

# The Windmill Primary Federation Full Governing Board meeting

25 September 2017

		Action
<b>1</b>	<b>Present and consideration of Apologies</b>	
	<p><b>Attending governors:</b> Alison Bailey, Martin Gordon, Gloria Joiner, Scott Horsley, Rose Ward, Karen Thorpe and Flick Walsh (clerk)</p> <p><b>Accepted Apologies:</b> Nikki Graham <b>No apologies:</b> Tony Holden <b>Resignations:</b> Steve Hopps and Sarah Lensen; governors were grateful for all the work both Steve and Sarah had put into supporting the federation whilst being sorry to see them go but understanding their other commitments. Chair to write to both governors.</p>	<b>MG</b>
<b>2</b>	<b>Notification of any other Urgent Business</b>	
	It was agreed to discuss the NCC Highways Parish Partnership Scheme 2018/2019 bid for 'Keep Clear' carriageway markings outside primary schools under item 19.	
<b>3</b>	<b>Declaration of Business interests/Conflict of interest</b> To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting	
	There were no declarations of interest.	
<b>4</b>	<b>Election of Chair/Vice Chair</b>	
	<b>Governors unanimously elected Martin Gordon as Chair and Gloria Joiner as Vice Chair in the interim until more governors can be appointed to the board and are able to take up the position.</b>	
<b>5</b>	<b>Membership of the Governing Board</b> To approve appointment of new governors, note resignations and vacancies and agree the date for the revised membership to be published on the school website	
	<ul style="list-style-type: none"> <li><u>Parent governor elections</u> – there has been some interest from parents from Tilney St Lawrence, Walpole Highway and West Walton. There are only two parent governor vacancies but governors agreed to ask suitable parents to become Co-opted governors to fill these vacancies if not elected as a parent governor. Martin agreed to arrange a meeting with interested parents to discuss the role. Clerk to contact governor support with regard to how elections are held for parents across a federation.</li> <li><u>Other governor vacancies</u> – FW had contacted The Round Table, The Rotary Club and local Mason group but had not received a response</li> </ul>	<b>MG Clerk</b>

	<p>as yet. Educator Solutions are not aware of any possible governors and the Inspiring Governance website has no availability within a 30 mile radius. She will also try and arrange a meeting with the manager of Barclays Bank to see if a representative could be found to join the Board.</p> <ul style="list-style-type: none"> <li>• <u>Website</u> – details to be published after parents elections.</li> </ul>	<p>FW</p> <p>FW</p>
<b>6</b>	<p><b>Governors' Register of Business Interests</b> To review current information held and create a new register for 2017/2018</p>	
	Completed by all governors present. To be published on the website	FW
<b>7</b>	<p><b>Committees</b> To review the committee structure, membership, appoint Chairs and ensure the Terms of Reference are fit for purpose for the year</p>	
	<p><b>Governors agreed to amalgamate the Teaching &amp; Learning and Achievement &amp; Attainment committees and continue with the Resources committee. The following committee membership was agreed:</b></p> <ul style="list-style-type: none"> <li>• <u>Resources:</u> Martin Gordon, Karen Thorpe, Alison Bailey and Gloria Joiner</li> <li>• <u>Teaching and Learning:</u> Martin Gordon, Nikki Graham and Alison Bailey</li> </ul> <p>Scott Horsley and Rose Ward to attend both committees as appointed governors.</p> <p>Committee membership will be added to once new governors are appointed.</p>	
<b>8</b>	<p><b>Review Statutory Requirements</b> To review governor's monitoring strategy and appoint governors for delegated responsibilities</p>	
	<p><b>Governors agreed to remain with their current responsibilities until after the parent elections when it could be reviewed.</b></p> <p>Martin Gordon – Safeguarding and LAC, Data and Cluster representative Nikki Graham – Safeguarding and LAC, Read, Write, Inc Tony Holden – SENDCO Link governor Gloria Joiner – Health &amp; Safety, Pupil Attendance, Safer Recruitment</p> <p>Curriculum governors for Maths and English to be appointed at the next meeting.</p>	Clerk Agenda
<b>9</b>	<p><b>Headteacher Performance Management</b> To confirm panel of two or three governors to carry out the review and decide on external advisor</p>	
	Martin Gordon and Gloria Joiner confirmed as Headteacher Performance	

	Management governors (GJ to access training). Marion Dawe appointed as external advisor.	GJ
<b>10</b>	<b>Review Governors' Code of Conduct</b> To review and agree the code of conduct for the governing board	
	<b>Agreed and signed by governors present at the meeting.</b>	
<b>11</b>	<b>Minutes of previous meeting</b> Confirmation of the minutes of the previous meeting	
	<b>Governors agreed that the minutes of 3 July 2017 were a true reflection of the meeting.</b>	
<b>12</b>	<b>Matters Arising</b> Matters arising from the minutes and review of action taken	
	<ul style="list-style-type: none"> <li>Item 6 – NG to access governor safeguarding training May 2018; <b>governors expressed concern over the lack of local training; training appears to be concentrated in the Norwich area.</b></li> <li>Item 11 – AB to arrange meeting with Chris Hey to introduce herself and discuss progress of federation restructuring. <b>Governors agreed to set up a working party to monitor progress, to include AB, GJ, KT, RW, SH and FW.</b></li> </ul> <p>All other actions have either been completed or are on this agenda.</p>	
<b>13</b>	<b>Headteacher verbal report</b>	
	<ul style="list-style-type: none"> <li><b>Perspective Lite – in answer to governor's enquiry with regard to cost and benefits of such a system, AB explained that this was a very effective performance management tool which records staff observations form learning walks and other evidence which can be can also be uploaded by staff. Governors are able to access anonymised information to keep them informed on progress.</b></li> <li><b>Numbers on roll – WW 217 (including nursery), TSJ 52, TSL 67 and WH 49. Governors commented that the rising numbers for TSJ, TSL and WH are impressive particularly at TSJ probably assisted by the latest Ofsted result of being a 'good' school. Class structure may be altered at TSJ in future to provide the most effective set up for the school.</b></li> </ul>	
<b>14</b>	<b>School Development Plan &amp; SEF</b> To receive reports on the progress of priorities on the SDP and review impact and the SEF	
	AB introduced the SDP explaining that it included reference to evidence for the SEF which when completed will be linked to the SDP following feedback from staff; areas highlighted in red are the focus for this term and Appendices include a 3 Year Strategic Plan and Monitoring and Evaluation Timetable.	

	<p>Priorities for the year include the following:</p> <p><u>A – The effectiveness of leadership and management</u> – to include taking more ownership of staff subject areas consistent across the federation with a monitoring schedule in place. Management time has been made available to support this.</p> <p><u>B- Quality of Teaching, Learning and Assessment</u> - introduction of targets alongside Pupil asset monitoring for each subject making it obvious where there are gaps; ensuring that assessment judgements are secure and consistent. Moderation training for staff and continue to improve the standard of teaching. Focusing on Writing this term alongside Maths at TSL where there are some gaps.</p> <p><u>C – Personal Development, behaviour and welfare</u> – behaviour is not consistently good across the school day. There will be a federation INSET day in October to look at a pyramid of sanctions and rewards to be used by all schools. Midday Supervisors (MSAs) will be included in this. The introduction of a new App ‘Marvellous Me’ will assist with this and improve parental engagement providing instant rewards and positive feedback alongside lunch time taster sessions. <b>Governors discuss other initiatives to engage parents such as Reading Cafes.</b> There will also be a big focus on mental health wellbeing for pupils and staff.</p> <p><u>D – Outcomes for pupils</u> – to raise the attainment of writing throughout the schools this term and in Maths with a particular focus on TSL and all year 6 groups in TSL/TSJ/WH.</p> <p><u>E – Effectiveness of EYFS Provision</u> – to increase the percentage of pupils achieving a good level of development by the end of Reception and at least in line with national alongside the development of outdoor provision to allow access in all weather.</p> <p>AB reported that costings will be added to the SDP in the near future.</p>	
<b>15</b>	<b>Attendance Targets</b>	
	To agree attendance targets for the year	
	<b>After discussion governors agreed at target of 96% for WH/TSJ/TSL and 97% for WW.</b>	
<b>16</b>	<b>Small Schools Review</b>	
	To consider the vulnerable pupils in our schools and the federation’s capacity to meet their needs	
	AB reported that information provided by a previous extensive review would be used to provide the relevant information with WH having the most challenging vulnerable pupils on roll.	
<b>17</b>	<b>School Policy Review</b>	
	To report any policies reviewed/approved by committees and to review and agree the following policies	
	Latest NCC Pay Policy to be emailed out to governors for their approval.	<b>AB/FW</b>
<b>18</b>	<b>Governor monitoring, development and training</b>	
	a) To receive any reports from governors who have undertaken	

	<p>monitoring visits to schools since last meeting: GJ has monitored and provided a report on the new Edwards &amp; Blake Catering Service Level Agreement (SLA) by having a meal with the pupils at WW. She spoke to children about what they thought of the service – monitoring form has been completed and is on governorhub NG has monitored Forest Schools at WW, E-Safety parents meeting and Orchestra of the Age of Enlightenment, again information is on governorhub</p> <p>b) To receive a report from the Link Governor (i.e. governors linked to the priorities in the SDP) – no current reports as early in the term; links to be identified in relation to the SDP</p> <p>c) To receive feedback from governors who have attended training – new training brochure available on governorhub; committee agendas include a standing item to identify any needs</p> <p>d) Review of Skills Matrix – to be completed once new governors are appointed</p>	<p><b>AB/Governors</b></p> <p><b>Clerk Agenda</b></p>
<b>19</b>	<b>Any other urgent business</b> (not for lengthy discussion or anything requiring a vote)	
	<ul style="list-style-type: none"> <li>NCC Highways Parish Partnership Scheme 2018/2019 bid for 'Keep Clear' carriageway markings outside primary schools – <b>GJ explained that WH Parish Council were asking the school's permission to look at improving the safe parking of cars outside the school and on the main highway. It would not cost the school anything. FW reported that she had put together a draft letter to give permission for any appropriate measures to improve safety around the school. To be emailed to GJ prior to sending.</b></li> <li>GJ also reported that the Parish Council were also looking at the Small Schools review for WH. <b>It was agreed that a copy of the Federation's review could not be passed on to the PC as it could identify individual pupils in such a small school.</b></li> </ul>	<b>FW/GJ</b>
<b>20</b>	<b>Dates of future meetings 2017-2018</b>	
	LGB meeting dates all at WW at 6pm: 4 December 2017, 22 January 2018, 19 March 2018, 14 May 2018 and 2 July 2018.	
	<b>Meeting finished at 7.30 pm</b>	

Table of actions required

Item	Action	By when	By whom
1	Chair to write and thank governors who had resigned	asap	MG
5/6	Arrange a meeting with interested parents to discuss the role of governor.	asap	MG/FW
	Clerk to contact governor support with regard to how elections are held for parents across a federation	asap	Clerk
	Continue to seek community governors – FW to contact Bank Manager	asap	FW
	Register of Business Interests and membership and roles of the LGB to be published on website once new governors appointed	4/12/17	FW

8	Review Statutory Requirements – agenda item for next meeting when new governors have been appointed	4/12/17	Clerk Agenda
9	GJ to access Headteacher Performance training	Asap	GJ/Clerk
17	Latest NCC Pay Policy to be emailed out to governors for their approval – governors to respond by end of half term	Asap	AB/FW
18	<ul style="list-style-type: none"> <li>• Governors links to the priorities in the SDP to be identified</li> <li>• Review of skills matrix agenda item for next meeting</li> </ul>	4/12/17 4/12/17	AB/Governors Clerk Agenda
19	FW to forward letter to Parish Council giving school's permission for safer parking arrangements prior to sending	Asap	FW/GJ

Signed by Chair of Governors.....

Date .....