



School: Carlton Standhill Infants
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday, 8 November, 2018 at 6.00pm
Location: At the school

Membership
'A' denotes absence

| | |
|---|-----------------------------------|
| | Mrs R Ward |
| | Mr P Astill |
| | Mrs E Fletcher (Chair) |
| | Mr C Worrall (from item GB/36/18) |
| | Mrs S Ghattaora (Headteacher) |
| | Miss S Flint |
| | Vacancy (Co-opted) |
| | Mrs J Bucknall |
| | Vacancy (Local Authority) |
| A | Mr A Wilson |
| | Mrs E Edwards |
| A | Miss J Clarke |

In attendance Miss S Smith (clerk to the governors)

GB/34/18 Apologies for absence Action

Miss Sarah Flint was welcomed as a new parent governor.

Apologies for absence were received from Mrs Clarke (personal) and Mr Wilson (work commitments).

It was

resolved

that the governing body consent to these absences.

GB/35/18 Declaration of interest

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

- Review and sign Register of Business Interest/Declaration of Eligibility

Governors were given forms to sign which were signed and returned by those present.

GB/36/18 Review of membership

Governors noted that Mr Ellis had resigned.

Mr Connor Worrall (a member of staff) was proposed as a Community Governor and was approved by governors. Mr Worrall joined the meeting and was welcomed to the governing body.

No governors were close to the end of their terms of office.

GB/37/18 Determination of term of office for chair and vice-chair

It was resolved that the term of office for the chair and vice-chair of the governing body would be 1 year.

GB/38/18 Election of chair

Mrs Fletcher was proposed and seconded for the position of chair. There were no other nominations.

It was resolved that Mrs Fletcher be appointed as chair of the governing body.

GB/39/18 Election of vice-chair

Mr Astill was proposed and seconded for the position of vice-chair. There were no other nominations.

It was resolved that Mr Astill be appointed as vice-chair of the governing body.

GB/40/18 Approval of minutes of summer term meeting

The minutes of the summer term meeting held on Wednesday, 13 June, 2018 having been previously circulated and subject to the following correction being made were confirmed and signed by the chair.

Mr Astill and Mrs Fletcher appeared twice in the membership list and Mrs Clarke, and Mrs Ghattaora had been omitted.

Review of actions

GB/19/18 It was noted that induction training might be arranged for the new governors as a group.

GB/28/18 The Behaviour principles were still to be completed.

GB/41/18 Receipt of minutes and approval of policies from committees and working parties

School Review Committee

The minutes of the School review meeting held on Wednesday, 26 September 2018 had been available to governors before the meeting.

Finance and General Purposes Committee

The minutes of the Finance and General Purposes Committee meeting held on Wednesday, 16 May 2018 had been available to governors before the meetings.

The Finance and General Purposes Committee had agreed the Appraisal Policy and governors ratified this decision.

GB/42/18 Financial reporting

Year end re-forecast

Mrs Ghattaora updated governors on the financial situation of the school. The school was in a sound position.

GB/43/18 Headteacher's report

The headteacher presented her report which had been available to governors before the meeting. Governors asked questions throughout the presentation including:

Q Governors questioned the amount of sickness with support staff. This was explained and return to work meetings had been held for all staff who had been off sick.

Q Had the fines issued been paid? This was not known but families had not been taken to court so it was assumed they had.

Q Did other schools use the same techniques to measure performance? Yes, these were based on SATs.

Q Were staff pleased with the results? Yes, improvements had come from the different assessments, smaller class sizes and the embedding of the new curriculum.

Q Were comparison made between this years' Year 2 and their Year 1 results? Yes, and these comparisons were included in the report.

Q How often was the phonics open day held? It was had annually and was well attended by parents with reception pupils.

The situation around the handling incident was described and actions to avoid the situation recurring were given. Governors backed the school's decisions.

Q Are staff MAPA trained? Yes, this had been done on a recent Inset day because of the needs of the children currently in school and the training had been undertaken by all staff.

LAC and Post LAC pupils were making expected progress but were not achieving age related.

Q Were there ELSA trained staff in school? There was not currently anyone in school but emotion coaching had taken place with staff and was being undertaken with pupils. Other related initiatives were described.

Mr Worrall had audited the school website and staff were able to upload information onto the website. This was part of the School Development Plan.

Q Things that come off the SDP often make a dip. Was there a way of avoiding this happening for example with Maths? Mrs Ghattaora was aware of this issue and had a monitoring timetable which included the Maths monitoring from previous years.

Q Was this a high number of Pupil Premium pupils? This was lower than in the past and was affected by universal free infant meals.

Q Was the play worker making up for the absence of an apprentice? Yes, this was working well.

Q How much was the Redhill Learning School's Alliance? It was £4 per child per year.

GB/44/18 Update on appraisal process for headteacher and staff*Confirm external appraiser*

The external appraiser for the Headteacher was Julie Wardle who was the Primary Executive Head for Red Hill Primary Academy.

Confirm/appoint appraisal governors

Mrs Ward and Mrs Fletcher were to continue as the Appraisal Governors.

Governors asked that the appointment of Appraisal Governors and the External Appraiser be added to the Summer term agenda for the Governing Body.

Agenda

The date for the headteacher's appraisal was booked.

GB/45/18 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff

All staff had had their first appraisal meeting and targets had been set. Mrs Ghattaora had conducted teaching staff appraisals and the deputy head had done support staff appraisals.

Teaching Staff Pay

Mr Worrall left the meeting for this item.

Information had not been available for the Finance and General Purposes Committee to make the decision on teaching staff pay.

The information was available and had been outlined in a letter to Mrs Ghattaora. A grant of £2000 was to be given by the government for the increase and there would be an additional grant for the following year. Governors agreed the decision on staff pay should be made by the full governing body at this meeting.

Mrs Fletcher and Mrs Ward left the meeting while the rest of the governors discussed the headteacher's recommendations for the staff pay increases. If there were any appeals some of the governors not present at this point in the meeting would form an appeals panel.

Governors supported the Headteacher's recommendations.

GB/46/18 Information from the Corporate Director for consideration and action*Teachers Pay Awards September, 2018 and other HR updates*

This had been covered in the previous item.

Supporting Successful Transitions for Children with SEND

Mrs Clarke was to be asked to consider this report.

SG/JC

GB/47/18 Safeguarding information for consideration and action*Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers – Form 1 and self-audit tool*

Form 1 and the Audit had been completed. Form 1 had been signed by the Safeguarding Governor and was signed by the chair.

The whole school policy for Safeguarding had been circulated to governors prior to the meeting and was approved by the governing body.

GB/48/18 Receive report from Data Protection Officer and Information Governance governor

Data Protection had formed part of the INSET day with staff and there had been changes made within the school to ensure compliance.

The audit was to be completed.

GB/49/18 Communication

From clerk – Governor Newsletter

The clerk reminded governors that there had been 2 issues of the Nottinghamshire Governor since the previous meeting. The following items were highlighted:

- Are your personal details up to date on GovernorHub?
- The 2019 Nottinghamshire Governor's conference
- Safeguarding
- Physical interventions in school
- Website compliance
- Complaints Policy and Procedure – update
- HR Policy updates
- New pre-key stage 1 and 2 standards

GB/50/18 Report from training co-ordinator including review of governor training requirements for 2018/19

Mr Wilson (training governor) was not present. Governors were reminded that he had sent details of governor training courses.

GB/51/18 Appointment of link governors

The following link governors were appointed:

SEN and Safeguarding – Mrs Clarke
Health and Safety – Mr Worrall

Governors were to link to the School Development Plan:
Nurture – Mrs Fletcher, Mrs Flint
ICT and reading – Mrs Edwards and Mrs Ward
Teaching and challenge – Mrs Bucknall and Mr Astill

GB/52/18 Governor monitoring visits

There were no written reports on visits.

Mrs Bucknall reported verbally on her visit to see ICT and History and Geography.

GB/53/18 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Questioning throughout the meeting
Approving staff pay
Approving policies
Questioning staff sickness
Safeguarding questions
Challenging monitoring standards around the school development plan

All governors were asked to come to the next meeting prepared to ask a question.

All gov

GB/54/18 Confirmation of dates for 2019

The governing body

agreed

Spring term – Wednesday 13 March, 2019 at 6.00pm

Summer term – Wednesday 12 June 2019 at 6.00pm

GB/55/18 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.35pm.

Signed (chair) Date