



School: Heymann Primary and Nursery School
Meeting title: Spring term meeting of the governing body
Date and time: Monday, 3 March, 2014 at 6.30 pm
Location: At the school

Membership
'A' denotes absence

	Mrs H Darnborough
	Dr B Robbins
	Ms M Stravino
	Mr A Nash
	Mrs A Devlin (chair)
A	Mrs S Clayton
	Mrs J Hullis (vice-chair)
A	Mr M Routledge
A	Mr M Shaw
	Mr D Knights
A	Mrs K Lavender
	Ms L Noble (headteacher)
	Mrs P Shepherd
	Mr A Sawford

In attendance Mrs C Cox (clerk to the governors)

GB/01/14 Apologies for absence Action

Apologies for absence were received from Mrs Clayton (family commitment), Mr Routledge (family commitment), Mr Shaw (work commitment) and Mrs K Lavender (work commitment).

It was

resolved

that the governing body consent to these absences.

GB/02/14 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/03/14 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated.

The chair congratulated Mrs Darnborough, who had been nominated for her governor's long service award for 15 years service.

The chair reminded governors of the governor code of conduct and asked for all members of the governing body to sign a copy in agreement of the principles within. Governors present signed copies of the code of conduct and returned them to the chair.

**Chair, SC,
MR, MS,
KL**

The chair resolved to ensure that Mrs Clayton, Mr Routledge, Mr Shaw and Mrs Lavender signed copies of the governor code of conduct before the next meeting.

The clerk informed governors that it was likely that all governing bodies, whose reconstitution was defined by the stakeholder model, would have to reconstitute to the skills based model before 1 September, 2015.

The clerk explained how the models differed and reassured governors that it was not a difficult task, with a skills audit taking into account the skills existing governors had.

GB/04/14 Minutes of*Autumn term meeting*

The minutes of the autumn term meeting held on Monday, 11 November, 2013, having been previously circulated were confirmed and signed by the chair.

*Matters arising**GB/35/13 Review of membership*

Mr Nash confirmed that he had completed his declaration of identity form immediately after the autumn term meeting and, after showing the clerk proof of his identity from an approved document, the clerk had submitted the form to County Council governor services.

*Committees and working parties**Finance, General Purposes and Personnel Committee*

The minutes of the Finance, General Purposes and Personnel Committee meeting, held on Wednesday, 16 October, 2013, were presented.

Strategic Development and Pupils Committee

The minutes of the Strategic Development and Pupils Committee meeting, held on Wednesday, 5 February, 2014, were presented.

School Improvement Committee

The minutes of the School Improvement Committee meeting, held on Tuesday, 21 January, 2014, were presented.

*Matters arising**Strategic Development and Pupils Committee**New school brochure*

The headteacher reported that the brochure project was underway, but ongoing. Advert for the new school nursery placed in Totally Locally West Bridgford Times.

*School Improvement Committee**Health check feedback*

The headteacher had circulated the quality assurance check carried out by the County Council school improvement service to support 'good' and 'outstanding' maintained schools, prior to the full governing body meeting. The check had provided reassurance to the senior leadership team (SLT) and had been a robust check of the school's performance in lieu of an Ofsted inspection.

Aims and vision document

The headteacher presented the completed aims and vision document which parents and pupils had fed into. Governors

agreed

to approve the aims and vision document, for publication and use throughout the school.

GB/05/14**Correspondence**

The chair explained that documents for the meeting had been sent out via two emails; one from the chair and one from the headteacher. Governors were asked if there was a preferred way of governors receiving the papers, in advance of a meeting.

Governors stated that they were happy to receive them in the format they had arrived, where they could easily be accessed and weren't spread across too many communications. The chair asked the clerk if other governing bodies used a different method of communication. The clerk gave examples of how governing bodies shared information, but stated that the most common method was email, which was perfectly acceptable. Resolved to have all papers circulated by email going forward.

The clerk highlighted the following items of correspondence:

*Nottinghamshire Governor magazine**Page 1 - Letter from Leonie*

The clerk informed governors of the change to the magazine, which from Easter would be issued electronically to chairs, headteachers and training co-ordinators, for onward distribution to the full governing body. The change to frequency would mean that the magazine would be more relevant across the whole term and governors would be informed more regularly of updates to legislation or pertinent topic matter.

Page 5 - Preparing for emergencies

Governors were informed that all schools were required to have an emergency plan, and governors should familiarize themselves with it. The decision to close the school in an emergency or due to adverse weather would be taken by the headteacher, but the procedures followed were detailed and further information could be found on Wired.

Page 10 - Governing body services 2014

Governors were informed of the details of the service provided to schools for 2014/2015. The clerk explained changes to the service, which would include the governing body being able to 'buy in' 6 clerked meetings for a discount, and the governing body requiring to opt for an all electronic or all paper service.

Holding the headteacher to account for the educational performance of the school and its pupils

GB/06/14 Headteacher's report including

The headteacher presented her report to governors, which had been circulated prior to the meeting, highlighting the following areas:

- Number on roll
- Exclusions and behaviour (1 fixed term exclusion)
- Level of SEN
- Pupil Premium progress
- In year progress of vulnerable groups
- Staffing
- SEF
- Extra-curricular enhancement
- Attendance
- Racial incidents (0)
- Pupil progress
- LAC report (1)
- Use of Pupil Premium
- PE sports funding
- Report on appraisal process
- Report on the impact of SIP
- School expansion update

Mrs Hullis asked if the child who was the subject of a fixed term exclusion had been re-integrated successfully. The headteacher stated that the school was managing the situation as well as could be expected, with the child showing a pattern of poorer behaviour on certain days. The staff were working on strategies to help the situation.

The headteacher reported that the staffing structure was being looked at prior to September and some recruitment may be necessary. One temporary teacher had had his contract made permanent and was 'delighted'. Dr Robbins stated that, Ms Spray's commitment to work for a couple of hours a week after retirement to provide health and safety monitoring was admirable. The headteacher agreed that her knowledge would prove to be very beneficial to the school.

Ms Stravino referred to the progress made by EAL children and stated that the achievements of this vulnerable group were to be noted and the headteacher congratulated. The progress in mathematics was nothing short of fantastic and something the school should be very proud of.

Governors discussed the strategies used by the school to provide a language rich environment in the school which was recognised to help EAL children progress, but provided an enhanced environment to benefit all children in the school, particularly in English, and for those pupils who had speech and language developmental issues.

The headteacher explained that tremendous work was carried out by the staff and the support to all children with language needs, both EAL and non-EAL was fantastic, however, not all EAL children required support to reach age-related expectations (ARE), and staff had also focused on developing inference skills required to help children achieve L5+.

Ms Stravino asked if the fact that the number of children who had EAL was the same as the number of children with SEN meant they were the same children. The headteacher explained that it was a coincidence only.

The headteacher explained that regardless of a child's need, the budget allocated was spent to maximise the benefit to all children, while addressing the specific needs of individuals, which was the purpose of provision in mainstream education.

The chair thanked the headteacher for her comprehensive report and noted that, despite the ongoing project of the new site build, moving into new buildings and the ongoing projects for expansion of the school, the headteacher report continued to provide in-depth information of the highest quality to enable governors to have a good overview of the school.

The headteacher had circulated the following reports for governor scrutiny and understanding:

- Rushcliffe Learning Alliance (RLA) governor report
- Lesson study summary – December 2013

Ensuring clarity of vision, ethos and strategic direction

GB/07/14 Report from the Corporate Director for consideration and action

A Strategy for Closing the Educational Gaps in Nottinghamshire – Update for Governors

The clerk spoke to the report and explained the need for governors to be aware of how the Pupil Premium was spent, tracked and its impact assessed in school.

Governors were directed to the questions on page 2 of the report which governors should ask in order that they have an understanding of the Pupil Premium (PP) and its impact in school. The clerk also directed governors to the strategies and interventions which were considered to be useful in the deployment of Pupil Premium. Governors noted the report for future use.

Governors asked the clerk how PP children would be identified once all KS1 children were able to claim free school meals. The clerk explained that children already in school could be identified, if their parents claimed for FSM. Children entering Reception in September, 2014, could be identified, if eligible, provided their parents had claimed FSM while attending Nursery. Alternatively, the County Council would provide guidance to enable schools to invite parents to register for children who were eligible but had not previously been claimed for.

Mr Nash left the meeting at 7.20 pm, due to a work issue.

GB/08/14 Policy update – to approve any policies referred from the previous meeting*Emergency plan*

The headteacher presented the updated emergency plan, which had been altered due to the school now having two sites. The evacuation point for each site would be the alternative building, removing the need to evacuate to West Bridgford Academy. The plan was based on the County Council model and had been the subject of personalisation to the school's individual circumstances. Governors

agreed

to approve the emergency plan, for use by the school now it was on two sites.

Violent and abusive behaviour policy

The headteacher reported that the updated policy had been available for governors to view at the last meeting of the Finance, General Purposes and Personnel Committee. Governors

agreed

to approve the violent and abusive behaviour policy.

The chair informed governors that she would be looking at the list of policies held by the school with the headteacher and reviewing it to ensure all policies were scrutinised at the most appropriate time.

Chair/HT

GB/09/14 School improvement plan

The headteacher explained that the school development plan had been reported on under item, GB/6/14, and its three development priorities explained.

GB/10/14 School self-evaluation

The headteacher advised that the report had been circulated to governors prior to the meeting and was to be used for reference. The report had been uploaded on line and was used as an evaluation document for Ofsted inspectors to analyse the progress of the school and its capacity to improve prior to inspection.

GB/11/14 Governor training*Report from training co-ordinator including priorities for governor training and development 2013/14*

Mrs Lavender had sent a report to the meeting, which was delivered by the chair. Governors noted that Mr Routledge and Mr Shaw had attended the governor induction course. Mrs Hullis had completed several online modules.

The chair informed governors that she had enrolled on the Chairs' Development Programme, which comprised several modules and encouraged other governors to consider the course, to enable a skill-rich governing body.

The chair reported that all governor minutes, monitoring reports and other suitable documents would be uploaded onto the Sharepoint portal, shortly. Mr Sawford agreed to write a crib-sheet of instructions on how to use the portal, distributing it to all governors.

AS

GB/12/14 Governor visits and monitoring reports

The chair reported that she had attended an initial mathematics monitoring visit and had submitted a report.

Mr Knights had attended to complete an initial SPAG monitoring report.

The chair asked all governors who hadn't arranged their link area initial visit to do so as soon as possible so that the timetable of monitoring was kept to.

The following monitoring visits had been arranged for the rest of the spring term:

- The chair would be attending to complete a follow-up mathematics visit
- Mr Knights would be attending to complete a follow-up SPAG visit
- Mr Nash would be attending to complete an initial Sci-tech visit
- Mrs Hullis would be attending to complete a follow-up pupil progress visit
- Mrs Hullis would be attending to complete an EAZ-MAG visit

Mr Sawford agreed to circulate the teacher-governor link document to enable governors to make contact with the lead teacher for their link, to arrange monitoring visits.

AS

Overseeing the financial performance of the school and making sure its money is well spent**GB/13/14 Approval of***Updated finance policy*

The headteacher confirmed that this item had been completed by the Finance, General Purposes and Personnel Committee.

Schools Financial Value Standard (SFVS)

The headteacher advised governors that the document was complete except for the benchmarking exercise which was required before it could be submitted. Mrs Hullis agreed to complete the benchmarking exercise. The clerk advised that the SFVS should be submitted by the same date as last year's submission, near the end of March, at the latest. Governors

JH

agreed

that the SFVS could be signed off by the chair and submitted as soon as the benchmarking exercise was completed by Mrs Hullis, with any issues reported back at the summer term meeting of the full governing body.

Chair
Agenda*School budget*

The headteacher reported that the budget allocation for 2014/15 had just been received from the County Council and she was working on the matter.

Year-end re-forecast

The headteacher advised that this would not be released until after the financial year had closed.

Services for Schools

The headteacher confirmed that she was in receipt of the Services for Schools document and was currently assessing the level of 'buy back' the school would be requiring regarding County Council bought-in services. Governors

agreed

to delegate approval of Services to Schools to the Finance, General Purposes and Personnel Committee.

**F,GP&P
Ctte**

Concluding items

GB/14/14 Confirmation of dates for 2014

The governing body

agreed

Summer term – Monday, 9 June, 2014 at 6.30 pm

GB/15/14 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.48 pm.

Signed(chair) Date

CC/cml