

## COLEHILL FIRST SCHOOL

### FULL GOVERNING BODY MEETING

#### Minutes of meeting held at the school 6.30pm on Tuesday 29<sup>th</sup> September 2015

**Present:** Mike Guilmant-Cush (Chair), Dave Topping, Juliet Gould, Helen Hann, Phil O'Connor, Katie Ramsden, Andrew Turrall (Head teacher), Ruth Everton, Helen Self, Hilary Moss (arrived at 7.36pm)

**Attending:** Debbie Bowring (Out going Clerk), Lynnette Payne (New Clerk)

The Clerk chaired the first part of the meeting, dealing with the election of the Chair. MGC was the only candidate for the position, proposed by DT and seconded by PO. His appointment was **unanimously approved** by a show of hands.

MGC took over the chair and explained that Julie Walter was on holiday, but had indicated her willingness to stand for the position of vice-chair. Her appointment was **unanimously approved** by a show of hands.

1. **Apologies:** received and accepted from Julie Walter
2. **Declaration of Personal, Business and Pecuniary Interests:** None
3. **Minutes of last meeting:** The minutes of the full governing body meeting held on 1<sup>st</sup> July 2015 were formally approved and signed
4. **Matters Arising:**
  - *Item 8: Memorial to Gordon:* KR said that she had spoken to a local tree surgeon who creates items from the wood he removes. He would choose an interesting shaped piece and carve the chair from this, charging £100 for the wood and for about a day and a half's labour. KR suggested that she brings some designs to the next meeting with prices. AT agreed and also said that he would contact Gordon's family to explain what the plan was. KR stated that the tree surgeon could also make a plaque if requested. **Action – Clerk to add to agenda for next meeting**
  - *360° review of Chair:* MGC asked governors whether they thought it was more important to look at the whole governing body, rather than just the chair. PO stated that '20 questions' deals with this. DT questioned whether this was mandatory. MGC said it is best practice, but the process should not be over complicated. He suggested planning in time at the end of year meeting to review how things had been dealt with, and including as part of the GDP. **Action on-going**
  - *Yearly Planner:* MGC has not completed this yet, but will bring to the next meeting. He has also checked the revised structure, (no committees), with the MAT, who are happy. **Action – Clerk to add to agenda for next meeting**
  - *Parent Governor election:* MGC asked whether there was a draft letter on file to send out. AT confirmed that there was. DT asked whether the school were allowed to specify specific skills when holding parent governor elections. AT and MGC confirmed that the letter can be tailored to request suitably qualified applicants. **Action on-going**
  - *Ofsted draft guidelines:* Clerk confirmed on GVO. **Action completed**

- Emergency Management Plan: Clerk working on, but several telephone numbers have changed within the LA, so it is taking time to check. MGC stated that the school was one of only 3 or 4 who had a plan in place when academisation took place. **Action on-going**
- Radicalisation: MGC confirmed that he had met with PO, HH and JG to discuss radicalisation and this would be dealt with further under item 7.
- Meeting dates for 2015/16: (Circulated prior to meeting): **Unanimously agreed**  
**Action completed**

#### 5. Governor's Business Review:

- Code of Conduct (Circulated prior to meeting): MGC explained that this had been updated to include reference to governors' business interests being listed on the school website. The document was passed round for Governors to sign. **Action – HM to sign at next meeting**
- Aims, Values & Missions Statement (Circulated prior to meeting): MGC asked if governors were happy with the statement. The MAT has their own statement, but schools should maintain their own one, as that is what parents are interested in. **The statement was unanimously approved.**
- Terms of Reference (Circulated prior to meeting): MGC explained that he needs to check with the MAT to see whether these have been superseded by the scheme of delegation, but in the meantime the revised terms of reference, removing reference to committees, need to be approved by governors. **The document was unanimously approved**
- Business Interests Register: This was dealt with at the July meeting, as the summary document needed to be on the school website by 1<sup>st</sup> September 2015.
- Delegation of Authority to Headteacher: Proposed by MGC, seconded by PO. **This was unanimously agreed.**
- Governors' Responsibilities (Circulated prior to meeting): MGC explained that governors were essentially moving up with their last year's class. He is happy to remain as Equality Governor, unless another governor wants to take on the role. He asked whether HM, in her absence, was happy to remain as SEN governor? AT said that she had not said that she wanted to step down. DT will remain as Safer Recruitment Governor and HH will remain for one more year as Safeguarding Governor. HH added that she would like to start training up her replacement. MGC thanked her for her hard work and asked whether anyone would be interested. JG asked what the role involved? AT explained that there was a safeguarding audit once a year, due in the Autumn term. JG said she would accept the role.

#### **David Topping left the meeting at this point, 6.53pm**

- MGC then explained that Ofsted require one governor to have attended the Early Years Foundation Stage, (EYFS), course, ideally the Early Years governor. It was then agreed that KR would take on the safeguarding role and JG the Reception governor role and attend the course. PO continues as H&S governor, as he has attended the relevant Health and Safety training.
- Training Record (Circulated prior to meeting): The clerk explained that governor services had sent an up to date training record for all governors, which will be covered under item 11, Clerk's update. MGC said that the MAT was considering in-house training, at first just for LGB chairs. This would lead to more consistency across the MAT and enable good practice to be

shared. This also links in to the Governor Development plan. There is also the possibility of an event for all governors across the trust to see the 'behind the scenes' work that goes on and how things will move forward in the future. RE queried whether she would have to attend governor training, even though she received staff training. AT confirmed that she did not have to, but could if she wanted to.

- *Governor visits:* The clerk advised that there had only been 2 governor visits so far this term, but now that the link arrangements were agreed, the visits should commence. MGC said that he has not yet produced the year planner, but not to delay class visits in the meantime. JG asked how long a visit should take. AT said typically one hour. HS suggested that class teachers could chase their governor if a visit hadn't taken place.
  - *Governor Development Plan (Circulated prior to meeting):* MGC said that the GDP last year was superseded by the academy conversion. He believes that the new plan should not be too involved and should be addressed at the next meeting. AT suggested looking at how the LGB works within the Trust and MGC also suggested self-review of the LGB, using the 20 questions model, and analysing Governor visit forms to see whether critical questions were asked. MGC asked whether governors had any other points. It was **unanimously agreed** to look at the GDP in the November meeting. **Action – clerk to add to agenda for 17<sup>th</sup> November meeting**
  - *HR Annual Policy Statement:* MGC explained that all HR policies are now MAT wide policies, so the LGB have will no longer have to consider them. PO asked where the policies could be viewed. MGC explained that the Trust website is currently being updated to provide a link to the policies. AT advised that he will put a link on the school's website to the Trust's website, once completed.
  - *Policy Schedule (Circulated prior to meeting):* MGC referred governors to the Clerk's policy schedule identifying which policies were now trust-wide and advised that the school's policy work load will drop as the Trust implements more policies.
6. **Parental Questionnaire:** AT informed governors that there were 48 responses, slightly higher than previous years, and he requested the help of 2 governors to look through the comments sections and identify what needs addressing. The new school development plan will contain a summary of the questions asked. *KR and RE volunteered to help.* MGC asked whether there were any issues to address. AT said the responses were generally more positive, although there were still several comments regarding insufficient information home about progress.
7. **Safeguarding Update (HH):** HH reminded Governors of the new guidance that came into effect on 1<sup>st</sup> September 2015. The new document, 'Keeping children safe in education', contains information on female genital mutilation and preventing radicalisation. Staff members and regular visitors have been made aware of the new document. AT confirmed that all new members of staff received this training on 2<sup>nd</sup> September 2015. HH also said that the Child Protection policy had been updated, ensuring procedures on cross referencing pupils' attendance are watertight. AT confirmed that the updated policy was on the website, in advance on the new model policy being issued by the LA, but if there were any changes he would update it. HH confirmed that she had met with AT and PO in July to discuss radicalisation and the most important message is not to deny that it could happen in Dorset and that all staff and visitors know the relevant procedures.

8. **Governor Skill Audit Form:** MGC explained that the Clerk had a new form from Governor Services, and that all Governors were to complete this and return it at the next meeting.  
**Action** – *Governors to complete form and return at 17<sup>th</sup> November meeting*
9. **Letting Arrangements for School Buildings:** MGC handed over to AT at this point in the meeting. AT explained to Governors that the school had let the building out over the last 2 years, at night, weekends and over the holidays. This has provided a good source of income for the school. However, over the summer holidays, one of the holiday users left a bench out in the rain, and replacement has cost £270. The building was also left unsecured on one occasion. It has been impossible to identify which club was responsible in either case. At other times, the PE equipment has been used and not put away at the end of the session. Brenda White, the janitor, locks up after most of the clubs, unpaid, but with time off in lieu. However, as lettings have got busier, she does not want to keep coming back to school out of hours. If she was paid for her time, it would have to be at overtime and unsociable rates, which would negate the lettings income. AT asked governors whether the lettings should carry on, as they are a significant source of extra income for the school. However, the call out charge for an alarm engineer, should it be required, is £130 a time and there is no-one on the staff to provide a hand over check list when the letting is finished. MGC stated that he had discussed it with AT and the options were to increase the letting rates, although this may put some people off, but the extra income would offset any costs for damage. The other option would be to accept that things get damaged as part of the lettings exercise. DB confirmed that the three main lettings bring income of £270 a month, which increases by £127 per month during the winter months, when the field is unusable. The users are Boot Camp, choir and Dance Fit, and the Boot Camp instructor has his own set of keys to the school, as he lives in Poole and uses the school 3 evenings a week. HH queried whether a key safe could be mounted outside the building or whether a security company could be paid to come round and make a site check each evening after the clubs have finished. RE suggested charging for the use of equipment or tables and chairs, but DB said that the hall hire was already quite expensive, at £40, (including £5 insurance). The choir, however, only pay £27.50, a more reasonable rate.

**HM arrived at this point in the meeting, 7.36 pm**

After further discussion, it was decided to monitor the situation for the rest of the term, with the possibility of installing a key safe, changing the letting agreement to state 'equipment not included' and securing PE equipment with a chain. HM suggested that governors could take turns in locking up, to save Brenda having to drive back to school.

**Action** – *AT to investigate cost of key safe and chain for equipment. Return item to agenda for 17<sup>th</sup> November meeting*

**10. Policies for review/ratification:**

- Collective Worship Policy: MGC advised that 'J Aspley's name had been removed and replaced with the wording 'any other member of staff' **FGB unanimously agreed and ratified**
- Admissions Policy: MGC advised that AT had amended the policy and put it on the website. There is also a MAT wide policy being worked on. **FGB unanimously agreed and ratified**

- Child Protection Policy: MGC advised that AT had produced an updated version to account for new guidance and this had been put on the website already. **FGB unanimously agreed and ratified**

#### **11. Clerk's Update:**

- The Clerk further explained the updated policy schedule, identifying those policies that are now replaced by Trust-wide policies. This is an ongoing process and policies will be put on the meeting agenda when due for review to bring them to the attention of governors and then removed from the schedule. Ultimately, there will be a separate policy schedule identifying all Trust policies for information. **Action – Clerk to set up a Trust policy schedule (ongoing)**
- The clerk referred to the list of courses previously circulated. There have been changes to some course structures. 'Preparing for Ofsted' and 'Critical Friend' have been replaced by the 2 part 'Effective Governance' course. All governors are advised to complete this before their first term of office. The next course takes place in October and, as KR is the only Governor to have completed both of the old courses, the clerk recommended Governors to book a place.
- The EYFS course is being held on 3<sup>rd</sup> November and the clerk advised that JG, as the link governor for reception class, should attend. JG said that she could not attend on this date. **Action – clerk to ask Governor Services whether there is another date for this course**
- Governor visits – the clerk reminded governors of the need for regular visits.
- The clerk explained that the Trust had started to produce weekly briefings for clerks and asked whether these should be uploaded to the GVO for Governors to read. **This was unanimously agreed. Action – clerk to upload weekly trust briefings to GVO**
- A date needs to be set for the budget setting meeting. DB advised early June to fit in with the Trust's requirements. The clerk proposed Tuesday 7<sup>th</sup> June at 6.30pm. **This was unanimously agreed. Action – clerk to add to schedule of meeting dates**

MGC requested governors to look at the updated course list and advise at the next meeting whether they had booked onto any. **Action – add to November meeting agenda for update**

#### **12. F.A.I:**

- Letting of school buildings
- Governor Development Plan
- Draft Year Planner
- KR, MGC, AT to create an evidence list of what governors do and how it is done, utilising the results of the parental questionnaire.
- H&S visit report (**Action - PO to advise AT of date of visit**)

AT informed governors that Andy Kiddell, the new Year 3 teacher, had settled in extremely well and he was very pleased with him. He also explained that the Trust's challenge partner, Debbie Zachary, would be carrying out a SEP type review of the school and circulated to governors a copy of the report format. This is an Ofsted type inspection which should be discussed at the next meeting.

**Action – add to 17<sup>th</sup> November meeting agenda.**

**Meeting closed 7.53 pm**

## ACTIONS

- 4: *Clerk to add options for design of reading chair to November meeting agenda; AT to liaise with Gordon's family*  
*Clerk to add self-review of governing body to June meeting agenda*  
*MGC to initiate yearly planner*  
*Clerk/MGC to liaise re parent governor elections*
- 5: *Clerk to add Governor Development Plan to November meeting agenda*  
*HM to sign Code of Conduct at November meeting*
8. *Governors to complete Skills Audit form and return to clerk at November meeting*
9. *AT to investigate viability and cost of key safe and lock for equipment.*  
*Clerk to add item to November meeting agenda*
11. *Clerk to set up Trust policy schedule*  
*Clerk to ask Governor Services if they are running another EYFS course*  
*Clerk to upload weekly briefings to the GVO*  
*Clerk to add budget meeting date to schedule*  
*Governors to report on training courses booked/attended ; clerk to add to November meeting agenda*
12. *PO to advise AT of date of H&S visit; clerk to add to November meeting agenda*  
*Clerk to add challenge partner's report to November meeting agenda*