

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

Minutes of meeting held at the school at 6.30pm on Tuesday 10th May 2016
Present: Mike Guilmant-Cush (Chair), Helen Hann, Katie Ramsden, Andrew Turrall (Head teacher), Helen Self, Chris Minns, David Topping, Juliet Gould, Phil O'Connor, Leela Senior, Debbie Bowring (School Office Manager), Lynnette Payne (Clerk)
MGC introduced the new co-opted governor, Leela Senior, and welcomed her to the meeting.
A. Apologies received: Accepted from Ruth Everton and Julie Walter
B. Declaration of Personal, Business and Pecuniary Interests: None
C. Minutes of last meeting: DT pointed out that JW had been omitted from the list of those present at the meeting. The amended minutes of the local governing body meeting held 1 st March 2016 were formally approved and signed.
D. Matters Arising:
Actions:
<i>D. (4.10) PO to liaise with AT re '20 questions'; AT to host on Google:</i> PO said that the meeting had taken place and he will write up the report and load it onto the shared space shortly. MGC advised PO to wait until after the next Chairs' meeting, as he believes that the Trustees are looking at implementing '20 questions' across the MAT. If they do, the Trustees will be completing some, if not all, of the work – Action ongoing
<i>D. (4.13) LP to liaise with Brenda and complete COSHH forms</i> – Action completed
<i>DB to update H&S report and upload to Google</i> – Action completed
<i>E. AT to liaise with staff and amend the Home Learning Guidelines</i> – Action completed (Agenda item J)
<i>E. LP to put Trust Equality Objectives on the agenda when finalised. The policy has not yet been approved</i> – Action ongoing
<i>F. AT to update the Pupil Premium & Sports Funding information on website. AT advised that he has updated the Pupil Premium, but not the Sports Funding</i> – Action ongoing
<i>F. MGC/LP to circulate slides to governors</i> – Action completed
<i>H. KR to advise AT on changes required to website</i> – Action completed
<i>J. AT to 'unzip' subject action plans, LP to add to May agenda and load on Google</i> – Actions completed
<i>N. DB to prepare contract review schedule for May meeting, LP to add to agenda</i> – DB informed governors that Ross Bowell has advised that the contract review schedule no longer needs to be reviewed by governors – Action completed
<i>R. MGC to confirm appointment with Trustees</i> – Action completed
<i>R. AT/MGC/LP to liaise re governors' terms of office</i> – Action completed
<i>S. DB to call Zurich for insurance implications</i> – Action completed (Agenda item S)
Matters arising: MGC advised that is in an Ofsted requirement that all governors read the Pupil Premium plan on the website and agree the information at the next meeting – Action all governors/LP
E. Chair's report on Chairs' Group Meeting: MGC informed governors that there has not been a meeting since his last report, although '20 questions' is likely to be on the agenda.

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F. Headteachers' Update: AT advised governors that he was following the new MAT format for Heads' reports, with alternate verbal and written presentations.

- **Staffing Update:** There are 5 candidates for interview tomorrow for the vacant KS2 teaching position. AT informed governors that he had reluctantly accepted the resignation of the current year 3 teacher, Andy Kiddell, who has decided that the lifestyle is not for him at the present time. AK is keen to develop his outdoor education and PE skills and is very grateful for all the support he has received from the school. Also, there is a vacancy for a lunchtime supervisor, as the current member of staff will not be returning from maternity leave. However, the person who has been covering the position is applying to fill the post. There may be a requirement for an additional 1:1 teaching assistant, but this depends on the outcome of the six pending admissions appeals. AT advised governors that the school was oversubscribed for the next academic year, and four catchment children had been refused a place. This means that some families whose younger children have not got into the school are considering withdrawing the older siblings so that all can attend the same school. CM asked whether class sizes would be increased, but AT stated that the appeals panel would have to find that due process had not been followed by the LA or there were exceptional circumstances before the school could admit over its P.A.N.
- **Safeguarding On-line System:** The Trust is trialling an electronic system to report concerns. Any logged on-line will immediately alert AT and HS, as safeguarding leads. Because the system is trust-wide, it is possible to track members of the same family across different schools. It is called 'My Concern' and it is hoped to be in use from September 2016.
- **Pupil Premium Learning Walk:** AT thanked the governors who took part and said that their report was very useful, especially when completing the recent pupil premium audit.
- **Schools Direct Trainee:** This year's trainee has been offered a position at another Trust school. Unfortunately, she accepted this before AK handed in his notice. Next year's trainee is more experienced and has already been working in a school in Key Stage 1. This means that the trainee will be salaried, but this will be paid by Wimborne Teaching School. The trainee has not been formally offered the position yet, as AT has to find a placement for them from Christmas to February half-term and wants to finalise this first.
- **Maths No Problem cpd:** This offers a completely new approach to Maths teaching and has been trialled for two years at St John's First School. The CEO of the Trust is looking to introduce this approach in all Trust first schools from September 2016 and staff will attend training in July. This method should prepare all pupils for the new curriculum and going 'deeper' into the subject.
- **Teacher Appraisal:** A common approach is being adopted across the Trust, to prevent any anomalies between schools, especially in respect of pay decisions. AT has received the draft paperwork.
- **Parental Survey:** The results from this are on the shared space. About 45% of parents responded, which is a good percentage. MGC advised that the feedback was more positive this year, especially on important issues. The same parental survey was used across the Trust, meaning that parents can compare the responses. PO **queried** why there were comments relating to 'no experience of the school's approach to bullying'. AT said bullying happened relatively rarely at the school. He also explained that any issue that generated more than one response was looked into, for example clubs for reception children, and before and after school child clubs. HS added that Colehill Nursery was looking into the possibility of a breakfast club.

There were no further questions.

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G. Pupil Premium Audit: (*Papers circulated prior to meeting*) AT explained what Pupil Premium was for the benefit of the new governors. The funds received should be used to bring the maximum benefit to the pupil concerned. Together, the Pupil Premium statement on the website and the audit set out how the money has been utilised. MGC reminded governors that someone will need to take over his role of link governor for Inclusion from September. There were no questions from governors.

H. Finance Update: (*Papers circulated prior to meeting*) DB referred governors to her report and explained that, although there was £15,000 in the bank at the end of March, there was significant expenditure for April. Also, staff costs are over budget, but it is still cheaper to fill absence using support staff than supply staff. PO **questioned** whether there was a percentage ceiling on staff expenditure across the Trust. DB confirmed that there was, but the school had not reached that figure yet. DB also explained that Ross Bowell was gradually procuring Trust-wide services such as utilities and photocopiers. Negotiating these for all the Trust schools enabled him to obtain lower costs. Hence, there was no longer a need for a contract review schedule to be presented to the local governing body. PO **asked** what 'Schools UK' is. AT explained that the company provide absence insurance and there are two outstanding claims, both for staff who have left the school. MGC added that the Academy only agreed to insure with them on the understanding that these claims were settled in full, but that has not happened yet. There were no further questions and MGC thanked DB for her report.

P. Decoration & Maintenance: (*Minor Issues – papers circulated prior to meeting*) This item was dealt with next to enable DB to leave the meeting early. DB summarised her report, adding that the hot water system needed replacing as the water did not heat up quickly enough to pass legionella testing. AT clarified that the legionella bacteria had never been found in school. MGC **questioned** the £105,000 cost for the work. AT explained that the trace heating circuits were not fit for purpose and a new circulatory system needs fitting. This involves some plumbing work in all the classrooms, but most of the work is in the roof void. There were no further questions.

DB left the meeting at this point, 07.20 pm

I. Governor Visit Updates: (*Papers circulated prior to meeting*) MGC thanked governors for their visits and learning walks, and requested that all outstanding reports be produced by the end of the month. He wants to arrange one more learning walk and AT suggested that this be SDP related. There were no questions on the visit reports. **Action** – all governors

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

- LP advised governors that the Emergency Management Plan was still outstanding from Spring 2015, as it was proving very difficult to check whether the emergency telephone numbers were still valid. MGC suggested using Kevin Way, Health and Safety Inspector from DCC to verify these. PO **asked** what the red card system referred to in the policy was. AT explained that if an adult needed help, a pupil was sent to the office with the red card. HS added that there are also red cards for specific children with severe medical needs. JG **questioned** whether there was a panic button in the office. AT confirmed that there was one with a direct link to the police.
Action – MGC/LP
- Fairness & Dignity at Work, Schools Sessions and Student Work Experience Placements Policies – LP advised governors that these policies were unchanged, just updated with new logos and dates. All three policies were **unanimously** agreed and approved by governors.
- Teaching & Learning Policy – This has been updated to include 'the Learning Line' model. Policy **unanimously** agreed and approved by governors.

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- More Able Learners Policy – This has been re-named from ‘Able Learners’, and has had a minor change in wording. PO **asked** if there was a Trust policy for this. MGC said that there would be eventually, but the more important policies were being dealt with first. Policy **unanimously** agreed and approved by governors.
- Home Learning Guidelines – Following the last governors’ meeting, these have been updated after discussions with teaching staff. Policy **unanimously** agreed and approved by governors.
- Redundancy Policy – LP advised governors that this was a Trust policy, but still in draft form.

K. Safeguarding & Child Protection: (*Papers circulated prior to meeting*) KR advised that there was nothing to update governors on. HH confirmed that the handover was going smoothly and she will deliver all her paperwork to KR before the end of term. LP reminded governors to read the updated information on FGM which was on the shared space. AT explained that all teaching, and most support, staff had completed the on-line Prevent training. The lunch time supervisors and cleaners will be completing this shortly.

L. School Development Plan (SDP) 15/16: (*Papers circulated prior to meeting*) MGC **asked** AT if there was anything to report. AT confirmed that there were no areas of concern, with good progress being made on the priorities for the year. He will provide a detailed report next meeting. MGC suggested that the next learning walk could focus on any of the three SDP areas – the new enriched curriculum; the whole school assessment framework and extending the pastoral and academic support. AT explained that the new terminology for pupils who achieve higher than age-related expectations was ‘going deeper’ or to ‘greater depth’. It was agreed to focus on greater depth in Maths.

M. Governors questions for AT: There were none

N. Governors questions for Trustees: There were no questions, but MGC informed governors that there are vacancies on some of the Trustee committees. However, Trustees are looking for governors with particular specialisms, such as solicitors. He will report on the next Chair’s meeting at the 28th June meeting. He also invited anyone thinking of standing for chair to the Chair’s meeting.

O. Health & Safety Update (PO): PO explained that he was carrying out an inspection on 20th May accompanied by pupils. He will also carry out the PAT testing on a separate visit, when not accompanied. DCC are conducting a Health and Safety audit on 30th June, which he will come into school for.

AT added that the school was now 1st Aid compliant, and there is further training planned, including a paediatric first aid course for one member of staff.

P. Decoration & Maintenance (AT):

- Hot water system remodel – covered earlier in the meeting
- Access to fire assembly point for disabled pupils – AT is seeking advice from the manual handling officer, as the point is at the far end of the field, across the grass. A personal exit plan is being prepared for one pupil, but the officer’s input is needed for this.
- Hall floor – This has previously bubbled because of damp and workmen were here for several weeks, raising and double screeding the floor. It is now lifting again in isolated spots, but the hall doesn’t feel damp, just cold.
- Minor issues – covered by DB earlier in the meeting

There were no questions.

Q. Questions on Clerk’s Update: (*Papers circulated before meeting*) There were none.

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R. LGB Issues: MGC reminded governors that he was definitely leaving the governing body in September and a successor was needed as Chair. He advised that the Trustees could appoint a Chair from elsewhere in the Trust if the governors did not elect their own, meaning the loss of the ability to self-govern.

He also referred to the new governors' specialism forms and requested volunteers for any vacant posts. **Action** – all governors

S. Insurance: AT advised governors that Zurich Insurance were not happy with the idea of a key safe for lettings use. The policy is not school-friendly, but there are still 18 months left on the contract before Ross Bowell can look around for a more school-orientated provider.

T. F.A.I: MGC asked governors to let LP or himself know if they think of anything to add to the agenda.

MGC reminded governors to check their google email addresses for the date of the next learning walk and also to arrange their class visits. **Action** – all governors

MGC mentioned the growing issue of parents phoning their children in sick, when the family is then seen on social media having a family day out. He reminded governors that they represent the school and must not condone holidays in term time. AT explained that the school can retrospectively de-authorise absence and that the attendance percentage figures can affect the outcome of an Ofsted inspection.

U. Date of next meeting: MGC advised that he was not sure whether there needed to be a separate budget setting meeting on 7th June, and would let governors know after the next Chairs' meeting at the Trust. The date of the next local governing body meeting was confirmed as Tuesday 28th June 2016 at 6.30 pm. **Action** - MGC

Meeting closed 20.00 pm

Actions:

- *D: PO to write up '20 questions'; AT to host on Google – to wait until MGC attends next Chairs' meeting and feeds back*
- *D: LP to add 'Equality Objectives' policy to agenda when finalised by the Trust*
- *D: All governors to read Pupil Premium Plan on website before the next meeting*
- *I: Governors to ensure all visit reports are completed before the end of May*
- *J: MGC/LP to ask Kevin Way for updated emergency numbers; LP to update the policy and put on next meeting agenda*
- *R: Governors to consider vacant specialisms and chair's post*
- *T: Governors to try and attend the learning walk and arrange class visits*
- *U: MGC to confirm whether Budget Setting meeting on 7th June needs to take place*