

Christchurch, Wisbech, Cambs. PE14 9NA

Website: [Townley.cambs.sch.uk](http://Townley.cambs.sch.uk)



Tel/Fax: 01354 638229

Date: 21<sup>st</sup> November 2018 6:45pm

It was discussed that it could be helpful for Safeguarding governor to ask staff members what to do in the event of a safeguarding issues.

Safer Recruitment training – YC and JR have recently undertaken this training

\*\*Change is required to future agendas to make it easier to understand roles and responsibilities and actions. \*\*

[illegible]

Signed Chair of GB: .....

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Headteacher: Mrs Maria-Anne Higgins

		15.1 – Remove abler than... Remove current sentence with data and add “SPAG area for focus” Also remove final sentence 19.0 – Change title to “Governor for Vulnerable Children” 24.0 Capitalise “Chair” and remove final sentence from that paragraph. Add Andy’s surname.		
5a	Matters Arising	It has been agreed that the school can have a new mobile, Jonathan Lewis is unable to say when. Governors now have a separate signing in book. Correct Terms of Reference available now. Pay committee – next RIG meeting to be addressed further on in meeting. 11.0 – staff member has now done INSET training. Catering contract – all are now aware. 13.0 – parent refused blue peter entry		
6.	Governor Vacancy	Chair spoke to a member of the community who had been put forward, unfortunately she is now unavailable. Chair suggested we transfer JR from LA governor to co-opted governor. NP proposed. YC seconded, all agreed.	Ask Vicar to put in parish newsletter. Also reach out to church for a potential governor	MH
7.	Terms of Reference	Paperwork to now be sent out 2 weeks before governor meeting. <a href="#">Q - Should school be referred to as Townley Community Primary? (JR)</a> No, DFE refers to us as Townley Primary School. Changes made include; authority to spend £3000 now. Virement of up to £20,000 and emergency funds of up to £10,000. <a href="#">Q-Should expenditure be discussed at next meeting?</a> Yes, to be changed	Check school name	Clerk  SR
8	Teachers	Defer to next meeting as no committee held. For		

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	Pay committee	staff pay rises, meeting needs to be held and rises decided by 5 <sup>th</sup> December at the latest as this is the cut off for December pay. However, was discussed that it can be backdated as JR suggested it may be a push to get rises confirmed by the end of December.		
9.	SIP	<p>MH discussed as Heads conference and Juliette Adlouné. Only point on SIP required to change is 2.4 which was in 1.0 (Effectiveness in leadership and management) and is now incredibly detailed. Juliette Adlouné suggested dates but due to issues that could arise throughout the term this is not possible and will stay termly.</p> <p>Things such as PPM will not change</p> <p>Milestones are specific to those who will action.</p> <p>One item is for the new governor but will be adjusted if required.</p> <p>One amendment is headings.</p> <p>Copy of SIP to be in MH office to be a working document.</p> <p>JR suggested a copy in staff room, MH said there is currently a small copy, but she will put an updated version there. Belinda Harvey also has a copy of it.</p> <p>All staff and governors to be working from SIP</p> <p>JR thanked MH for the amount of effort put into the SIP and for making it so clear to understand.</p> <p>MH – pointed out a section “questions governors could ask”</p> <p>NP suggested a “Report Received” column – MH suggested annotating when received.</p> <p>NP suggested “SENDCo” be changed to “HT” but MH explained that it is a separate role entirely so should be documented as that.</p> <p>SIP should be reported to parents</p> <p>SR suggested it be shared with pupils</p> <p>SR added that she met with the school council which was extremely positive and has been minuted</p>	<p>MH</p> <p>MH</p> <p>MH</p>	<p>To date when they have visited school</p> <p>All</p>

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		separately.		All
				Ask questions on visits
				Add column
				Upload "Parent Friendly" version to website

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				Share copy with school council
10	Heads Report	JH asked about staffing and absences. MH discussed how absences are paid. JR asked total pupils on roll-equalled 110, however have now increased to 112. Dyslexia and Lego Therapy training have both been re booked.	MH	Number all pages
11.	Catering Contract	Working very well. Very successful, dinners are lovely		
12	Policies	Policies have been emailed to everyone. All have been read with the exception of marking which came into effect this week. SR suggested a task project for some groups. JR asked what this entails. SR explained that it will involve checking the policies, adding DFE changes, making a spreadsheet that has dates to be reviewed etc. SR asked JH to carry out audit of governor effectiveness and share as google doc so can be edited by all members of GB by end of autumn term. Copy to be sent out to all governors before next meeting. Policies to be accepted by GB this meeting – Marking Policy, Sickness, grievances and discretionary leave.	JR, NP  Clerk   JH	Look at policies and website Please email NP on work email and not Townley email.   Google doc

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				of gov effecti venes s
13	Rapid Improveme nt Committee	Disbanded		
14.	Finance	<p>Finance has gone over to Orovia (a new system) money was in budget headings is different in some cases to FMS budget, this is because money from Other Local Authorities (OLA) isn't on Orovia, although variants say we have over spent, we have actually underspent. Pre-school budget is coming up but we can now only accept 13 children as we have taken on 2 new reception children. £9777 PE grant to be used for sports sessions. Shortfall on expenditure for supply teachers, overspent by 246%. Q- Has the £3000 been viemented over? GB accepted finance minutes</p> <p>b) Pupil premium – all child protection concerns logged are with pupil premium children. SR would like all staff to be particularly aware of who pupil premium children are. 6 children who are pupil premium attend start active club, it is having a positive impact on these children as families can now go out to work. NP suggested really pointing out the positives of SA club. GB challenged HT on how much is spent on TA's and what the positives are. GB asked about conflict resolution and how it will work. MH to look at how Peer mediation is logged with LC.</p> <p>c) deferred</p>	<p>SR, TC</p> <p>MH</p>	Look into £3000 vied across

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				How is peer media tion logge d?
16	Health and safety update	Valuations to be carried out this term involving dining hall. Early Years mobile has had immediate dangers repaired		
17.	LA Review	Review – positive meeting, 5 key points to be emailed to governors. JH asked – Is the teaching improving? SR – Support plans are in place. MH – support plans are 6 weeks long. Teachers have to have the opportunity to implement the actions. Are we worried there are competency issues? MH – discussed with improvement advisor – rest of the conversation relates to individual teachers and is confidential. NP asked if JR and SR have expertise to advise? MH confirms that they cannot act in their capacity as advisors whilst governors. MH has had Juliette Adloun in to advise and she has helped MH fine tune her monitoring. JR would like discussion of “what are we doing to improve learning?” was noted that this needs to be discussed earlier in the meeting. SR and JR reminded MH that they are here for support.		
18	Action to be taken following Governor Visit Reports			
19	Correspon dence	MH – Jonathan Lewis wrote to MH on Wednesday. The letter outlined that our results have a downward trend and he would like to know what actions are being taken in order improve results. SR has checked everyone is signed up to weekly Cambs newsletter, NP not sure SR to check.	Check all have signed up and that NP email address	SR

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20	Governor Training	Belinda Harvey has checked who has had training. SR now has a list of who has done what training, If GB has done training, they should let SR know so she can let NGA know.		
21	Audit of GB effectiveness	Handed over to JH and YC as above		
22	Dates of next meetings	30 <sup>th</sup> January 2019 at 7pm. 20 <sup>th</sup> March 7pm (and meeting after to agree budget) 22 <sup>nd</sup> May 7pm 10 <sup>th</sup> July 7pm.  Meeting closed at 9:45pm		

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