

Governor Services, Traded Services (Start Well)

**SCOTFORTH ST PAUL'S CHURCH OF ENGLAND PRIMARY AND NURSERY SCHOOL
(01006)**

Minutes of the governing body meeting held at the school on Monday, 3 July 2017 at 5pm.

Present:

Mr H Roberts (Chair)
Mrs R Atkinson
Reverend M Gisbourne
Mr I G Gomersall
Mrs I Jolley
Mr P Metcalfe
Mr J Mynott
Mrs S Pyle
Mrs A Quainoo
Mrs K Soole
Mrs F Urquhart
Mr K Weatherill

Mrs A Aylott (Headteacher)

Also Present:

Ms C Atkinson (Clerk to Governors)
Miss S Huddleston

The meeting commenced with opening prayers from Reverend M Gisbourne.

Action

17.21 Apologies for Absence

Apologies for absence were received and accepted from Mr L Carson Brown. It was noted that Mr Hammond had been appointed as a parent governor but an administrative error had resulted in him not being invited to the meeting. The clerk would ensure he was invited to future meetings.

Clerk

17.22 Governing Body Matters

a) Declaration of Interest

There were no declarations of interest in relation to agenda items.

about later in the agenda as part of the arrangements for the summer fair.

b) Governor Training and Development (Minute 17.11 refers)

It was confirmed that the web link for the governor handbook from the Diocese had been circulated to governors. This complimented the DfE guidance, but was written from a church school perspective.

17.25 Minutes of the Extraordinary meeting of the Governing Body

It was agreed that the minutes of the Extraordinary meeting of the governing body held on Tuesday, 28 March 2017, be approved and signed by the chair as a correct record.

17.26 Committee Reports

- a) The governors noted and accepted the minutes of the Curriculum and Staffing Committee meeting held on Wednesday, 7 June 2017.

Miss Huddleston reported on an incident that had occurred in school with children using an age inappropriate social media app. Advice and guidance had been sought both on-line and from the county council's safeguarding officer. Thanks were extended to Mr L Carson Brown for arranging for a police representative to come into the school and talk to children about on-line safety. A letter had been sent home to parents warning of the damages of children using inappropriate apps. **Governors asked** about feedback from parents on the issue. Mrs Aylott said that three parents had replied, concerned that their children may have been involved. To follow on from this incident the headteacher would put information in the school's newsletter.

Headteacher

- b) The governors noted and accepted the minutes of the Buildings Committee meeting held on Tuesday, 13 June 2017.

The committee reported that a grant for £50,000 had been received from the Ripley trust for improvements to the school playground. The governing body extended their thanks to the Ripley trust. The money would be used for the resurfacing of the playground. Artificial grass was to be used with a hard wearing black grass to be used in areas of high use and green grass in other areas. It was hoped that the surface would reduce the number of accidents in the school grounds. **A governor asked** about maintenance of the grass surfaces. It was explained that the first year would be free after which there would be a maintenance cost. Mrs Aylott described disabled access to the school, in response to **a governor's question**.

A governor asked where the school was up to with its fire safety check. The headteacher said that the teacher led part of this had

17.28 Chair's Action

The chair reported action taken on behalf of the governing body since the last meeting, which involved a meeting with the Ripley trust regarding the grant for the school playground.

17.29 School Improvement and Self-Evaluation

The governing body received a progress report from the headteacher on the development and implementation of the School Improvement Plan for 2016/17, within the headteacher's report.

17.30 Headteacher's Report

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted. The headteacher invited questions.

Governors noted the change in the SENDCo role within the school which was being taken over by Mrs Atkinson.

Mrs Aylott said that a child with poor attendance was impacting on the whole school statistics. The child had complex needs and was moving to a special school that could best accommodate these needs. Governors noted the increase in unauthorised absences. The headteacher said that holidays in term time were classed as unauthorised unless there were exceptional circumstances.

Mrs Atkinson left the meeting.

17.31 Unavoidable School Closures

The headteacher advised that there had been no unavoidable closures since the last meeting.

17.32 Finance**a) School Budget 2017/18**

Following consideration of the information provided by the Finance and Staffing Committee, the governing body noted the school's outturn position for 2016/17.

b) Governors discussed the impact of the difference between the actual outturn for 2016/17 and the figure estimated by the school.

c) Governors considered the cost pressures being faced by the school as well as clawback arrangements facing the school.

council Schools Advisory Service for advice regarding the appraisal of the headteacher;

- a pay committee has been created to undertake pay decisions in relation to the headteacher and other staff's pay as identified in the school's pay policy (see Appendix A).

b) Online Safety Checklist

The governing body delegated the completion of the online safety checklist to Mrs Jolley, the nominated online safety governor.

It was agreed that any actions requiring attention would be raised with the headteacher and a report would be brought to the next meeting for governors to note.

c) Election of Chair and Vice-Chair

The governing body noted the options available for the appointment procedure of chair and vice-chair.

It was agreed that:

Nominations would be accepted by:

- Both self and other nomination.
- Nominations would be received prior to the meeting (to the clerk for inclusion on the agenda for the meeting - minimum 21 days prior to the meeting)

Voting would be by:

- Show of hands.

In the event of a tie, a second vote would be held; if the outcome remained tied then lots would be drawn.

In the event of only one candidate being nominated for a position the candidate would be asked to leave the room while a vote was held.

17.35 Governor Training and Development

Governors were informed of the training opportunities available. New governors were encouraged to attend the new governors training course run by the county council.

regarding topics covered at the latest forum meeting.
The two topics covered had been school finances and the change from RaiseOnline to the Analyse School Performance (ASP) service. It had been a useful meeting.

17.39 LASGB

The governing body noted the information provided by the LASGB. Additional details were available via their website.

17.40 Confidentiality


Governors were reminded that all discussion was confidential to the meeting and all members of the governing body were bound by that confidentiality.

17.41 Date and Time of Next Meeting

The next meeting of the governing body would be held at 5pm, on Tuesday, 7 November 2017.

Governors were informed about the school fair which was being led by Mrs Atkinson. It was to be held on Friday, 14 July from 4.30-6.30pm. The school was very short of volunteers and it was very much appreciated that a couple of governors put themselves forward to help with the fair.

The chair thanked governors for their continued support. The meeting closed at 6.40 with the Grace.

Signed	
(Name)	
Date	7/11/2017

Staff Discipline/Dismissal

Mr J Mynott
Mr H Roberts
Mr I G Gomersall
Mrs A Quainoo
Mrs I Jolley

Staff Review

Mr H Roberts
Mr K Weatherill
Mrs A Aylott

Z: Independent Scrutineer

Mrs G McCullum

Staff Discipline/Dismissal Appeals

Mr L Carson Brown
Mr K Weatherill
Mrs K Soole

Y: Nominated Governors

SEN - Mr K Weatherill
Training Link - Mr H Roberts
Child Protection- Mrs I Jolley
Literacy - Vacancy
Numeracy - Mrs S Pyle
RE & Worship - Reverend Gisbourne
FOSSY - Mr Carson Brown
PHSE - Mrs K Soole
ICT - Mr I G Gomersall
Science - Mr P Metcalf
Art and DT - Vacancy
Music - Mr P Metcalfe
MFL- Mrs A Quainoo
Sport - Mr J Mynott
Assessment - Keith Weatherill
Early Years - Mrs I Jolley
LASGB Representative - Mr H Roberts
Humanities - Reverend Gisbourne
Pupil Voice - Mrs R Atkinson
Looked After Children - Mrs I Jolley
Buddy governor - Reverend Gisbourne