

## MINUTES OF GOVERNORS' MEETING

held on Tuesday 24<sup>th</sup> January 2017 at 7.30 p.m.

**Present:** Nick Crispin (Chairman), Charis Geoghegan (Headteacher), Sarah Brattle, Anne Consedine, Laura Gill, Phil Heaphy, Briony Sutcliffe, Paul Woods, Alison Cotton, Anne Heard, Claire Owen, Rev. John Russell & Lynne Moore (Clerk).

### 1 Prayers

Rev. John Russell opened the meeting with a prayer.

### 2 Conflicts of interest

None were declared.

### 3 Consider and consent to absence

Apologies were received and accepted for Martyn Pearce.

### 4 Minutes of Meeting on 4<sup>th</sup> October 2016

The minutes were agreed as a true and accurate record of the meeting and were signed accordingly.

### 5 Matters arising from these minutes

- Governors' business and pecuniary interest – relevant declaration forms have now been completed by Alison C and Anne H.

### 6 Financial Interest

All governors have completed the register of business interests and there have been no changes.

### 7 Committee Terms of Reference

**Resources Committee** – Revised terms of reference have now been drawn up, circulated to all governors and approved

Some Learning Committee terms of reference were circulated. Governing body terms of reference – do these need to be updated by Little Gaddesden?

**Action – NC**

We need to publish a "Schedule of Delegation" for the governing body and committees, based on what we have agreed at meetings, and this should be readily available on our school website. Briony will email to Louise Farrow once agreed.

**Action – BS/LF**

Governors Handbook – all governors have now been sent this 70 page document to read through and BS agreed to send a two page summary of major changes since the last handbook.

**Action – All**

### 8 Committee Reports

Resources Committee have met twice – once to discuss staffing and once to discuss financial benchmarking. The following policies have been circulated and approved, Pay Policy, Debt Recovery Policy, Disposals Policy, Expenses Policy, Ordering Policy,

Data Protection Policy and Charging & Remissions Policy, in addition to the approval of the Governors' Accounts.

CG Circulated the five year forecast document which needs approval. This is shown in two formats –one with 32 children in a class and the other with 30 children – all governors are aware of the deficit figure and the five year plan was approved and signed.

**Learning Resources** – Meeting in November – Link Governor reports have been circulated. Child Protection Policy, Children Looked after Policy, Medical Needs Policy and Intimate Care Policy were all approved. Minutes have been circulated and there is nothing further to add.

We need to ensure attendance at meetings is improved and the dates in diaries suit people. We need to be in a position where we have a quorum of people and the workload needs to be spread within the Resources Committee in particular. Everyone welcome to attend all Committee Meetings. **Action - ALL**

## 9 **Headteacher's Report**

This was circulated prior to the meeting.

- Maddie Allen is doing one extra day a week this term to support Class 4 on a Tuesday. The afternoon session will be teaching ICT to Class 3 and 4.

Response from Headteacher on questions raised by Governors:

- a) Speech Therapist – we have had a Speech Therapist who has been working with us but not paid by the school. She has been exceptional and made a real difference to the child, staff and parents.
- b) Children who join the school but are not with us from Reception. Is there a measurable difference between the children joining and those that start with us?

**Action – CG**

## 10 **Academies Update**

- Sue Collings, Headteacher of Tring, is meeting with CG to discuss academisation.
- Perhaps we will be part of a “federation” – one governing body between two schools; might not be only one Headteacher; more friendly and a gentler way for schools. If a school is good-outstanding then the decision is being left with the school but the risk is that by default, we find ourselves in an academy because of money.
- A lot of primary schools are not making a decision yet, we need to be secure when joining other schools.
- Diocese not clear with their direction and governors need to stay informed on what is going on, as we might need to make a decision that will change the future of the school.
- It was agreed that for the time being, we would continue to watch and wait.
- There is nothing to stop us being an “information federation” so that we can “test the water” without making any financial commitment.

## 11 **Schools Financial Value Standard**

- PH has completed the Business Continuity Plan.

- SFVS need to be done by the end of the term – CG and PH meeting the week after next but broadly, this is in place.
- Skills audit for the Resources Committee – this will be sent shortly.

**Action – PH**

## **12 Disadvantaged and Free School Meals**

The Governors were handed evidence of the progress made by this child, now that the money is spent.

## **13 Reports from Linked Governors – SEND, Literacy, Maths and Safeguarding**

- SEND – LG observed SEND child and looked at current provision.
- Safeguarding – in the process of completing the annual check list. NC to email to LG his Safer Recruitment dates. **Action- NC**
- CO is meeting with the PE Co-Ordinator this Friday.
- Literacy – AC sat in on the Martin Galway (Herts Literacy Advisor) lesson and was extremely impressed with the lesson and the book recommendations. This visit was paid for from Wager Bell and contributions from parents. AC will complete the Governor Visit Form. **Action – Anne C**
- Governors have observed a Class 4 maths lesson taken by Maddie A and Lucy M and reported that the children were engaged, stayed focus and that the two members of staff worked really well together to deliver an excellent lesson. The relevant Governor Visit form will be completed and returned to CG.
- Skills and competences for the Governing Body – this has been done in the past and everyone is required to have an understanding of the data and finances, even if they are not on that committee. It was agreed that papers from all meetings should be circulated to every Governor to read, so that they have a broad understanding.
- DBS checks – LF currently working through and making minor amendments.

**Action – LF**

## **14 Admissions Policy – 2018/19**

This has been approved and there are no changes.

## **15 Accessibility Policy**

There is currently one in place which needs reviewing by May – this will be discussed at the March Resources Committee Meeting. **Action – PH**

## **16 School Development Plan**

- PE Conference attended by CG and AM – “The Daily Mile” is the newest PE initiative and we are looking to extend this. New PE equipment is being purchased for early years.

## **17 School Website**

There are another new set of guidelines. KS2 data is now on the website. It was agreed that we should introduce a “jargon buster” on the website to help parents.

**Action – Anne C/LF**

## **18 Understanding Assessment Date**

Unfortunately, 21<sup>st</sup> March date is not now available to us but we can confirm that this training will take place on 28<sup>th</sup> March at 7.00p.m. **Action - ALL**

## 19 Health & Safety

This policy needs up-dating every year and Personnel changed where necessary.

**Action - NC**

## 20 Governor Visits, Training and Feedback

Governors are encouraged to, where possible, attend one or two training courses each year. Please keep LM informed of any courses you attend so that the spreadsheet can be kept up to date.

**Action – ALL**

- CG reminded all Governors to complete a “Governor Visit Form” when they attend any school related activity. It was suggested that where possible, it would be advisable to attend a variety of activities i.e. school trip, forest schools rather than just observe maths and literacy lessons. These forms will be discussed at the Learning Committee Meetings.

**Action – ALL**

Exclusions Course – We need four governors to attend this every two years and there is a course in Hemel Hempstead in June. NC, BS and PH are attending this course and it is advisable to have a fourth non-parent governor attend.

**Action – ALL**

Claire Owen plans to attend Finance Training.

**Action - CO**

## 21 PREVENT Training

We have been encouraged by the SIP that everyone should attend this training. However, it can be done online and CG has sent everyone the link. We have had a training session in school for staff so would like to encourage all governors to complete the online version.

**Action – ALL**

### FORTHCOMING DATES FOR YOUR DIARY

Thursday 9 <sup>th</sup> March	-	8.00a.m.	Resources Committee Meeting
Thursday 16 <sup>th</sup> March	-	8.00a.m.	Learning Committee Meeting
Thursday 18 <sup>th</sup> May	-	8.00a.m.	Resources Committee: Budget Meeting
Tuesday 23 <sup>rd</sup> May	-	7.30p.m	Governors’ Budget Meeting
Tuesday 4 <sup>th</sup> July	-	7.30p.m.	Governors’ Meeting
Thursday 6 <sup>th</sup> July	-	08.00 a.m.	Learning Committee Meeting
Tuesday 3 <sup>rd</sup> October	-	7.30p.m.	Governors’ Meeting

The meeting closed at 9.00 p.m.