



Minutes of the Governing Body Committee Meetings at Edleston Primary School.

Date	Thursday 8 th October June 2015 at 3:30 p.m.
Present	Mrs Bagni, Mrs Tomkinson, Miss Humphries, Mrs Hardwick, Miss Szymura, Mrs Vickers, Mr Flood In attendance: Mrs Ollier (Clerk to the Governors)
Apologies	Ms Salt

1. Apologies for absence

As above

2. Register of interests

None to declare

3. Correspondance

None.

4. Minutes of the previous meetings.

The minutes of the previous meeting of the full Governing Body held on Tuesday 16th June 2015 were agreed by Mrs Hardwick and approved by Miss Szymura. Miss Humphries signed the minutes.

Actions noted from previous minutes	Feedback
Ms Humphries to liaise with Mrs Green, re Governors/school website	Ms Humphries met with Mrs Green on 19/6/2015. School have recently upgraded their school website. Info on school website is now easily accessible
Governor's names, addresses and email addresses to be provided to the membership team at the NGA so that the NGA can update its membership database.	This information was provided to the NGA on 19/6/2015 so that they can update their database and provide governors with their login details.
Check that school has purchased Governor Support, Training and Development via CHESS.	Training and Development option has been purchased via CHESS.
Photographic ID should be asked for from visitors and a record kept as Ofsted require evidence.	Photographic ID record of new previously unseen visitors is kept in a book in the school office.
Staff to be made aware of the Whistleblowing policy and where to find it. This also applies to students/volunteers etc. and to be included in induction processes	Diary meeting 18/6/15 Whistleblowing policy was brought to the attention of all staff and they all know that a copy is on the staffroom wall and also on the computer in the staff share drive under Policies.

5. HT report

Governors had read through the report prior to the meeting. Mrs Bagni drew governor's attention to the following points:

Page 1 - Historical data - Ofsted look at the 3 year trend. Above floor standards are expected this year with the current year 6 cohort.

Anne Gadsden came into school yesterday and the Local Authority are happy with school's efforts and the processes that are in place. Mrs Bagni will pass on the report to Governors when it is received by school.

Page 3 - In 14/15 2.3% of our pupils were classed as PA students [these are students whose attendance falls below 85%]. From September 2015 the category has changed to below 90%.

Where a child's attendance is causing concern in terms of a high number of days absent through illness then parents are asked to provide medical evidence that they have been to the doctors. This could be in the form of a prescription or evidence of a doctor's appointment.

There was a new National curriculum in September 2014 which is more difficult than the previous one. Governors are aware that this is a challenging time in school.

Ms Humphries commented that there is a very good range of after school and lunchtime clubs available to pupils.

Governors were happy with the format of the Headteachers report and found the data easy to follow.

6. Directors report

Governors had read through the report prior to the meeting. Mrs Bagni drew governor's attention to the following points

Page 5 - On-line training is available to Governors via the modern governor website at <http://www.governorslearningpartnership.com/>

Action: Governors are asked to log on to the Modern Governor site and access the modules available.

The Governors page on the school website has been amended to comply with the requirements stated in the Director's report.

Page 7 - Ofsted Inspection Process - The latest versions of the framework were published on Friday 28th August 2015 and can be accessed from the link below:

<https://www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015>

Action: Governors are also asked to look at the Ofsted Inspection process which is available via the link above.

A school judged good at its most recent inspection will receive a one-day short inspection. If there are any concerns during the inspection then the inspection will be longer.

Page 12 - School's Level of Support and Intervention - Mrs Bagni has received a letter from The Local Authority informing her that school is to receive Targeted support.

Page 14 - From September 1st 2015 the government is reducing the persistent absence threshold from 15 % to 10 % of school sessions. If this criteria had been applied to 2014/15 attendance, the number of children below 90% was 28.

Page 18 - Prevent Duty - all staff have completed the online training.

Actions: Governors are asked to access the site below and complete the course. A certificate is awarded at the end of the module

http://course.ncalt.com/Channel_General_Awareness/01/index.html

Page 28 - Governors adopted the following policies at the meeting

- ✓ Model Pay Policy for Teaching Staff.
- ✓ Capability Policy for Support Staff.
- ✓ Parental Leave Policy; Ordinary Parental Leave and Shared Parental Leave.
- ✓ Model Leave and Time off Policy.

Page 30 - Mrs Bagni will update the Educational School visits policy.

7. Feedback from committees

Behaviour, safety and safeguarding (including SMSC and the environment)

The committee met on 29th September 2015. The main points of discussions were filling in of forms for fire risk assessment, manual handling, school and grounds health and safety checks. The relevant forms were completed.

Pupil attainment and quality of teaching

The committee met on 6th October 2015. The main points of discussions were

- ✓ Feedback from Subject leaders. Based on last year's results we have set Reading as our next focal point.
- ✓ Mrs Hardwick discussed the assertive mentoring system and presented the Assertive Mentoring Policy. The system is viewed positively by staff. Committee agreed this to be a regular topic update at all future Committee meetings.
- ✓ Ms Szymura and Mrs Humphries discussed their recent school visits, Both mentioned how happy the children were in their groups. They both saw different ability groups.
- ✓ Mrs Hardwick discussed the School Pupil Tracker. The reports were a success and it is a good tool for all staff. All staff have prompt sheets available to give to Children for revision where required.

Strategic Leadership Committee

The committee met on 6th October 2015. The main points of discussions were

- ✓ Mrs Bagni went through the safeguarding audit and the requirements for Ofsted.
- ✓ The Governors approved the safeguarding and whistleblowing policies.
- ✓ Mrs Bagni talked about the procedure for schools that were judged as good in their last inspection. Mrs Bagni also talked through the documents from Ofsted regarding inspections.
- ✓ Mrs Bagni talked through the prevent documentation and informed the governors that all the staff have completed the Channel general Awareness module.
- ✓ Miss Humphries talked about her pupil interviews that she had carried out this morning for super spag and mega maths. She commented on the good behaviour in every classroom and the fact that every child was on task.

8. Budget update including update on the canopy installation and the consideration of a new front door/entrance

The Headteacher and Bursar met with the school budget officer on 28th September. The main points discussed were

- ✓ Pupil Numbers
- ✓ Check / Revise High Needs Top Up funding
- ✓ Review of current year expenditure, income & spending priorities to year end
- ✓ Identify & Agree Virements (Budget Adjustment Journal)
- ✓ 2015-16 Indicative Carry forward
- ✓ 2016-17 Initial Draft Budget
- ✓ Update of 3 Year Budget Plan
- ✓ Review of DFC & other Suffix Budgets

School would like to look at installing a new front entrance and this was agreed and approved by governors. School will obtain 3 quotes.

The 3 year budget plan was updated and the figures predicted amended to

Financial Year	Carry forward predicted £
2015/2016	87257
2016/2017	22296
2017/2018	(77922) deficit

Governors were also given the latest school fund report

9. Any other business plus dates for all committees for 2015/2016

Governors were all given a copy of the School Strategic School Development Plan 2015/2016.

Mr Flood was impressed with the recently installed children's lockers and commented that they were "a very good investment for school"

Governors had a discussion about the parking outside school. School send frequent texts reminding parents not to park on the zig-zag lines. The PCSO are aware of the problem.

Miss Humphries was concerned with the numbers on the Governing Body. Since the meeting school have been approached by SGOSS - Governors for Schools who will e-mail school with potential new governor details.

Date Change

The date of the next Strategic Leadership Committee has been amended from Thursday 3rd March 2016 at 3:30 p.m. to **Monday 22 February at 3:30 p.m.**

Meeting closed at 5:05 p.m.

Actions to be implemented			
Person responsible	Action	Impact	How will this be feedback to GB?
All Governors	Governors are asked to log on to the Modern Governor site and access the modules available. http://www.governorslearningpartnership.com/	Governor knowledge and skills	Next meeting
All Governors	Governors are asked to look at the Ofsted Inspection process which is available via the following link. https://www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015	Governor knowledge and skills and preparation for Ofsted	Next meeting
All Governors	Governors are asked to access the site below and complete the course. A certificate is awarded at the end of the module http://course.ncalt.com/Channel_General_Awareness/01/index.html		