

# Townley School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

## THE FULL GOVERNING BODY MEETING

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| <b>DATE, TIME AND VENUE</b> | Wednesday 26 <sup>th</sup> September 2018, 7pm. Townley School.   |
| <b>ATTENDEES</b>            | Fred Yeulett (chair), Maria-Anne Higgins, Yvonne Chenery, Simon Freeland, James Hughes, Natalie Payne, Sue Rudge. |
| <b>IN ATTENDANCE</b>        | Jacqui Laws (clerk), Jeanette Redding.  |

| Item |   | Action    |
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| 1.0  | <u>Welcome:</u> MH introduced JL as the new Clerk to the Governors.   |           |
| 2.0  | <u>Declaration of pecuniary interests:</u><br>Annual declaration was completed by all Governors as they arrived and filed.  |           |
| 3.0  | <u>Approval of the minutes of the meeting on 30/4/18:</u><br>These were given to the committee in advance, all read and it was decided as the lateness of the minutes it was too late to change anything so will stand as a true record of the meeting. All agreed, FY signed.  |           |
| 4.0  | <u>Approval of the minutes of the meeting on 16/7/18:</u><br>6:0: Finance update: not yet completed more details in head report.<br>Mobile Platform: MH fed back to governors, John Lewis from MRC came out 2 weeks ago and there were lots of unsafe features such as rotten ramps so after MH getting in to touch with the LA they have agreed the school can have a new mobile classroom in the near future. |           |
| Q    | <i>Will it be the same layout?</i><br><i>No, it will be a single classroom smaller than what is there now but will still have toilets, drainage etc.</i>  |           |
|      | NP to get in touch with various wood companies re getting the outside area done once the classroom has been replaced using the £1000 donated by Friends of Townley School.  | <b>NP</b> |
|      | JH will contact Fenland Leisure Products re making a wooden sign as previously agreed.  | <b>JH</b> |
|      | 9.0: Catering will be covered in Heads report.  |           |
|      | 12.0: JH has requested SDP as google document be carried forward to the next meeting as further research is needed.   | <b>JH</b> |

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| Q | <p><i>Does the school have its own Google account?</i><br/> <i>No, but google do, do a specific system for schools.</i></p> <p>13.0: Rapid Improvement Group consists of YC,SF,SR and focuses on academic, educational standards and monitoring.<br/>         Complaints had been addressed by the group such as lunch boxes have been moved into the hall after ants had been found in them. A letter was again written to the parent of a child with a specific complaint, offering a meeting but again this was declined.<br/>         Headteachers workload is an ad hoc committee focusing on MH workload and the wellbeing of the head.<br/>         Formal evidence of these meetings will be stored in future with the minutes.</p> <p>14.0: Governors are to get a separate signing in book.<br/>         A template is available on the website for use in future visits. There was lengthy discussion on how the visits should be logged and it was agreed that the governors would do follow up questions on their reports rather than actions for teachers.</p> <p>8.0 <u>Confidential Minutes</u>: this was agreed by all and signed by FY and in future will be a separate single page document not the whole minutes done again including the confidential item.</p> <p><u>Matters arising from last meeting that is not on this agenda</u><br/>         None.</p> | MH |
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| 5.0 | <p><u>Election of new co-opted Governors.</u><br/>         Jeanette Redding applied for the position. JR proposed by NP, seconded by JH, all agreed. FY welcomed her to the committee.</p> <p><i>Clerk took control of the meeting to appoint committee.</i></p>  | JL |
| 6.0 | <p><u>Election of Chair of Governors</u><br/>         JH proposed FY, NP proposed SR, both candidates agreed to stand as chair, so a blind vote was conducted by the clerk with all members voting on paper and handing to clerk.<br/>         Results: SR 5, FY 3.<br/>         NP proposed SR for Chair, SF seconded, all agreed.</p> <p><i>Clerk handed meeting over to new Chair.</i></p> |    |
| 6.1 | <p><u>Election of Vice Chair</u><br/>         JR volunteered, SF seconded, all agreed.</p>  |    |
| 7.0 | <p><u>Committees and Responsibilities</u><br/>         Terms of reference were not available so committee asked clerk to look</p>   |    |

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|     | <p>into this and agreed to carry forward to the next meeting.</p> <p>SR requested changing the name of the committee from FGB to GB (Governing Board) as in line with many other schools and Ofsted recommendations. All agreed.</p> <p><u>Pay committee:</u> Will meet annually. FY, SF &amp; JH. This group will have a separate terms of reference. JH offered to chair this committee. All agreed.</p> <p><u>Headteachers Performance Management:</u></p> <p>It was agreed this committee would meet during the day thus looking after the wellbeing of the Head teacher. SF, NP &amp; JR on committee.</p> <p><i>Next RIG meeting: 11/10/18 before the next LA visit on 17/10/18</i></p> <p><u>Responsibilities:</u></p> <p>NP: Vulnerable pupils, LAC &amp; SEN</p> <p>SF: Health &amp; safety</p> <p>SR: safeguarding (NP to back up)</p> <p>YC: Attendance</p> <p>SR: Finance. This needs another governor to come in during the day (as Office manager cannot do after school) with SR and make sure the school is making good use of public funds.</p> <p>Headteacher to carry out annual Safeguarding and PREVENT training with Governors at the next meeting.</p> <p><u>Teachers Pay/Finance update</u></p> | <p><b>JH</b></p> <p><b>YC,SF,SR</b></p> <p>Volunteer needed<br/>SR to contact<br/>members when<br/>going in.</p> <p><b>ALL</b></p> |
| 8.0 | <p>FY held a discussion with the committee re overspend of £3000 on supply staff. Ray Byford the school's Financial Advisor will feed this correction into budget next time he is in. Office manager to get training on Orovia as there have been issues.</p> <p><i>Is this an additional £3000 to the £4000 already put in?</i></p>  |  |
| Q   | <p><i>No, don't think so as nothing has been done since last meeting. TA's do PPA now. The BCR looks to be on track and at the end of August the school had a carry forward of £70,000 with 7 months still to go so it looks like we will have an end of year c/fwd of £17,334.</i></p> <p><i>The half year audit will be carried out in October by Ray and should address any anomalies. There are still bills arriving.</i></p>   |  |
| 8.1 | <p>Due to the new dining hall there is likely to be a rate increase.</p>  |  |
| 8.2 | <p>The defibrillator was purchased by Kickstart.</p>  |  |
| 8.3 | <p>A new white board for a classroom was purchased by MH, as just under £2000 permission was not needed from the GB.</p>  |  |
| 8.4 | <p><u>Pre-school:</u></p> <p>Was overspent by £11,000 last year, at the moment there is only £5061 outstanding so it has clawed back £6365. The pre-school manager's salary is now under then schools budget and is protected for 1 year as per the previous minutes.</p> <p>The ECHP funding that was expected has not been received. MH spoke</p>   |  |

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| 8.5  | to Steven Barclay MP who is trying to help get the additional funding required from the government. This child has deteriorated greatly in the last year and will continue to do so and their TA has gone off ill so MH is also in talks with the LA re more funding. |       |
| 8.6  | MH did some training with the cluster and was paid £300 which she is donating to the SEN fund.  |       |
| 8.7  | The Office Managers pension had not been paid into, but this should have been corrected now.  |       |
| 8.8  | Money has been spent on fire doors, clarification is needed if this can come from devolved formula funding.   |       |
| 8.9  | There is a potential underspend in utilities (obviously the colder months are now coming up so this may be used then)   |       |
| 8.10 | Out of school clubs receive private funding.  |       |
| 8.11 | Residential payments need clarifying.   |       |
| 8.12 | FY attended a work programme for governing bodies which looked into things such as governor's handbooks, governors newsletters, in house training from LA, comparative school studies.  |       |
|      | <u>School Development Plan</u>  |       |
| 9.0  | MH worked with Juliet Adloun. JA wants to change how things are done. The breakdown will be done termly by MH working from home.  |       |
|      | <i>Will JA be coming to the review?</i>   |       |
| Q    | <i>No, Belinda will be.</i>   |       |
|      | <i>Has JA given you a pro-forma to work from?</i>   |       |
| Q    | <i>No, not as such just some advice and guidance.</i>   |       |
|      | JR suggested using the T & L only words which Ofsted had linked any actions to on the calendar. JR happy to come in and talk though this with MH.   | JR/MH |
|      | <u>Safeguarding update:</u>   |       |
| 10.0 | Training was given to all staff on "My Concern" and which MH rolled out to all staff on inset day. It is a great time saver and all feeder schools are using it already linked in via SIMS. Staff can log in anywhere and then it is emailed straight to MH.          |       |
|      | <i>Do we pay for this?</i>  |       |
| Q    | <i>Yes, £397 per year, but MH thinks this is well worth it.</i>   |       |
|      | <i>What is next on the list to reduce the Headteachers workload?</i>  |       |
| Q    | <i>MH will look into this.</i>  |       |
|      | <i>Are there any safeguarding issues?</i>   |       |
| Q    | <i>No.</i>  | MH    |
|      | <u>Headteachers report:</u>   |       |
| 11.0 | This was sent to the governors in advance for them to read covering staffing, Parental engagement, pupils on roll, staff wellbeing, teaching and learning and personal development behaviour and welfare to name a few items.   |       |
| 11.1 | <u>Parental engagement:</u> SIMs app is now up and running and MH asked the governor parents if they would mind testing it so any glitches can be   |       |

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| 11.2 | <p>sorted before rolling out to all parents.<br/> <u>CPD:</u> there is still one person left to do the inset day training as they were not there.<br/> <i>Are staff required to be there?</i><br/> <b>Q</b> <i>No, only teaching staff are, others depending on their contractual hours but MH would like those who did attend outside their contractual hours thanked.</i><br/> Steps update to be done Friday morning, My Concern update MH has done, New starter will get safeguarding training asap.</p>   | MH |
| 12.0 | <p><u>Catering Contract update:</u><br/> MH &amp; FY attended the cluster meeting at Cavalry school re CCS on Tuesday, where they met with the final 4 contactors who were bidding for the school meals franchise.<br/> After careful consideration from all parties in the cluster it was agreed that they would go with Lunchtime UK. Lunchtime UK came up with the better proposal taking into account everything each school required individually. Although their plan was the slightly more expensive one at £2.44 per meal (CCS only charge £2.30) it was agreed for this financial year that the school would take the extra 14p per meal charge on as Lunchtime UK do not have a SLA (CCS was around £9,400 a year) so even after costs the school would be saving around £1,800 a year.<br/> All governors agreed that something needs to be set aside each year within the budget now to cover maintenance costs of the kitchen equipment as the school is now responsible for it. MH to speak to Ray Byford.<br/> MH will speak to the catering staff and make them aware of the decision but ask for it to be kept quiet at the moment as all bidders have a chance to come back to Litmus under the clause in the contract for 10 days after decision has been made.<br/> Lunchtime UK will start on 28<sup>th</sup> October 2018, on a three-year contract with the option to change to a five year one.<br/> <i>With Litmus, was due diligence been taken?</i><br/> <b>Q</b> <i>Yes, this was also raised by another governor at the meeting due to the fact that Lunchtime UK are expanding so quickly, would this jeopardise the company? They were very forthcoming and positive but as always when going into business with the private sector there is a risk.</i><br/> SR thanked FY &amp; MH for taking the time on the input of such an important factor in the school life.</p> | MH |
| 13.0 | <p><u>Results of Pupil &amp; Parental Questionnaires</u><br/> These were given to the governors before the meeting to read.<br/> <i>Were the children told what to write?</i><br/> <b>Q</b> <i>No, staff had no comment in this what so ever.</i><br/> <i>Why not include some headlines in the school newsletter?</i><br/> There were some very positive comments from parents about the feedback. NP to do a write up re survey results?<br/> On Governor visit SF and SH met children in Emerald that had poetry</p>  | NP |

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|      | published and a Blue Peter badge for writing. Get parent's permission for names to go in the press and on the website for the Poetry book.   | <b>MH</b> |
| 14.0 | <p><u>Policies to be agreed:</u></p> <p>Safeguarding</p> <p>Code of conduct for Governors</p> <p>Non Collection of children</p> <p><i>Does this mean that 2 members of staff have to stay with children not collected?</i></p> <p><i>Yes, it has always been that way for safeguarding.</i></p> <p>YC proposed the policies, SR seconded, all agreed.</p>  |           |
| 15.0 | <p><u>Rapid Improvement Committee.</u></p> <p>There was brief meeting last week of the committee after a plan was put together in June. All tasks on improving the outcomes for children had been completed. They looked briefly at the classes. YC carried out the report with EYL feeding back what was good? What could be transferred across the school? What was wrong? How can it be changed? Marking is happening but is not consistent with the school policy. Children are very positive and the growth mind set is good, they know what is expected of them and where to go for help etc.</p>  |           |
| 15.1 | <p>Current Year 6 is very motivated and seem abler than the previous year 6, so should be able to achieve national average looking at the raw data when they took the SAT paper recently. 11 children with 82% getting national standards in reading, writing and maths.</p> <p>Punctuation, spelling and grammar only got 55% so this is an area to be worked on.</p> <p><i>What is the teacher's response to the new data?</i></p> <p><i>She seems to be rising to the challenge and has taken the feedback on board. Quality of writing is a good standard.</i></p> <p>All focus must be on year 6 as there is 11 children, we can't argue it's a small cohort.</p> |           |
| 16.0 | <p><u>Chair report</u></p> <p><u>Finance update:</u> all previously covered in meeting.</p>  |           |
| 17.0 | <p><u>Action to be taken following Governors Visits:</u></p>   |           |
| 18.0 | <p>Governors were reminded of the importance of filing their reports and signing in when visiting. Collating all information in one place.</p>   |           |
| 19.0 | <p><u>Vulnerable Governor Report</u></p> <p>NP found this very useful, she sat with MH, answered key questions and was very thorough. NP feels she now understands more of what MH does.</p>   |           |
| 20.0 | <p><u>Correspondence &amp; Education news:</u></p> <p>MH gave report to the governors and it was agreed that they would look into the Mental Health training course for adults and see if the content</p>  |           |

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|      | <p>was applicable to the school.</p> <p><u>Governor training:</u><br/>Governors are committed to attend 2 training sessions each year. This can be staff training sessions, online or specialised LA governor training. SR &amp; FY attended the governors briefing in September. Any certificates obtained need to be filed in school. There is a weekly newsletter from the LA</p> <p><u>Audit of Governing Body Effectiveness:</u><br/>This was undertaken earlier making sure all governors are making a difference and are using their own skill base to the best of their knowledge.</p> <p><u>Governors Self Evaluation of meeting</u><br/>This is an additional item suggested by the Clerk as previous GB have done this in line with Ofsted guidance.</p> <ul style="list-style-type: none"> <li>• Nominated a new chair &amp; vice chair</li> <li>• Reviewed committees and working groups</li> <li>• Digested pupil &amp; parental questionnaires.</li> <li>• Look at data predictions.</li> <li>• Governors looked at financial input on the budget.</li> </ul> <p><u>Dates for next meeting:</u><br/>Wednesday 21<sup>st</sup> November 2018, 7pm<br/>Wednesday 30<sup>th</sup> January 2019. 7pm</p> <p>The committee would like to thank Tina for clerking previously and for FY who stood for chair at such short notice last time.</p> <p>FY verbally handed in his official resignation from the committee at this meeting, which has disappointed the members but they thank him for all his hard work in the past.<br/>There were also thanks to Andy and thanks to the catering staff.</p> <p>Meeting closed at 9.45pm</p> |  |
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