



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

Date	Tuesday 16 th June 2015 at 3:30 p.m.
Present	Mrs Bagni, Mrs Tomkinson, Miss Humphries, Mrs Hardwick, Miss Szymura, Mrs Vickers In attendance: Mrs Ollier (Clerk to the Governors)
Apologies	Mr Flood, Ms Salt

Main points of discussions

1. **Apologies for absence**

As above

2. **Register of interests**

None to declare

3. **Correspondance**

Mr Proud (Co-opted governor) has sent a letter of resignation.

4. **Minutes of the previous meetings.**

The minutes of the previous meeting of the full Governing Body held on Thursday 12th March 2015 were agreed by Mrs Hardwick and approved by Miss Szymura. Miss Humphries signed the minutes.

Actions from previous minutes

Actions noted from previous minutes	Feedback
Investigate The Key access for governors	Previously available through CHESS but is expensive to buy. Governors are able to access the National Governors Association website and resources. Mrs Ollier will forward governor's names, addresses and email addresses to the membership team at the NGA so that the NGA can update its membership database. After updating its database, the NGA will email each governor with their log in details so that governors can access the NGA website and resources, receive the weekly term time Friday email update and receive the NGA magazine direct. Governors can also the Modern Governor e-learning. Details are on the Summer term 2015 Directors report page 8
Forward the National Curriculum disc to Mrs Ollier who will forward the files to governors	The files on this disc were e-mailed to governors on 23/3/2015. The disc is available in the school office.

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 - The historical data on attainment and progress in the report reflects the trends for the last 3 years and will be updated annually.

Page 2 - The Pupil Premium data has been analysed and the details listed for the last 3 years.

Page 3 - The ECAR teacher is Retiring at the end of the summer term. She will not be replaced as there has been extensive training in school with the TAs.

Miss Simpkin is re-joining us in September and will be working 3 days per week supporting the leadership team and carrying out booster sessions for year 6. This will also release Miss Procter for 1 day a week to carry out Deputy Head duties.

Edleston Primary School is to become part of the Britannia Teaching Schools Alliance (Cheshire East group). This group will provide training for staff in Crewe starting next term.

Mrs Astles returns from maternity leave in December and will be completing EHCPs.

Assertive Mentoring assessments in SPaG and Maths will be implemented from September - however this has already been introduced this term.

From September there will be a new rewards system in place. Children can earn bronze, silver or gold stickers.

Page 8 - The Pupil Premium information and comments explains how much we received, what the money has been used for and the expected outcome.

From September there will be a new anti-bullying system called KiVa introduced across the whole school. This system focuses not only on bullying but also on the people who may be witnessing or laughing at any incidents. KiVa uses a clear paperwork system and the behaviour files are monitored half termly by the Lead Behaviour Specialist.

6. Directors report

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

Page 4 - Emma will liaise with Mrs Green re Governors/school website. The school website has been updated to include the recommendations from the Governance and Liaison team. This information also available on the school app.

Page 5 - The following policies were reviewed and adopted by the Governing Body

- Whistleblowing policy
- Flexible working policy
- Parental leave policy
- Redundancy policy
- Adoption policy and procedures.

The Governance & Liaison service have a package available to purchase via CHESS for Governor Support, Training and Development. Mrs Ollier will check that school has purchased this option

Page 8 - Mrs Ollier will forward governor's names, addresses and email addresses to the membership team at the NGA so that the NGA can update its membership database. After updating its database, the NGA will email each governor with their log in details so that governors can access the NGA website and resources, receive the weekly term time Friday email update and receive the NGA magazine direct.

Governors can also the Modern Governor e-learning on the following link using their login or creating a new account if this is the first visit to the site

<http://www.governorslearningpartnership.com/>

Page 9 - The school holidays and term dates will be discussed at the next Crewe Headteacher's meeting on Friday 19th June. The aim is to liaise and agree holiday dates as a whole town.

Page 18 - In response to questions for Headteacher and Governors to consider school can confirm that

- Action has been taken to ensure that school is not knowingly employing a person who is disqualified under the 2009 Regulations.
- Relevant staff been made aware of this requirement.
- School is compliant with this statutory guidance.

7. LA policies

The following policies were reviewed and adopted by the Governing Body

- Whistleblowing policy
- Flexible working policy
- Parental leave policy
- Redundancy policy
- Adoption policy and procedures.

8. Feedback from committees

Behaviour, safety and safeguarding [including SMSC and the environment]

The committee met on 12.05.2015 and the main points of discussion were

- Introduction of dojo's system modelled and discussed.
- Impact measures over a two week period in March and May consequences C3 and above noted.

This will be revisited in the Autumn term

Behaviour observations were carried out by J Vickers and L Tomkinson - KS1 Thursday 4th June pm and KS2 Thursday 9th June.

As J Vickers had recently attended some governor training the committee discussed ensuring all staff and students/volunteers are inducted and aware of where the whistleblowing policy is and the positioning of the document. Photographic ID should be asked for from visitors and a form filled in as Ofsted require evidence.

Pupil attainment and quality of teaching

The committee met on 04.06.2015

- Discussion of the assertive mentoring system which is currently being implemented in school
- Super Spag - feedback from teacher is positive - end of year data will be analysed
- Mega maths - weekly skills tests in class. After checks, any gaps addressed on the Friday. Half termly tests from September
- Each pupil has a personal file containing all their test scores, times tables, mental maths and assessments.
- Discussion of School Pupil Tracker which is being used for reports and the grading structure
- Spag/Reading/Maths observations that had taken place earlier in the week were discussed.

Strategic Leadership Committee

The committee met on 05.06.2015

- Governors looked at the feedback from the inspection history.
- Mrs Bagni discussed the assertive mentoring system which is currently being implemented in school.
- Mrs Bagni discussed the KS2 SATs. Due to the nature of the cohort the week proved to be very challenging even though school had risk assessments in place. It was acknowledged that there would be a dip in the % at L4+, but hoped that expected progress would still be at least 90%, with at least 20% making above expected progress.
- Mrs Bagni shared the focus for the 2015/16 SSDP will be the following; raising attainment in reading, ensuring at least 80% are on track with learning X tables, ensure at least 85% of Y2 understand place value, implementing AM including the writing frames and the spelling programme, erecting a canopy for FS and implementing the Kiva project.

Budget

Governors were provided with the updated budget papers which included information on the 2015 - 2015 outturn figures, staffing and the updating, setting and balancing of the final 2015-16 budget.

The committee had provisionally approved the purchase of an enclosed canopy over the Foundation

Stage classroom area to enhance Outdoor learning in the early years.

The full Governing Body approved this purchase order.

The Governing Body approved the 2015/2016 budget

The 3 year budget plan (taking into account the canopy provision) carry forwards predicted are

Financial Year	Carry forward predicted £
2015/2016	92389
2016/2017	63676
2017/2018	1250

9. **Any other business plus dates for all full governor and committees for 2015/2016**

Full Governing Body	Thursday October 8 th 2015 at 3:30 p.m. Thursday March 10 th 2016 at 3:30 p.m. Thursday June 16 th 2016 at 3:30 p.m.
Behaviour, Safety and Safeguarding and Environment Committee	Tuesday 29 th September 2015 at 3:30 p.m. Thursday 3 rd March 2016 at 3:30 p.m. Thursday 9 th June 2016 at 3:30 p.m.
Pupil Attainment and Quality of Teaching Committee	Wednesday 1 st October 2015 at 3:30 p.m. Thursday 3 rd March 2016 at 3:30 p.m. Thursday 9 th June 2016 at 3:30 p.m.
Strategic Leadership Committee	Thursday 2 nd October 2015 at 11:00 a.m. Friday 4 th March 2016 at 11:00 a.m. Friday 10 th June 2016 at 11:00 a.m.

Actions to be implemented				
Person responsible	Action	Impact	How will this be feedback to GB?	Date to be completed
Ms Humphries	Emma will liaise with Mrs Green on Friday re Governors/school website.	Info on website easily accessible	Any new info will be forwarded by e-mail	Friday 19 th June 2015
Mrs Ollier	Mrs Ollier will forward governor's names, addresses and email addresses to the membership team at the NGA so that the NGA can update its membership database.	Governors will be able to access the NGA website and resources, receive the weekly term time Friday email update and receive the NGA magazine direct.	Governors will receive their login details from the NGA	June 2015
Mrs Ollier	Check that school has purchased Governor Support, Training and Development via CHESS.	Governors able to obtain Support, Training and Development	Via these minutes Mrs Ollier can confirm that this training option has been purchased	June 18 th 2015
School office	Photographic ID should be asked for from visitors and a record kept as Ofsted require evidence.	Ofsted compliant	Next meeting	June 2015
Mrs Ollier	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	Ofsted compliant	Diary meeting 18/6/15 Whistleblowing policy has been 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.	June 2015