

Gilmorton Chandler C of E Primary School

Minutes of a meeting of the Full Governing Body held at the school on 28 September 2016 at 7pm.

PRESENT

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| Mr G Read (Chair) | Mrs M Sandford (Headteacher) |
| Mr A Shields | Mrs E Durnin |
| Mrs K Morgan | Mrs D Hone |
| Mr N Robbins | Mrs D Moore |
| Mr P Bell | Mrs S Baigent |

In attendance: Gordon Grimes (Clerk to Governors).

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| 1 | <p>Welcome</p> <p>The Clerk welcomed everyone to the meeting. It was noted that Mr Bone has resigned as a Parent Governor.</p> | |
| 2 | <p>Apologies</p> <p>Apologies were received and accepted from Rev Emma Davies and Mrs J Smith.</p> | |
| 3 | <p>Declarations of Interests re agenda items</p> <p>Governors were asked to make a declaration of any personal interests in any of the items that were on the agenda for discussion. In relation to item 7 of the agenda, Mrs Sandford declared that she was also Headteacher at Ullesthorpe C of E Primary School. There were no other interests declared.</p> | |
| 4 | <p>Election of Chair and Vice Chair</p> <p>Mr Read was proposed and seconded as Chair Of Governors and was unanimously elected.</p> <p>Mrs Baigent was proposed and seconded as Vice Chair of Governors and was unanimously elected.</p> <p>Mr Read then took the Chair for the meeting.</p> | |
| 5 | <p>Confirmation of Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 5 July 2016 were confirmed as a true record of the meeting and were signed by the Chair.</p> | |
| 6 | <p>Matters arising from the minutes</p> <p>There were no matters arising that were not covered by items on the</p> | |

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| | agenda. | |
| 7 | <p>MAT Update</p> <p>Mrs Sandford updated Governors regarding the formation of the new Multi Academy Trust (MAT). She stated that the Regional Schools Commissioner (RSC) did not want an empty MAT to be set up and therefore the other 8 schools who will be joining the MAT will seek academy conversion orders. Each of the schools will be consulting with staff and parents and Governors have been issued with a copy of the consultation letters which will be issued on 3 October 2016. There will be no fresh parental consultation at Gilmorton as this has been previously undertaken.</p> <p>Mrs Sandford will be making the presentation to the Diocesan Board of Education on 3 November 2016 together with Headteachers and Chairs of Governors from the schools joining the MAT. The majority of members of the MAT will be appointed by the diocese and the local Governing Bodies will continue as before. It was important to note that the ethos of all of the schools in the MAT will not change. There will be 3 non church schools in the MAT.</p> <p>The structure and governance of the MAT was discussed, there will be an overarching school improvement team and finance will be managed across the MAT. The target date for the formation of the MAT is 1 April 2017 but it was recognised that there may be delays which could result in a later start date.</p> <p>The Gilmorton bank account will become the Inspiring Academies account and 5% of GAG income will be retained by the school, financial information from the other 8 schools is currently being collated.</p> | |
| 8 | <p>Headteacher's Report</p> <p>The Headteacher's comprehensive report had previously been circulated to all Governors.</p> <p>The Headteacher highlighted the following points:</p> <ul style="list-style-type: none"> • The NOR was 209. Details were shown of the breakdown of boys and girls and year groups in the report. One appeal was due to be heard next week and there were already 32 children in Year 4. • The attendance for 2015/16 was 97.8%. The target is to continue to exceed 97.5%. • There were no alleged racist or bullying incidents and no exclusions or complaints. • The staffing structure was outlined in the report. • A grant of £10,000 has been received from the Big Lottery fund | |

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| | <p>and will be used to develop the early years outdoor area during half term in October.</p> <ul style="list-style-type: none"> • The glebe land has been sold with an option agreement which ensures that the school will continue to have access to a playing field. The development of the land will release Sec 106 monies. • Pastoral support and community links were detailed in the report and discussed. • Children's attainment data was circulated to Governors ahead of the meeting and was fully discussed. Attainment was above the national average despite the cohort being complex and 2 pupils requiring additional support. At 90% Year 1 phonics was well above the national average. A new phonics scheme has been purchased. Overall the picture was pleasing, with results across the county being down. • Performance management meetings are currently being held and targets being set. <p>The Headteacher wished to record her thanks to all school staff for their excellent performance. Governors recorded their thanks to the Headteacher for her report and for the excellent work being undertaken in the school.</p> | |
| 9 | <p>School Development Plan</p> <p>The Strategic School Development plan (SDP) and RAPP were issued to Governors ahead of the meeting and the key points were highlighted as detailed in the Headteacher's report. The RAPP showed the areas that the school were working on.</p> | |
| 10 | <p>Budget Update</p> <p>The finance report was issued to Governors ahead of the meeting. The variations from the original budget were set out in the report. The carry forward from 2015/16 of £51,115 includes devolved capital of £6340. The accountants are visiting the school on 3 October 2016 when any variances will be identified. The final accounts will be discussed at the next meeting of the Business Management committee to be held on 23 November 2016 (see item 13 below).</p> <p>Assumptions for future years were shown in the report and fully discussed.</p> <p>The school has been randomly selected to resubmit the 2016/17 budget forecast to the EFA with details of the actual spending to date. Changes to the original forecast will include potential pay increments, Big Lottery funding and the more accurate carry forward figure.</p> | |

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| <p>11</p> | <p>Working Committee/Group Reports and Decisions</p> <p>Complaints and Pupil Exclusions</p> <p>The committee have not met.</p> <p>Headteacher Performance Management</p> <p>The committee will meet on Wednesday 23 November 2016 at 2pm at Ullesthorpe C of E Primary School for a joint meeting with the Ullesthorpe HTPM committee to review the Headteacher's performance. Mrs Baigent and Mrs Morgan will attend the meeting and Mr David Herd will be the independent advisor.</p> <p>SEN Report</p> <p>Full details of SEN pupils were shown in the Headteacher's report. The school has bought into the EPIC educational psychologist service and a visit took place last week.</p> | |
| <p>12</p> | <p>Governing Body Vacancies</p> <p>Following Mr Bone's resignation as a Parent Governor, the subsequent vacancy on the Governing Body was advertised and no parent put themselves forward for election. In these circumstances Governors agreed to appoint Mrs Wendy Thompson as a Parent Governor.</p> <p>Following Mrs Christie's resignation as a Foundation Governor, Rev Emma Davies is taking the lead to identify a suitable candidate to fill the vacancy.</p> <p>Governors agreed to adopt the Code of Conduct for Governors that was circulated ahead of the meeting.</p> | |
| <p>13</p> | <p>Committee Chairs, Members, Clerks and Terms of Reference</p> <p>Business Management Committee</p> <p>It was agreed that Mr Bell would chair the committee, Mrs Baigent will act as clerk and the members would be Mr Read, Mrs Morgan and Mr Robbins. The committee will meet on 23 November 2016 and 21 June 2017. The committee will also act as the Audit Committee and Pay Committee. It was agreed that pay recommendations would be e-mailed to committee members by the Headteacher and after studying the information a meeting would be held on 26 October 2016 at 6pm if required.</p> <p>Christian Distinctiveness and Community Committee</p> <p>It was agreed that the Christian Distinctiveness and Community</p> | <p>Action: Mrs Sandford</p> |

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| | <p>Committee would comprise of Foundation Governors together with Mrs Thompson and Mr Shields. Mrs Morgan will chair the committee and Mr Shields will act as clerk. The committee will meet on 1 March 2017 and 21 June 2017. The committee will deal with admissions and will review the SIAMS reports and prepare for inspections.</p> <p>It was agreed that the Learning and Teaching Committee will cease to exist, reports, data and information previously examined by the committee will be considered in future at Full Governing Body meetings.</p> <p>The Complaints and Pupil Exclusions Committee will meet as required and membership will be drawn from Governors who are not members of staff on an ad hoc basis.</p> | |
| 14 | <p>Governor Visits</p> <p>No Governor visits had been made this term. Governors agreed that the best focus for visits would be to set up links to core subjects with reference to the SDP.</p> <p>Governor responsibilities were agreed as shown below:-</p> <ul style="list-style-type: none"> • English: Mr Bell and Mrs Durnin • Maths: Mrs Moore • PE/Sports Funding: Mrs Morgan • Pupil Premium: Mrs Baigent • RE and Collective Worship: Rev Emma Davies • Safeguarding: Mr Read <p>The Headteacher will issue staff contact details to the linked Governors who will then contact the relevant member of staff to plan visits throughout the academic year.</p> | <p>Action: Mrs Sandford Governors</p> |
| 15 | <p>Governor Learning and Development Opportunities</p> <p>Mrs Durnin will be attending Foundation Governor induction training.</p> <p>Governors were asked to let Mrs Hone have details of training that they had recently attended and their training and development plans for the coming year.</p> | <p>Action: Governors</p> |
| 16 | <p>Policies for Approval</p> <p>The following policies were circulated to Governors ahead of the meeting and were discussed and approved:-</p> <ul style="list-style-type: none"> • Teachers' Pay Policy • Safeguarding Policy | |

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| | <ul style="list-style-type: none"> • SMSC Policy • SEN Policy • Pay Policy for Support Staff • Attendance Management Policy • Disciplinary Policy • Leave of Absence Policy • Organisational Change Policy | |
| 17 | <p>Documents received by the Chair of Governors</p> <p>The Chair had received the revised teachers' pay scales document from the unions. The school is has completed the consultation exercise and will implement the 1% pay rise.</p> | |
| 18 | <p>Date and time of next meetings</p> <p>Full Governing Body: Wednesday 7 December 2015 at 6.30pm. Academy Trust AGM: Wednesday 7 December 2015 at 7.30pm.</p> | |

With there being no further business to discuss the meeting closed at 8.40pm.

Signed _____ Chair of Governors

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