted the school has a staff member in year two who is completing the programme this year with a focus on growth mindsets. 	
14.	Succession Planning	<p>Governors noted arrangements in place for succession planning:</p> <ul style="list-style-type: none"> The school will be interviewing tomorrow for a deputy headteacher. Four candidates have been shortlisted for interview; they will be required to teach a lesson, observe a lesson and give feedback, meet the school council and complete a presentation and interview. ALT will be advertising for a headteacher shortly after appointment of a deputy. There are several staff members in school who are developing and likely to be moving up or across to other more senior positions. Governors noted there has been an ethos of encouraging growth within the school and there are some good upcoming headteachers within the school staff. 	
15.	Items to be deemed as confidential	There were no additional confidential items.	
16.	Other issues previously identified above	There were no additional items for discussion.	
17.	Any Other Business	<p>Subject Reviews: All governors must present a summary of their subject visits to the next meeting; TG requested copies of reports for reading prior to the meeting.</p> <p>Early Years Governor: Governors discussed the need for a governor with responsibility for early years; CrH agreed to cover this area.</p>	<p>Clerk agenda Governors</p> <p>Clerk update membership</p>
18.	Date of Next Meeting	<p>Full governing body: Monday 5th December 2016, 6.00 pm Personnel Committee: 9th November 2016, 2.00 pm Finance Committee: 9th November 2016, 3.00 pm</p> <p>The meeting closed at 7.46 pm.</p>	



Grove Primary School

Grove School Local Governing Body Action Sheet

Date of Meeting: 10th October 2016

Action point	Responsibility	Yes	I/H	C/F
Governor Training Item: AC to be provided with a copy of the document	Headteacher			
Item 2 – Declarations of Pecuniary Interest: Governors to complete an updated declaration of pecuniary interest and return this to the school.	All governors			
Item 3 – Membership: Update membership: TG – Vice Chair, SEN, Safeguarding; CrH – Finance Committee; AC – Health and Safety; PM - Pupil Premium; CH – Attendance; SJ – Early Years.	Clerk			
Item 6 – School Development Plan: Arrange visit for talk for writing	PM			
Item 8 – PE Premium Report: Investigate possibility of using hall for tennis coaching	Headteacher			
Item 9 – Governor Visits: Arrange visits to review subject areas; notify headteacher if staff members do not respond to email	Governors			
Item 10 – Health & Safety: AC to provide an update, agenda item for next meeting	Clerk agenda			
Item 11 – Review of Policies: Gifted and Talented Pupils Policy, review next meeting	Headteacher Clerk agenda			
Behaviour Policy: Amend timing for Golden Time	Headteacher			
Item 12 – ALT Business: Update governor page on website to reflect change of Vice-Chair	Headteacher			
Item 17 – Any Other Business:				
Subject Reviews: Outcomes to be presented at next meeting; reports to be circulated prior to the meeting	All governors Clerk agenda			

Signed by Chair:

Date:



Grove Primary School

Home Learning Book

Date: _____

Name: _____

Class: _____

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