



Hollingworth Primary School Governing Body Meeting

MINUTES

Autumn Term (2): Wednesday, 22nd November 2017 at 6.00pm

NB. With the exception of agenda items, any text in:-

- **Bold italics represents Governor challenge or approval**
- **Bold upright represents an action point**

Present

Mrs Helen Bates	Staff Governor
Ms Jenny Bostock	Parent Governor
Mrs Judith Campbell	Associate Governor
Mrs Liz Diggle	Associate Governor
Mrs Rachel Douse	Associate Governor
Ms Joanne Frew	Co-opted Governor
Mr Ian Ivens	Co-opted Governor
Mrs Karen Johnson	Co-opted Governor
Ms Louise Keogh	Associate Governor
Mrs Diane Newton	Co-opted Governor
Mrs Sue Tickle	Head Teacher

In attendance

Mrs Denise Hague	Clerk
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The meeting was quorate.

1. Apologies for Absence

Apologies were received from Mr Chris Neale.

- ***Accepted.***

2. Declaration of Business or Pecuniary Interest

There were no declarations of business or pecuniary interest.

3. Minutes of the Last Meeting (21st September 2017)

- ***The minutes of the last meeting were agreed to be a true and accurate record of proceedings and were signed as such by Mrs Karen Johnson, Chair of Governors (Chair), on behalf of the Governing Body.***

4. Matters Arising (not on present agenda)

4.1 Governor Vacancy (Item 10.1 refers)

Chair reported that Rev'd Hazel Cook had agreed to become an Associate Governor, thereby allowing another Co-opted Governor to be appointed.

- ***Governors enquired about the appointment process and criteria.***

Chair advised that candidates for co-opted governorships were nominated for the position and that their appointment was subject to GB approval; the criteria for consideration was the possession of appropriate skills sets.

In respect of the current vacancy, Mrs Sue Tickle, Head Teacher (Head), said that she had received further details from the retired head teacher who had previously expressed an interest in joining the GB.

- ***Governors agreed that the prospective candidate's professional experience could prove invaluable and they directed Head to invite him to school to meet with her and Chair and discuss his interest further.***
Action: Mrs Sue Tickle

4.2 Governor Visits (Item 10.7 refers)

Ms Joanne Frew pointed out that she had not been made aware of the visit scheduled for 15th November. Chair apologised for her failure to apprise Ms Frew of the details and invited her to participate in one of the other visits. Ms Frew confirmed her attendance on 21st June 2018.

5. **Head Teacher's Report (inc. Safeguarding & Safeguarding Audit)**

Head invited comment on her termly report which she tabled for information.

- ***Governors queried the attendance percentage which was marginally below the national average.***

Head explained that historically the percentage dropped in the autumn term when children, particularly the younger ones, were more susceptible to infection (eg. there had already been an outbreak of chicken pox within school). Attendance was expected to improve as the year progressed.

- ***Governors noted the lower roll number and asked whether, if it persisted, the staff-pupil ratio would need to be adjusted.***

Mrs Liz Diggle, School Bursar, advised that the drop was a consequence of a number of families moving out of the area; a rise in reception numbers was anticipated next year, however.

- ***Governors queried the lack of a formal report from school's QA consultant.***

Head explained that Mr Andrew Morley generally only produced an annual one, the most recent of which had been circulated in September; he would, however provide interim findings if requested.

- ***Governors asked Head to contact Mr Morley to provide one for the next FGB in March.***

Action: Mrs Sue Tickle

Head drew Governors' attention to the Data Dashboard summary, the details of which had been reviewed by the SLT. She would ensure that Governors received log-in details to allow them direct access to the same. The summary was likely to be used by Ofsted in the event of an inspection.

- ***Governors asked whether the data provided would be sufficient for them to draw upon if questioned by inspectors.***

Head confirmed that it was and suggested that it be fully reviewed by the Teaching & Learning Committee at its next meeting in March.

- ***Agreed.***

6. **School Development Plan 2017/18 – for review and approval**

Head requested approval of the SDP, drawing attention to the grey-shaded areas of text which now also formed parts of individual subject development plans.

- ***Governors approved the SDP.***

7. **SEF – for review and approval**

Presenting the SEF for comment and approval, Head advised that sections of the text had been changed to accommodate Mr Andrew Morley's observations.

- ***Governors asked whether measures were in place to ensure that no inappropriate websites were accessed.***

Head explained that the system flagged-up the input of particular proscribed words; should any such incidents occurred, the IT consultant would immediately notify school.

8. Committee Reports

8.1 Teaching & Learning

The minutes of the most recent Teaching & Learning Committee having been circulated, Mr Ian Ivens, Chair of the Committee reported that the following matters had been discussed:-

- Pupil progress;
- Attendance;
- The quality of teaching, learning and assessment;
- The impact of Pupil Premium and the Sports Premium;
- The SDP.

8.2 Resources

In the absence of Mr Chris Neale, Chair of the Committee, Chair apprised Governors of proceedings of the most recent committee meeting, confirming as follows:-

- The meeting had been attended by TMBC's Estates Officer, Mr Steve Gwilt who had been invited to respond to the Mott MacDonald report. He had advised that no new funds were available to complete all premises remedial works, though that relating to the electrics was likely.
- Completion of the annual SFVS form had begun.
- All statutory manuals had been approved.
- Approval of the budget had been deferred to the present meeting as the data was awaiting verification by Mr Darren Ravenscroft, TMBC's Finance Officer.

Mrs Diggle reported that Mr Ravenscroft's visit had been delayed and would not now take place until Monday (27th). She proposed forwarding the budget to Governors electronically with a request that they confirm their approval of it by email.

- ***Governors agreed that the budget should be approved electronically following verification of its contents by the Finance Officer.***

8.3 Pay – verbal update

It was reported that the Pay Committee had met and that all Head's recommendations had been approved.

9. Policies – for approval/ratification

9.1 Racial Equality Policy

- ***Approved subject to the condition cited below.***

9.2 Sexuality and Gender Equality Policy

- ***Approved subject to the condition cited below.***

9.3 Inclusion Policy

Governors were informed that the policy had been completely rewritten to accord with requirements and acknowledged good practice.

- ***Approved subject to the condition cited below.***

9.4 Community Cohesion Policy

- ***Approved subject to the condition cited below.***

9.5 Equality Policy

Head requested deferral of the policy in order to ensure that all statutory areas and recommended good practice had been included within the text.

- ***Deferral approved.***

9.6 Disability Equality Policy

- ***Approved subject to the condition cited below.***

9.7 Child Protection & Safeguarding

There were no changes to the policy since the last review.

- **Approved subject to the condition cited below.**

- **Following discussion, it was agreed that with the exception of the Equality Policy (Item 9.5 above) the following Governors would proof read the documents and confirm their accuracy or otherwise to Head prior to posting on the website.**
 - **Racial Equality** **Ms Joanne Frew**
 - **Sexuality and Gender Equality** **Mrs Karen Johnson**
 - **Inclusion** **Mrs Diane Newton**
 - **Community Cohesion** **Mrs Karen Johnson**
 - **Disability Equality** **Mr Ian Ivens**
 - **Child Protection** **Mrs Karen Johnson**

Action: Relevant Governors

10. **Governing Body Matters**

10.1 Governor Vacancies – update

Cf. Item 4.1 above.

10.2 Governor Visits

Mrs Louise Keogh reported on her recent visit which focused on literacy. She had met with Mrs Helen Bates and Mrs Rachel Douse and had been apprised of the new assessment system, interventions, the development of skills, and the identification of SEND needs and funding for the same.

Chair thanked Mrs Keogh for taking the time to visit and reminded Governors that they needed to be aware of impacts in preparation of an Ofsted inspection.

10.3 Governor Training

Head advised that safeguarding training was to form part of the inset day on 3rd January; all Governors were welcome to attend the session which was to commence at 9.30am. No other Governor training was reported.

11. **Any Other Business**

11.1 Site Developments

Head reported that she had been informed of the demolition of the canteen next week, despite the scaffolding from current repair works remaining in place. Further water leaks had been discovered in other areas of the roof, including a corridor; their repair was the responsibility of Carillion. Mr Steve Gwilt was to visit next week to review premises works required. He had learnt that funding for building works had been made available but that school's access to it could not be guaranteed.

11.2 Confidential Item

12. **Date of Next Meeting**

The date of the next meeting was confirmed as Wednesday, 14th March 2018 at 6.00pm.

The meeting concluded at 7.40pm

Signed.....Date.....
(Chair of Governing Body)

Minute	Action	Responsible
4.1	Prospective Co-opted Governor to be invited to school to meet with Head & Chair.	Sue Tickle

5.	Andrew Morley to be contacted for report for March FGB.	Sue Tickle
9.7	Approved policies to be proof read prior to website posting.	Relevant Governors