

COLEHILL FIRST SCHOOL

LOCAL GOVERNING BODY MEETING

Minutes of meeting held at the school at 6.00pm on 26th September 2017
Present: Katie Ramsden (Chair), Andrew Turrall (Head teacher), Helen Self, David Topping, Leela Senior, Juliet Gould, Chris Minns, Debbie Bowring, Louise Twaits, (from 6.10 pm), Lynnette Payne (Clerk)
Items A and B were taken by the Clerk
A. Apologies received: None
B. Election of Chair: Katie Ramsden was duly elected Chair of the Local Governing Body for this academic year. (<i>Proposed DT; Seconded CM</i>)
C. Election of Vice-Chair: Chris Minns was duly elected Vice-Chair of the Local Governing Body for this academic year. (<i>Proposed DT; Seconded JG</i>)
D. Appointment of new Parent and new Co-opted Governor: As discussed at the June 2017 meeting, LS was appointed as Parent Governor with immediate effect. The Clerk explained that this was possible because no candidates expressed an interest when the vacancy was advertised. The Chair added that a parent had expressed an interest in filling the co-opted governor vacancy left by LS. Louise Twaits was unanimously approved for co-option onto the Local Governing Body. <i>Louise Twaits joined the meeting at this point, 6.10 pm, and was welcomed by the Chair</i>
E. Declaration of Personal, Business and Pecuniary Interests: None
F. Minutes of last meeting: The minutes of the local governing body meeting held 6 th June 2017 were formally approved and signed.
G. Matters Arising: Actions: <i>C. KR to thank RE for her service – Action completed</i> <i>D. (I) Clerk to share SEF with governors– Action completed, however AT is currently re-writing this document</i> <i>E. AT to load Education Improvement Strategy on to the shared space; all governors to read– AT reiterated that CFS is a 'light-touch' school, pending the Data Dashboard released in November. Action completed</i> <i>K. All governors to arrange a meeting with their specialist subject leader and write a meeting report – this has not yet happened and will be dealt with under agenda item J. Action ongoing</i> <i>L. SR/Clerk to invite governors to the Science events; CM & PO to produce visit reports- DT to produce the joint report for the Science events. Reports have been received from CM, but not PO. As PO is no longer a governor these will not now be forthcoming. Action ongoing (DT)</i> <i>M. New governor to be appointed to the vacant Parent governor post– Action completed (see above)</i> <i>N. SR to update ICT policy; Clerk to add to next agenda- on agenda. Action completed</i> Matters arising: A governor questioned why there were now 33 pupils in Year 4, when the maximum agreed number was 32. The Head explained that a family had moved into catchment at the end of the summer with two children. There was a space for one but the other needed a year 4 place. The Head and Chair wanted to avoid an appeal, which would have been successful, as all other schools in the area were full. Therefore, the decision was made to accept the child. However, class numbers in KS2 will revert to 32 at the end of the year. There were no further matters arising.

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H. Headteachers' Report: *(Verbal)*

Pupil numbers are currently an unprecedented 154. Admissions are no longer being dealt with by Go Admissions and the Trust has reverted to using the LA admissions team. This could mean that there is no longer a need for the school to have its own Admissions Committee to consider in-year applications.

AT recently met with the new Chair of Trustees, John Dickson, together with Liz West and Ross Bowell from the Trust. JD asked the Head to summarise the strengths and weaknesses of the school. AT explained that there had been a great deal of work on diversity after the Challenge Partner's feedback. Also, work to ensure that the Early Years' progress in English matches that in Maths. It is hoped that the Data Dashboard in November will confirm this. A governor added that the pastoral care in ELSA should also be commended. JD also asked the Head how governors challenge the school leadership team. One way is the HT performance review, which needs a date setting for this year. *Action AT/Governors*

The Data Dashboard has been changed again and the Trust is running a training session at the Reef to explain how to interpret the data. The Clerk confirmed that details had been circulated to governors requesting a response. HS confirmed that she would be attending with AT. AT also said that he would run a Data Dashboard meeting for governors in school. *Action all governors*

A governor questioned the structure of the Trust – whether Trustees or Members were on the 'top tier'. AT confirmed that the Members were at the top, then the Trustees. HS added that JD had attended the September training day and introduced himself to staff from all the Trust schools. A governor asked how long his term of office ran for. *Question for Trustees*

Hilary Evans, a new Trustee, had also visited CFS recently to meet with the Head and Deputy Head. KR advised governors that she had no safeguarding information to share, and the Head advised that he had attended recently the DSL update training with HS. HS and DB have both completed the NSPCC safeguarding training. The new governor, LT, needs to complete this. *Action Clerk/LT*
AT informed governors of a recent SEN admission application received on 1st September 2017. A sub-committee of governors met on 12th September and decided that the lack of information accompanying the application meant that it could not be considered. The Head and Chair explained their concerns in detail to governors. A response signed by the Head and Chair was sent to the LA before the deadline, detailing these and this has also been emailed twice, but no response has been received to date.

There were no further questions.

I. Finance Update: *(Verbal)*

DB advised that the auditors, Moore Stephenson, were working on the end of year audit at the Hub. There have been further issues with the hot water system, costing £900 to repair. It is hoped that this can be paid for from the Devolved Formula Capital Grant, (DFCG), if there are funds to spare. There is a new member of staff at the Hub, Olivia Sidaway, who is working on moving the accounting system for all the Trust schools over to Sage.

There were no questions.

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J. LGB Issues: *(Papers circulated prior to meeting)*

- The Chair explained that the Scheme of Delegation and the Terms of Reference were being re-worked by the Trust, as feedback on the documents had been that they were not easy to follow. The new documents will be circulated as soon as they are finalised. The Heads and Chairs have been informed that 'Local Governing Bodies' will be re-named 'Academy Committees', but it is not known whether the title of 'governor' will still be used. *Question for Trustees*
A governor **asked** whether this was a term used in other MAT's. AT said that the majority still use the term 'LGB' but there were other examples of the term Academy Committee being used by MAT schools. The Trust has said the new title gives a better understanding of the role of the LGB. Another governor **questioned** whether the role of the LGB was going to change, in addition to the name. The Head said that the new Scheme of Delegation documents are yet to be published. The Chair added that she had also asked whether the number of governors would change, but the Trust would not comment. Governors discussed the change, stating that the word 'governor' was well known within school and local communities, whereas the new title sounded like a fundraising school association. It was **unanimously** agreed that governors do not mind a change of name but do not want a change of role from that of a local governor. The Chair added that Brian Hooper, who carried out a recent governance review, said that the Trust needed transparent systems, with upward and downward communication flows. A governor **questioned** whether that Trustees or Members were invited to the local governing body meetings. It was explained that there was a universal invitation to Trustees and that they receive all the meeting dates and get copies of the minutes. It was **unanimously** decided to invite someone from the Trust to give a 30 minute overview and update of the Trust, plus the outcome of the Governance review. *Action Clerk*
- Code of Conduct 2017/18 – read and signed by all governors
- Aims, Values and Missions Statement – unchanged
- Register of Business Interests – checked and signed by all governors. Clerk to update the summary for the school website. *Action Clerk*
- Governor Specialisms – the Clerk explained the new class link structure for governors, and DT agreed to take on the English link role. LT will be responsible for Health and Safety and P.E. The Clerk had also prepared a schedule for governor visit reports for the year and the Chair said that each governor should be making one Class visit and one subject specialism focused visit each term. A governor **questioned** whether Learning Walks would take place in addition to these visits. The Head said that these would link to the SDP, once he has completed this. It was **unanimously** agreed to finalise the visit dates for the schedule at the November meeting. HS also requested updated class governor photos. *Action AT/Clerk*
- Governor Visit Updates – no visits have taken place so far this term and the Chair referred governors to the information she had circulated regarding Ofsted visits. The reports frequently refer to the lack of evidence of challenge by governors. Visits need to be for other reasons than assemblies, trips etc. and must focus on deeper issues. Schools cannot be graded as outstanding without outstanding governance, and this has to be reflected in the L and M section of the inspection report. The Head added that there needs to be evidence of robust challenge within the visit reports. The Chair questioned whether there needed to be a 'questions asked' box on the visit report forms to help focus. She added that all governors need to attend one of the Data Dashboard meetings so they fully understand what they are looking at. Also, by questioning children and even parents, rather than just staff, governors can obtain a better picture of the school as a whole. HS said the best way to arrange a visit was to email the school office or catch staff at the end of the day. A governor added that emails give an evidence trail for Ofsted.

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Another governor **asked** which members of staff led which subject areas. The Head stated that this was on the school's website, under 'Leadership of Learning'. The Chair requested that, by the November meeting, all governors have arranged a date for an autumn term visit. *Action all governors*

- Future visits & training – covered earlier in the meeting

K. Policies for Review/Ratification: (*Papers circulated prior to meeting*)

- Child Protection Policy – unchanged
- Computing Policy – new policy

The above policies were **unanimously** approved by governors.

- English Policy – new policy that was not ready in time for the meeting. *Action Clerk*

The Probationary Procedure for Support Staff policy is now the responsibility of the Trust and has been removed from the policy schedule. There are trust-wide procedures if required.

L. Governors questions for AT:

A governor mentioned the photograph permission form that parents are asked to sign, which refers to social media, and **asked** whether this meant Facebook. The Head said that parents are asked not to post photos from school events on Facebook or social media and that this forms part of the parents' annual photo permission return. He confirmed that there is no school Facebook page. There were no further questions.

M. Governors questions for Trustees:

- Could Trustees ensure that the dates for LGB meetings next year are not immediately after a holiday, to help with meeting preparation
- Do DSL's have to complete the NSPCC training, bearing in mind that they have already undertaken a more thorough training course, which has regular mandatory updates
- Will local governors still be known as 'governors' after the name change
- What is the term of office for the Chair of Trustees

LGB response to Trustee referrals:

- None

N. Questions on Clerk's Update: None

O. F.A.I: Feedback on Governors meetings with subject leaders; Data Dashboard

P. Date of next meeting: Tuesday 14th November 6 pm

Meeting closed 07.30 pm

Actions:

G (K) & J. All governors to arrange a meeting with their class or subject link before the November meeting

G (L). DT to complete joint Science report and send to Clerk

H. Date to be set for the Head's performance review

*All governors to attend either the Trust data training or the in-house training; AT to arrange a date
Clerk to arrange NSPCC training for LT with the Trust; LT to complete*

J. Clerk to invite one of the Trustees to give presentation at the next meeting

AT to finalise SDP; Clerk to add schedule of visit reports to next agenda

Clerk to update all documentation as required, including governor photos

Governors to arrange a visit date by the next meeting

K. Clerk to add English policy to next agenda