Minutes of Meeting

Body: Heymann Primary and Nursery School

Meeting title: 1st Autumn term meeting of the Local Governing Body

Date and time: Monday, 9 October, 2017 at 6.00 pm

Location: Heymann Primary and Nursery School, KS2 site

Membership

A Mrs H Darnbrough
Mrs J Hullis
Mr C Turner (arrived at 6.20pm)

A Mr A Nash
Ms S Hussain
Mrs K Salisbury
Ms L Noble (headteacher)
Miss K Coombs-Taylor
Mr A Sawford

In attendance

Mrs C Cox (Trust administration and governance manager, clerk to governors)
Mrs J Baily (Minuting Secretary, Nottinghamshire CC)

Action

LGB/56/17 Apologies for absence

Apologies were received from Mr Nash (work commitment) and Mrs Darnbrough (work commitment). Governors

resolved

to accept these apologies.

LGB/57/17 Declaration of interest

The clerk reported that existing declarations will be forwarded to governors for review. If any changes are required a new form will be issued and retained for the record. A new form will be sent to new governor Miss Coombs-Taylor but as she is a teacher, a DBS form was not required as she was an existing member of staff. Clerk

LGB/58/17 Review of membership

It was noted that Mr Sawford’s appointment as a staff governor is due for re-election in November 2017 and this will be followed up before the next LGB meeting. HT

Mr Turner attended the meeting at 6.20 pm.
Governors discussed the current vacancy for a Trust governor. Following a detailed discussion about the attributes and skills required by the governing body and the interest expressed by two nominees, it was agreed:

- to recommend the appointment of Mr J Farmer to the next Trust Board meeting
- to invite Ms A Hall to visit the school and observe the next meeting of the local governing body with a view to recommending an appointment to the next Trust governor vacancy in December as a vacancy was expected to be imminent.

**LGB/59/17 Election of chair**

The clerk reported that there had been one nomination, Mrs K Salisbury. Mrs Salisbury withdrew at 6.25pm. Governors unanimously approved the appointment of Mrs Salisbury and she returned to the meeting at 6.26pm. On behalf of governors, the headteacher and clerk formally thanked Mrs Hullis for all the hard work and support she had given to the school as chair. Mrs Hullis continued in the chair for the duration of this meeting.

**LGB/60/17 Election of vice-chair**

The clerk reported that there had been no nominations for the post of vice-chair and invited expressions of interest. It was noted that only two governors were currently eligible to be considered for the post. Following a discussion about the role and responsibilities of the vice-chair, Ms Hussain and Mr Turner expressed an interest in the vacancy. Following a discussion, it was unanimously approved that Ms Hussain and Mr Turner would be appointed and that the post would become a job share, as an innovative approach to the future and exploration of how the shared role would work for the incumbents. Governors thanked Ms Hussain and Mr Turner for their support.

**LGB/61/17 Minutes of last meeting, held on Monday, 10 July, 2017**

The minutes of the LGB meeting held on Monday, 10 July, 2017 were presented to the governing body and formally approved.

*Matters arising*

*LGB/52/17 Monitoring Reports*
The clerk reported that the IT platform would be arranged for the submission of reports and provided further information. It was noted that the following reports would be submitted:

**SEND** – Mr Turner will submit a report of a monitoring visit with the SENCo and Ms Hussain will submit a report from a previous monitoring visit.

**DATA** – Mr Nash will submit a report about his monitoring meeting with the headteacher.

### LGB/62/17 Report from meeting of the Trust Board of Directors

The clerk provided a verbal summary about the frequency of meetings and the key decisions which had taken place at previous board meetings.

- Appointment of a permanent executive headteacher at Crossdale Primary and Keyworth Primary and Nursery School which would proceed with a joint governing body.
- Willow Farm – due diligence reviewed and summarised. Membership had been approved and the anticipated conversion date is 1st January 2018.
- Converter Academy Schools – the terms of membership have been approved.
- Permanent CEO post for 5 days per week – approved and interviews conducted.
- Academy orders submitted by 2 schools and consultations will be undertaken.

The clerk will provide a report about the October meeting of the board at the next LGB meeting.

### LGB/63/17 Review of SEF documentation

The clerk described the cycle for reviewing the SEF documentation noting that one aspect will be considered at each LGB meeting and the aspect for the autumn meeting is ‘overall effectiveness’ and this will be discussed as part of the cycle at the October 2018 meeting.

The headteacher reported the discussions with Trust headteachers about the quality assurance process and the idea of developing a common format/template across the Trust which would easily enable local content to the inserted into the SEF. The links between the ‘headteacher reports to the SEF, to the SIP and then to results’ were highlighted and also the benefits of being able to share and discuss the reports with other Trust headteachers.

The clerk reported that the section of the SEF documentation to be reviewed at the next LGB meeting would be ‘behaviour and welfare’.

### LGB/64/17 Governor monitoring

*Performance management*

*School development*
Governors noted that the chair and headteacher had carried out monitoring of the above areas and their online reports were almost completed. The procedures for preparing and submitting the reports was described by the clerk.

It was

agreed

- to forward the reports to the clerk for submission to the next meeting of the Trust and to discuss them at the next LGB meeting.  
- Areas for monitoring next half-term included documentation monitoring (to be undertaken by Mr Sawford and the headteacher); pupil groups (to be undertaken by Mr Turner, Ms Hussain, Mr Nash and the headteacher); safeguarding (to be undertaken by Mrs Salisbury in conjunction with data from Mr Nash).

It was

agreed

- to defer the decision for the governor responsible for monitoring safeguarding to the next LGB meeting.
- that Mrs Salisbury would visit the headteacher regarding the safeguarding checklist and CPOMs at 2.00pm on 14 November at the KS1 building.
- that the chair will liaise with Ms Hussain regarding the NURTURING update
- that the headteacher will follow up the assessment principles for the MAT.
- that Miss Coombs-Taylor would monitor Maths Mastery project and complete the monitoring report
- that Mrs Hullis and Mr Sawford would monitor writing for the literacy shed.
- that all reports would be completed by 27 November 2017

LGB/65/17  Headteacher’s report

The headteacher’s report and the following papers were tabled and discussed:

- The pupil premium strategy statement was received as part of the headteacher’s report and will be used to assist with monitoring visits this term.
- The proposed new office team structure was presented. Governors agreed to approve the structure. In reply to a question, the headteacher confirmed that staff are very happy about the changes.
• In reply to a governor’s question about school support, ref. section 2 of the headteacher’s report, the headteacher noted that the appointment of a family support worker would be a big asset to support parents and staff. It was also reported that the CPOMS reporting is working very well and is very helpful. The headteacher reported that a designated safeguarding officer must be onsite at all times.

• It was noted that health and safety reports will be uploaded to the document and also that PE monitoring and CPD key impact reports had been included in the headteacher’s report.

Governors formally received the report and attached papers.

LGB/66/17 Lettings policy: Request for alcohol licence

The clerk explained that it was now necessary for governors to approve individual requests for licenses. The headteacher provided further information about the event in October which was the subject of the application.

Governors agreed to approve the application for an alcohol licence for the October event.

LGB/67/17 Approval of targets

The headteacher tabled a proposal for the End of Year Targets 2017/18 and explained the process for recommending the ambitious targets.

Governors agreed to approve the targets based on the headteacher’s consideration of the data and subject to referring the decision about the early years targets to the next meeting when the data would be available to inform the target setting and decisions.

HT Clerk

LGB/68/17 Approval of School Improvement Plan (SIP)

Costing monitoring

The headteacher tabled the School Improvement Plan 2017-18, outcomes from SEF. It was noted that the pupil premium audit across the Trust had not yet been completed but it is hoped that this will be followed up this year.

The clerk invited any questions and highlighted the need to examine SIP activity against budgets throughout the year.

Governors agreed
to formally approve the SIP

**LGB/69/17 To note Equals Trust Improvement Plan (EQTIP)**

The draft plan was tabled and considered in conjunction with the headteacher’s report and the school SIP. The clerk reported that the plan would be submitted to the Trust’s October meeting and was included on the agenda for information.

**LGB/70/17 Dates of future meetings**

- **Autumn 2:** Monday, 27 November, 2017, at 6.00 pm, KS2 site
- **Spring 1:** Monday, 12 February, 2018, at 6.00 pm, KS2 site
- **Spring 2:** Monday, 26 March, 2018, at 6.00 pm, KS2 site
- **Summer 1:** Monday, 14 May, 2018, at 6.00 pm, KS2 site
- **Summer 2:** Monday, 16 July, 2018, at 6.00 pm, KS2 site

Governors noted the dates for future meetings. The clerk reported that she hoped to be present at each meeting but if any problems emerged because of the volume of meetings to attend across the Trust, she would discuss attendance with the chair and headteacher in advance.

**LGB/71/17 Determination of confidentiality of business**

Governors agreed that with the exception of two items discussed at LGB/71/17 and the LAC papers included in the headteacher’s report, all reports and papers be made available as necessary.

The meeting closed at 8.09pm

Signed: [Signature]  (chair)  Date: 27 November, 2017