
SIDEGATE PRIMARY SCHOOL

Local Governing Body

31st January 2017 5.30pm

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.

Remember: Outstanding governors ensure an appropriate balance between strategic role and the operational role of the head and avoid getting drawn into parochial issues.

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.

Chair of the Committee:	Steve Wildon	Clerk to the Committee:	Toni Cornish
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Attendees

		Safeguarding Training	Full Governing Body Meeting
Ed Dewson	Trust	present	present
Matthew Ferrier	Associate	present	present
Katie Gooch	Staff	n/a	apologies
Danny Howden	Staff	n/a	present
Wendy James	Headteacher	n/a	apologies
James Mehmed	Trust	apologies	apologies
Natasha Moreno-Roberts	Parent	present	present
Tim O'Keefe	Parent	present	present
Helen Quantrill	Associate	n/a	apologies
Karen Wesley	Trust	present	present
Steve Wildon (Chair)	Trust	apologies	apologies

Sidegate Primary School Local Governing Body

AGENDA ITEMS / MINUTES / ACTIONS

Full Governing Body Meeting

31st January 2017, 5.30pm

Time	Agenda Item & Associated Challenging Questions	Items Discussed	Actions to be taken
	Full Governing Body Safeguarding Training	SAFEcic to deliver Safeguard training to all Governors Safeguarding Review Documents Sidegate Safeguarding Policy ALT Board Safeguarding Policy	All Governors to watch Channel Prevent presentations and print/save cert at end to send to Sam Hicks. http://course.ncalt.com/Channel_General_Awareness/01/index.html
1	Attendees and Apologies [standing item]	Apologies received from Wendy James, Katie Gooch, James Mehmed, Helen Quantrill and Steve Wildon.	
2	Minutes of Last Meeting [standing item]	https://docs.google.com/document/d/1lc7oUHhXF0pb5yAWMmiln9ZO4JFphI5A8rasJrS1aKU/edit?usp=sharing	<p>Actions to be carried forward:-</p> <p>Trust Governor membership (with HR background) to be explored further.</p> <p>SDP currently under review. To be discussed at a future meeting.</p> <p>Precision Teaching - c/f to meeting on 07/03/17.</p> <p>ED to write visit music report.</p> <p>KW/ED to meet with HQ 10/03. Report back at next meeting.</p> <p>TO visited school to meet with subject leads. KW/NM planning visits in future and awaiting responses from teachers.</p> <p>Contact to be made after half term for Governors to “walk the school”.</p>
3	Pecuniary and other interests [standing item]	Nothing declared.	

	<ul style="list-style-type: none"> Declaration of Pecuniary and Other Interests with regard to items on the agenda. 		
4.	Chair's Actions [standing item]	To note any actions carried out by the Chair since the last meeting. There were no actions to note.	
5.	Trust Business [standing item] <ul style="list-style-type: none"> To receive any Trust Business updates. <ul style="list-style-type: none"> Termly review of risk register 	<p>No trust business updates.</p> <p>ED met with Bob Dool to establish better links with ALT Governors.</p> <p>MF to present at next meeting..</p>	
6.	Committee Meetings - To note any actions from individual committee meetings [standing item]	<p>A. Finance and Premises</p> <ul style="list-style-type: none"> H&S, including any audits <ul style="list-style-type: none"> H&S External Health and Safety Review - H&S statement of intent to be signed by Chair & Head <p><i>During the Autumn Term (and in some cases prior to this) all schools received a visit from an external health & safety auditor. Each school has been given an action plan. Governors to monitor this as part of their health & safety responsibilities. This does not mean that governors need to be involved in individual issues – just have a general overview of the action plan and ensure themselves that progress is being made. Training, where identified by the Audit is being offered to schools.</i></p> <ul style="list-style-type: none"> Premises matters <p>B. Personnel</p> <ul style="list-style-type: none"> Staffing changes Staff wellbeing <p>Governors to note two requests for paternity leave and one request for special leave. Governors noted Paternity requests. MF referred to Staff Absence Policy (Sept 2012) section relating to exceptional circumstances.</p>	<p>Postponed from 161205 as review of H&S policy is to take place.</p> <p>Agreed 3 FGB meetings each term with different focus. See link below for detail. Next finance focus 7th March 2017.</p> <p>https://docs.google.com/a/sidegate.net/document/d/15LVGT_nbpMCot96qCokKY2PYV7bxqs5toX3se6_iQ2U/edit?usp=sharing</p> <p>MF to obtain further information and explore previous precedents. Liaise with Governors via email and include link to Staff Absence Policy. Decision 07/03/17 https://drive.google.com/open?id=0B09T wWBCQ3_GUUVEMGhyaXNlBmM</p>
7.	School visits [standing item]	To note any visits since last meeting. TO visiting MB and HB.	Reports to be received at next meeting.

8.	Safeguarding [standing item]	<p>Child Protection & Safeguarding Children Policy November 2016 - for approval and signing by Chair. https://docs.google.com/a/sidegate.net/document/d/1TkmJV0mIY-hDfp2TVH0KCQ2t7ksKIADq8evk4Vv4U_o/edit?usp=sharing</p> <p>Safeguarding Review Feedback</p>	<p>Paper copies received by Governors. Comments to be emailed where necessary. ED signed as Acting Chair.</p>
9.	Raise Online and Data Dashboard		Postponed date tba
10.	Policies - To discuss/adopt policies where relevant [standing item]	Health and Safety Policy	Postponed to 170307
11.	NGA - any important updates on national agenda, legal requirements, etc.	<p>Governors to note updated version of Governors handbook. https://www.gov.uk/government/publications/governance-handbook</p> <p>The DfE have also published a new competency framework outlines six “principles and personal attributes” for governance – strategic leadership, accountability, people, structures, compliance and evaluation. This can be viewed at: https://www.gov.uk/government/publications/governance-handbook</p> <p>The amendments relate mainly to Board of Trustees level, but school governors need to be aware of the updates and their role within the process. Articles and a summary of the main amendments for both the Governors Handbook and the Governance Competency Framework can be seen on both the NGA and The Key websites.</p>	
12.	Update on any T&L Reviews - strengths and areas for improvement	<p>Outcome of ALT January review held 11th/12th Jan 2017. MF produced document, Strengths and Areas for Development relating to Governors Areas specifically linked to Governors.</p> <p>Revised format for Headteacher Reports. Review noted lack of detail. Need to ensure Governors receive core information in a timely manner.</p> <p>New hub lead has offered to provide Induction to new Governors.</p> <p>Governors to be linked to areas of School Improvement Plan to ensure good understanding of the effectiveness of the</p>	<p>MF to provide Sidegate email addresses for contact to be made.</p> <p>Agreed Governors to continue with their individual subjects.</p> <p>MF will share schedule once confirmed.</p>

		<p>school. MF outlined the core areas Governors should have an understanding of. Priority is raising standards in core subjects. Governors noted maths and english should be embedded across all subject areas. For Governors to support school effectively, need to explore capacity to meet with core subject leaders together with their other responsibilities. Governor visit template focusses on key questions.</p> <p>Governor involvement in monitoring schedule. Governors are not currently involved in this area and to gain a level of understanding they need to be involved further. Consistently good teaching needs to be achieved across the whole school. Governors invited to book scrutiny on 27th March 2017. Learning walks are also planned, each with a different focus.</p> <p>ED - When assessing the quality of teaching do you focus on aspect as opposed to individuals. MF - look at both, but there needs to be consistency of teaching across the school. There are minimum expected standards for children to achieve and teachers to teach within primary schools and teachers have their own level of expertise and lead on those subjects. Leads will plan and share their skills with others.</p>	
13.	Any other business [standing item]	ALT Governors' Briefing 9th May - time and venue tbc	

Date of next meeting 7th March 2017 5:30pm

Meeting closed 20:25.