

# LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

## FULL GOVERNORS' MEETING

Minutes of the meeting held on

Thursday 6 February **2014 at 7.00 p.m. at school**

*Our duties as governors are:*

- *to encourage all governors to contribute to all items discussed and speak freely and openly*
- *to be accountable, think strategically and act as a critical friend*
- *to respect confidentiality*
- *to declare any conflict of interest related to any agenda item*
- *to ensure that previously circulated papers have been read prior to the meeting.*

**Supporting Papers:** Minutes of previous meeting  
PPT presentation from Governor support  
2013/14 Term 2 summary report

**Present:**

Rob Davies RD	Kristina Mussnug Barrett KM
Gillian Grayson GG	Matthew Simpson MS
Emma Jelley EJ	Patrick Weir PW ( <i>Chair</i> )
Arlene McClaughlin AM	Lindsay Marcer ( <i>Clerk</i> )
Violet McLaren ( <i>Head</i> ) VM	
Caron Short CS	

**By invitation:** Helen Sowden,  
Bridget Sinclair – governor support (item 1)

**1) Governor support**

PW introduced Bridget Sinclair (BS) from Governor Support who attended to give a presentation on Outstanding Governance. The aim of the presentation was to give some guidance on how Governors can best support schools. BS explained that the role of Governors was about having a proactive and strategic mindset. During her presentation she explained the landscape under which Governors were working and the increasing responsibilities that were involved.

HS asked what sort of feedback BS was getting from Governors about this new landscape. BS considered that whilst there was a feeling of being challenged Governors still continued to work to a high standard providing an incredible resource and this was a positive measure of people's passion for education.

PW commented that there was a high benchmark to live up to and it was important to evaluate performance of the FGB. In addressing some options for how the FGB could enhance its work BS suggested that it was generally important to be publicly open about the work of the Board.

PW thanked BS for her presentation and the Board continued discussion after her departure.

There was general agreement that it would be useful to explore the format of Committee and FGB meetings to increase their attraction for Governors. By implementing creative ways of working perhaps value could be added and the meetings would be more fulfilling. In addition the Governors agreed that it would be useful to do a benchmarking exercise using a self-evaluation process. This could lead to identifying strengths and weaknesses and setting smart goals to improve.

**ACTION:** PW to review previous Governor Charter work and develop self-assessment process for Governors. ALL to consider options for structuring meetings.

**2) Welcome, apologies and declarations of interest**

Apologies were received and accepted from Peter Richardson, Grev Parmenter, Philip Ashdown, John Baker and Richard Waylen. There were no declarations of interest received for any agenda item.

The Board also recorded its appreciation to Helen Orford as an outgoing governor for her excellent service during her term.

### **3) Notification of items for AOB**

There was one item of other business.

### **4) Minutes of Previous Meeting held 5th December 2013**

These had been previously circulated and were accepted and signed as a true record of the meeting.

### **5) Matters Arising**

1. RD was registered for the safeguarding training and MS and KM would need to undertake this – ACTION: EJ
2. Following further discussion about DBS checks for Governors it was agreed that, whilst this was not strictly required, it represented good practice and transparency and therefore the Board agreed that the checks would be applied to all Governors. – ACTION: CLERK
3. A recruitment drive for 1 parent and 1 community governor would be conducted. ACTION CLERK
4. VM had made every attempt to recruit new staff governors without success. The clerk was asked to look into the possibility of Staff taking on governorship on a rotational basis. ACTION: CLERK
5. A paper regarding staff observations had been considered at the last C&S meeting.
6. The safeguarding visit had not yet taken place. ACTION: PW/EJ
7. KM had volunteered as link Governor for SEN and gifted and talented. ACTION: PW to ask JB if he would be link governor for Health and Safety.

### **6) Head teachers data report**

VM had circulated her report and she note that there were no serious issues to deal with. A recovery plan was in place for writing at KS1, and one persistent pupil absence was being referred to educational welfare.

The Board noted that everything was on track and action was being taken for any identified issues.

### **7) Feedback from Committees**

C&S: RD reported that the Committee had considered any staffing issues, new staff appointments and vacancies. The Committee had heard about curriculum changes and noted the work of staff to go through these and identify how the school's topic based curriculum maps to the changes. The literacy visit had been undertaken by GG who had reported comprehensively and positively. RD said the he was planning an ICT visit next term. The Committee had deferred consideration on the leave of absence policy for consideration by FGB. ACTION: VM to circulate the policy to all including track changes to discuss at next FGB.

RD recommend that all Governors read the report on Pupil Premium.

F&P: The Committee had noted that the Accounts had been submitted, and capital bids had been made for refurbishment of the reception area and car park security. The Outturn had been considered and the Committee had noted that CPD activities running at the school were generating income. The pre-ordering scheme for school meals was creating savings and there were ongoing discussions regarding the options for pre-ordering per term.

The FGB noted the Committee reports and also recorded its concern that no details had yet been received from Dfe regarding the implementation plans for KS1 free meals.

### **8) Policies**

It was agreed that the Admissions policy needed to be updated on the website to be shown as separate year groups – i.e. 13-14,15-16,16-17. ACTION: VM

**9) Governor updates**

PW confirmed that he had completed Chair of Governors training and had just to submit his post- course portfolio.

**10) AOB**

VM said that for budgetary reasons there would need to be a full workforce review in the school. Human Resources would provide advice on the process and would come and speak to Governors. ACTION: VM to ask HR to attend C&S

**11) Date of next meeting**

The date of the next meeting was agreed as 27 March 2014.

**12) Close of Meeting**

PW closed the meeting at 9.00 pm.

**Minutes approved by:.....(Chair) on .....**

**Summary of Action Points from this meeting**

<b>DETAIL</b>	<b>ALLOCATED TO</b>	<b>ACTION</b>
Minute 1	PW	Review previous Governor Charter work and develop self-assessment process for governors
Minute 1	All	Consider how to enhance the structure of meetings
Minute 5	EJ	Arrange safeguarding training for HS and KM
Minute 5	Clerk	Confirm with CM which Governors require DBS checks
Minute 5	Clerk	Arrange parent and community Governor recruitment
Minute 5	Clerk	Review rules on appointments of staff Governors
Minute 5	EJ/PW	Undertake safeguarding visit
Minute 5	PW	To ask JB to be H&S link Governor
Minute 8	VM	To arrange for admissions policy to be amended on website
Minute 10	VM	To ask HR to advise Governors on workforce review process