

DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING 11.02.15 7PM

PRESENT: I Wilkinson, T Allen, T Fisk, M Russell, S Young, T Hutton, A Tarrant, P Dilks, J Thody, S Gledhill, D Knight, G Lyden

CLERKED BY: S A Dodson. The meeting was quorate

1) APOLOGIES: None as all governors present.

2) DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST

Chair queried if there were any amendments/additions to declarations of interest held on file or to any agenda item. None Received.

3) MINUTES OF LAST MEETING 13.11.2014

Supplied by clerk and agreed as a true record.

4) MATTERS ARISING

- Update of governors area of website – It was agreed that governors area of the website required updating and that all governors were to supply clerk with an updated profile. Clerk advised that she could send a template for details to be included.

ACTION POINT: UPDATED PROFILES – ALL GOVERNORS

ACTION POINT: UPDATE GOVERNORS AREA OF WEBSITE SAD

- In House training session for this academic year/cluster FGB training opportunity – I Wilkinson and T Hutton will raise this at the next heads and chairs meeting.

5) HEADS REPORT

- Including Review Of Racial Incidents – The Head questioned whether there were any queries from the report.

GQ Do we have a governor that is attached to Racial Equality/Incidents?

ANS Not directly. Discussion ensued and agreed that Ted Fisk was to take this role.

GQ What constitutes a racial incident?

ANS Head advised of racial verbalisation and that he was aware that there were pupils playing inappropriate age related computer games that could result in implications in this matter.

GC How are these matters recorded and the review thereof.

ANS There is an incident log/form that is used to record these types of incidents.

GA That this should be reviewed by the governor with this responsibility and this can be a way of evidencing the way the school has handled and reviewed an incident and any feedback/queries.

- Data On Attendance/Absence – The head advised that letters were being sent to parents if absenteeism of pupil goes below a certain level and also if there are patterns of absenteeism. The school is also trying to ensure that families are receiving the support they require.

ACTION POINT: ENSURE % OF ABSENTEEISM IN HEADS REPORT TO FGB - IW 20.05.2015

GQ We were previously advised of the links with other schools. What have we been involved in since the last meeting?

ANS There is a music workshop in May and we may use this as an introductory visit to our school or literacy group, but this is still to be completed.

ACTION POINT: ENSURE ON AGENDA SAD 20.05.2015

6) REVIEW DATA DASHBOARD

The head advised that this has not been issued as yet but that it should be available in March.

ACTION POINT: ENSURE AGENDA ITEM FOR SSC COMMITTEE 19.03.2015 SAD

Clerk advised that she will forward to FGB as soon as available.

7) REVIEW AND UPDATE ON SDP – The head advised that SPAG programme was not ready until November from Lincoln schools academy. The head advised of a paired approach being developed with

cluster schools and that staff are reviewing each other's books to see if they can see a learning journey. The head also advised that Year 4 now has fulltime teacher.

8) REVIEW AND UPDATE ON SEF – The head informed the FGB of a suggestion received from the EA that preparing children for Modern Britain should be under SMSC and that within the assessment section with regard to assertive mentoring of maths, that it is cross referenced to school website on Maths.

ACTION POINT: SEND UPDATED SEF TO FGB AND UPDATE ONTO GOVERNORS AREA OF WEBSITE - IW
GQ Has the EA given any indication as to the likelihood/timescales of Ofsted inspection.

ANS The head was informed that Ofsted could come anytime and there a lot of schools that had their inspections in 2010 that were categorised as good and therefore they would not be able to complete them all and that the presumption was that they would complete those that were RI first.

A Tarrant left room at 19.45pm A Tarrant returned 19.51pm

9) UPDATE AND REVIEW OFSTED MONITORING PLAN – Clerk advised that this had been loaded onto website but was not in the secure area therefore this needed to be amended.

ACTION POINT: MOVE TO SECURE AREA - SAD.

10) UPDATE AND REVIEW GOVERNORS SCHOOL DEVELOPMENT PLAN – Clerk advised that this had been loaded onto website but was not in the secure area therefore this needed to be amended.

ACTION POINT: MOVE TO SECURE AREA - SAD.

11) SKILLS SET AUDIT/GOVERNORS HEALTHCHECK The clerk advised that as part of the reconstitution process it was recommended that a NGA skills audit is completed. The clerk also advised of the FGB Health check that was a form of self-review and the strengths and weaknesses of the FGB.

ACTION POINT: SKILLS AUDIT COMPLETION – ALL GOVERNORS

ACTION POINT: SKILLS AUDIT ANALYSIS – SAD

ACTION POINT: ENSURE FGB HEALTH CHECK AGENDA ITEM SEPT 2015 - SAD

12) REPORT FROM CURRICULUM AND STANDARDS COMMITTEE

- Review and agree amended Terms of Reference – Supplied in advance of meeting by clerk. No queries raised and unanimously agreed. Query raised as to whether someone from this committee was on each of the sub group membership.

13) REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE

- Including Outturn Report

The chair of the Finance Committee advised that the Finance Policy was accepted and agreed at Finance Committee Meeting. The FGB acknowledged receipt in advance of the meeting and no queries raised therefore unanimously agreed.

GA Action point from audit was that the FGB should receive an outturn report each meeting. This was supplied to the FGB.

GQ What does outturn mean

ANS % spent vs predicted at given point in financial yr.

ACTION POINT: Full report from auditors to be received by chair - MR

14) REVIEW OF MEMBERSHIP OF HEADTEACHERS PERFORMANCE REVIEW PANEL The chair of the panel advised that meetings had been undertaken with the EA and the recommendation is that head moves one further point up the pay scale. Vote undertaken and the FGB agreed. The chair of the FGB advised that it is good practice that we change this panel on a secular basis. Therefore J Thody agreed inclusion on the panel replacing D Knight.

15) REVIEW ADMISSIONS ARRANGEMENTS - As a community school these are stipulated by LCC. Proposed for agreement by S Gledhill and Seconded by M Russell.

16) REVIEW SCHOOL PROSPECTUS - The FGB were advised that this had been reviewed and amended by the headteacher.

17) HEAD AND CHAIRS MEETING UPDATE - The head advised that this had not been undertaken as yet but that he would refer to the cluster at a meeting on Friday 13.02 along with cluster CPD.

18) JIMMY D'S UPDATE - The head advised that Jimmy D's would be moving into the upper room and that a suitable leasing agreement was to be arranged. It was envisaged that this would be from February half term, but no agreement/advise received from county received at this time, therefore will probably be after half term as it is good practice to have leasing agreement in place before the move is undertaken.

GC What is the effect on the school.

ANS Head advised that Science and arts rooms are staying upstairs as they are moving onto the 3rd room.

GC Will this room be available for use during the day by the school?

ANS We could use this room but this would have to be agreed with Jimmy D's.

GC What is the Max children in Jimmy D's

ANS Max 24-28. The head advised that if they were to run a sports event they may use hall.

GC When they move what happens to mobile.

ANS It is their responsibility and we have been advised that they want to retain for a period and that it will be their responsibility to return the site back to its original condition. The head advised that the school may request to use the mobile for storage and have a peppercorn rent or agreement.

GC What about the Fire exit for upstairs?

ANS There was a fire door that is not in use, but upon a recent inspection the Fire Officer advised that a maximum of 60 people could be accommodated upstairs as long as there was nothing flammable under the stairwell and that the stairwell was not blocked as fire exits are at bottom.

GC Where is the area for fire drills for Jimmy D's?

ANS Front playground.

19) POLICES REVIEW

- Child Protection Policy/Procedure/Safeguarding – updated by T Fisk. The FGB were advised that the update referred to acceptable behaviour policy not the child protection policy.

20) AOB

The head advised that the EA had suggested that a governor should review the website to ensure that all statutory items were on the website and up to date. G Lyden agreed that he would do this.

ACTION POINT: REVIEW WEBSITE FOR STATUTORY ITEMS – GL 20.052015

ACTION POINT: ISSUE LIST OF STATUTORY ITEMS TO GL – SAD A.S.A.P.

The FGB were advised that the school library is now a lending library for pupils and has been in use for the last 4 wks.

ACTION POINT: ENSURE SCHOOLS IN FOOD ON NEXT FINANCE AGENDA – SAD 06.05.2015.

There being no other business the meeting concluded at 8.30pm. Next Meeting 20.05.2015

SUMMARY OF ACTION POINTS 11.02.2015 FGB	BY WHOM	TIMESCALE
WEBSITE – UPDATED GOVERNORS PROFILES	ALL GOVERNORS	A.S.A.P.
UPDATE GOVERNORS AREA OF WEBSITE	SAD	A.S.A.P.
ENSURE % OF ABSENTEEISM IN HEADS REPORT	IW	20.05.2015
UPDATE ON LINKS WITH OTHER SCHOOL	IW/SY	20.05.2015
REVIEW DATA DASHBOARD	SSC COMMITTEE	19.03.2015
SEND UPDATED SEF TO FGB AND UPDATE ONTO GOVERNORS AREA OF WEBSITE	IW	
MOVE OFSTED MONITORING PLAN & GOV'S SCHOOL DEVELOPMENT PLAN TO SECURE AREA	SAD	
SKILLS AUDIT COMPLETION	ALL GOVERNORS	
SKILLS AUDIT ANALYSIS	SAD	
ENSURE FGB HEALTH CHECK AGENDA ITEM	SAD	01.09.2015
Full Finance Audit report to COG	MR	
REVIEW WEBSITE FOR STATUTORY ITEMS	GL	20.05.2015
ISSUE LIST OF STATUTORY ITEMS TO GL	GL	A.S.A.P.
ENSURE SCHOOLS IN FOOD ON FINANCE AGENDA	SAD	06.05.2015