

THE GOVERNING BODY OF MOLDGREEN COMMUNITY PRIMARY SCHOOL

Minutes of the meeting of the Governing Body of Moldgreen Community Primary School held at 7.10pm at the School on Thursday, 29th November 2018

PRESENT

Mrs Christine Hall (Chair), Mr Dean Davis, Mrs Helen Stead, Mrs Maria Sykes, Mrs Louise Szewczyk

IN ATTENDANCE

Ms Gillian Brewer – Minute Clerk

Item	Minutes	Action
2364. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.	Apologies for absence were received from Mr Trevor Armitage, Mr H M Ilyas, Mrs Tania Smith and Mr Andrew Hancox all without consent Mrs Szewczyk declared an interest in the first item and withdrew from the meeting. An additional item would be taken at this point.	
2365.	DELETED – Minute number 2386 refers	
2366.	DELETED – Minute number 2386 refers	

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2367. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	<p>RESOLVED: That the following matter would be raised under Any Other Business:</p> <ul style="list-style-type: none"> • Allocation of areas of specialism to governors. 										
2368. REPRESENTATION	<p>RESOLVED: That Governors note the following matters of representation:</p> <p><u>Appointment</u></p> <table border="0"> <thead> <tr> <th data-bbox="546 724 741 756"><u>Name</u></th> <th data-bbox="994 724 1128 756"><u>Category</u></th> <th data-bbox="1442 724 1576 756"><u>Date from</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="546 799 792 831">Mrs Maria Sykes</td> <td data-bbox="994 799 1128 831">Co-opted</td> <td data-bbox="1442 799 1576 831">02.10.18</td> </tr> <tr> <td data-bbox="546 874 837 906">Mr Andrew Hancox</td> <td data-bbox="994 874 1218 906">Local Authority</td> <td data-bbox="1442 874 1576 906">15.11.18</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>Date from</u>	Mrs Maria Sykes	Co-opted	02.10.18	Mr Andrew Hancox	Local Authority	15.11.18	
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2369. ELECTION OF VICE CHAIR	<p>Nominations were taken from the meeting.</p> <p>RESOLVED: That Mr Hancox be elected Vice-Chair.</p>										
2370. MINUTES OF THE MEETING HELD ON 12 th JULY 2018	<p>RESOLVED: That the minutes of the meeting held on 2nd October 2018 be approved and signed by the Chair as a correct record.</p>										
2371. MATTERS ARISING	a) Minute 2336										

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	<p>The governor skills review has now been completed.</p> <p>b) Minute 2343</p> <p>Mr Hancox has now been appointed to the governing body.</p> <p>c) Minute 2344</p> <p>Mrs Stead could not be appointed Vice Chair as she is a staff governor. Mr Hancox has now been appointed to the position of Vice Chair.</p>	
	<p>SCHOOL SELF EVALUATION AND STATUTORY RESPONSIBILITY</p>	
<p>2372. REPORTS FROM COMMITTEES</p>	<p>The Resources Committee had met prior to the full governors meeting. Mr Davis gave a verbal report from the discussions, which included:</p> <ul style="list-style-type: none"> • The budget • Internal audit recommendations • Continuous Professional Development spending • Future expenditure • School site • School condition report • Performance Management • Governor Expenses Policy (new) • Pay Policy (LA adopted) • Appraisal policy (LA adopted) <p>Performance Management reviews had been completed and it was recommended by the Finance and Resources Committee that all teachers who had met their objectives would be awarded a pay increment.</p> <p>RESOLVED: That the Governing Body agreed to the pay increments for teachers.</p>	

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	<p>It was questioned whether performance management included all staff. It was explained that only teaching staff had been involved but the intention is to look at p.m. for support staff after Christmas.</p> <p>Governors present were given copies of the three policies; Governor Expenses, Pay and Appraisal. It was recommended that the Full Governing Body ratify the decision of the Resources Committee to approve the policies.</p> <p>RESOLVED: That the above policies be approved.</p> <p>The minutes would be circulated in due course.</p>	
2373. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS	<p>The Head Teacher's report had been emailed to governors prior to the meeting.</p> <p>Senior Leaders had input to the report. It is a detailed 18 page report.</p> <p>Governors commented that the presentation of the document was excellent, the highlighted sections were good and the glossary was useful.</p>	
2374. HEAD TEACHER'S WELLBEING/ DEDICATED HEADSHIP TIME	<p>The Head Teacher is absent due to illness and Mrs Szewczyk had been Acting Head in her absence.</p>	
2375. HUBs	<p>The SHINE HUB meeting had been rescheduled. The teacher who should have attended the Early Years had not been able to attend due to another commitment. Therefore, there was nothing to report.</p>	
2376. SAFEGUARDING	<p>Mrs Szewczyk would distribute the audit and she explained that it is a working, ongoing document, some aspects of which, were changing all the time.</p>	

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	<p>The school's KLP contact, Val Flintoff had checked the single central record.</p> <p>Kim Lonnergan, the Head Teacher at Moldgreen's partner school had advised Mrs Szewczyk to undertake a refresher safeguarding course and DSL training. She had recommended reducing the headings on CPOMS.</p> <p>Safeguarding is a strength of the school</p>	
2377. SCHOOL WEBSITE	The school website is up to date.	
2378. SCHOOL COUNCIL	Class representatives have been appointed, they have held their first meeting and are hoping to meet every three weeks. Teachers from yrs5/6 are leading	
2379. COMMUNITY LINKS	<p>The school is building strong links with the community. School Council members planted bulbs in the church garden, children visited the church to make lanterns and are to take part in a lantern parade in the local area. Pupils had taken part in a music concert and visited a local care home.</p> <p>The activities would be publicised on the school website and in the school newsletter.</p>	
2380. SCHOOLS FUNDING FORMULA	The Funding formula could not be discussed at this stage	
2381. UPDATE ON SIP	<p>Some aspects of the SIP will be reviewed again.</p> <p>Governors were advised to familiarise themselves with the SIP and the parts of the plan that have been completed</p>	
2382. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY	<p>Governor's present at the meeting were given a copy of the updated Teacher pay policy and the Local Authority model Teacher appraisal policy. It was recommended that both policies be adopted.</p> <p>RESOLVED: That the policies be adopted.</p>	
	GOVERNING BODY TRAINING AND DEVELOPMENT	
2383. GOVERNOR	Mrs Stead had visited Early Years, she had completed a record of the visit and	

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TRAINING AND GOVERNOR VISITS	<p>place it in the relevant folder.</p> <p>Mr Hancox and Mr Ilyas had attended the governor briefing on 22nd October and would report at the next governing body meeting.</p> <p>Helen, Christine and Dean had attended a briefing 'OFSTED and Mental Health'.</p> <p>Christine had attended Head Teacher appraisal training and training on the role of Chair of governors.</p> <p>Maria had completed her new governor training and online safeguarding training.</p>	
2384. ANY OTHER BUSINESS	<p>Areas of specialism were allocated to governors as follow:</p> <p>Health and safety – Mr Armitage Maths - to be allocated English - Mrs Stead Governor training - Mrs Hall Leadership and Management – Mrs Sykes Early Years - Mrs Stead</p> <p>There was discussion over governor training available online and governors were advised to visit the NGA website.</p>	
2385. DATES OF FUTURE MEETING AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meetings of the Governing Body be held on Thursdays at 7.15 pm on:-</p> <p>31 January 2019 preceded by Standards and Effectiveness Committee at 6.00 pm 2 May 2019 preceded by Resources Committee at 6.00 pm 11 July 2019 Full governing body only.</p>	

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	SCHOOLS CONFIDENTIAL	
2386. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That Minutes 2365 and 2366 be excluded from the copy to be made available at the the School and in addition Minutes 2365 be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy to be made available to the staff governors and observers.	

The Chair closed the meeting at 9.05pm.