

GOVERNING BODY

ELMSLEIGH INFANT AND NURSERY SCHOOL

MINUTES OF MEETING HELD ON 26TH NOVEMBER 2015

PRESENT: Mrs. Bannister - Chair; Mrs. Matthews Vice-Chair

Mrs. Burton, Mrs. Liddle, Mrs. Wright,

Mr. Rose, Mr. Stanhope, Mr. Robinson, Mr. Bradbury, Mr. Cuttriss

IN ATTENDANCE: Mrs. K. Peace - Clerk

14/15-16 APOLOGIES

None - all present

15/15-16 WELCOME NEW GOVERNORS

New members had attended interviews with Head and Chair.

Mrs. Bannister welcomed our 3 new Governors Messrs. Robinson, Bradbury and Cuttriss; introductions followed. Governing Body membership now at full capacity

16/15-16 DECLARATIONS OF INTEREST - AGENDA ITEMS

None declared.

17/15-16 MINUTES OF MEETING HELD ON 1ST OCTOBER 2015

Minutes approved as a true record and duly signed.

18/15-16 MATTERS ARISING FROM AUTUMN TERM 1 MEETING

Constitution - confirmed that Mrs. Wright had been moved to Co-opted status; Mrs. Matthews moved to LA status pending approval from DCC

19/15-16 SKILLS AUDIT; SELF EVALUATION

Clerk to analyse completed forms to identify 'gaps' and training needs.

3 new Governors to complete skills audit.

20/15-16 FINANCE REPORT

Circulated by Clerk - annotated SAP system report representing 8/12 together with her accompanying report.

File as supporting docs

21/15-16 SCHOOL FUND AUDITED ACCOUNT YEAR ENDED 31.08.15

Clerk presented above account for approval and confirmed that the excessive bank charges in the sum of £ had been reimbursed at her request.

Statement of Account to be published on website and in school newsletter confirming available for inspection by parents.

22/15-16 HEAD TEACHER'S REPORT TO GOVERNORS AUTUMN TERM

As circulated - filed as supporting document.

Members raised questions regarding wording of the SIP

CM - wording of KI 1 reads as the target is for us to get more children working below age related expectations. All agreed that this needs to be edited.

KB pointed out that SIP is a working document and subject to change.

Re: fines for term time holidays. KB asked how many fines and been issued. Head confirmed 3 this term. LB asked how much the fine was- Head confirmed £60 per parent. CR confirmed that cases were being brought before the Magistrates Court. LB commented that it is still cheaper to pay the fine of £120 and offset this against cheaper term time holiday cost. LB also asked how many fines preceded a custodial sentence - CR to investigate

File as supporting doc

23/15-16 PERSONNEL MATTERS

See confidential Appendix 'A'

24/15-16 APPROVAL OF SCHOOL POLICIES

CM confirmed that the Equal Opportunities Policy considered at last meeting had been amended as agreed.

Attendance Policy - proof read by Mrs. Bannister and Mrs. Matthews who recommended approval of same.

Child Protection / Safeguarding - similarly recommended for approval

RESOLVED: That the Attendance Policy and CP/Safeguarding Policies are hereby approved

File as supporting docs

25/15-16 MEMBERSHIP MATTERS

Revised Code of Conduct duly signed by all members

Declaration of Interest forms duly signed by all members

File Rev Code Conduct as supporting doc

As previously stated, membership now at full capacity. Skills of 3 new members will impact positively on the work of the GB.

Training/Visit Feedback

CM recommended that feedback should consist of 10 bullet points to provide a manageable format - Clerk to revise. Also visits to school - 1 form to be completed collectively by all Governors attending.

Induction Training - new Members: Clerk confirmed that 3 places had been booked on an evening course at Linton Primary School. AC confirmed that he had been called for jury service that week and if selected would not be able to attend the training

Skills of Chaining Course to be attended by KBa 9th December 2015

Safeguarding Presentation 14th December 3.30 p.m. (20 minute video presentation) All teachers to attend also.

21st March 2015 - Child Exploitation training 2 hours.

Whole GB training to be arranged - Finance / Pupil Premium

Members agreed that induction training for whole GB would be beneficial - Clerk to liaise with Sandra Fletcher.

Clerk confirmed that the 3 new Governors had been supplied with an Induction Pack. KP had amended the Pack and the new format was approved.

Committees elected for the academic year 15-16

File list as supporting doc

26/15-16 CLERK'S QUIZ

A new concept - fun quiz to test governor's knowledge

The quiz provoked much discussion and was welcomed as a valuable brain train exercise - to be included as standard agenda item for future meetings.

27/15-16 CORRESPONDENCE

Merge in 28/15-16 ANY OTHER BUSINESS

It was with great regret that members received news that this would be Mr. Rose's last meeting.

Head and Chair expressed sincere thanks for his commitment to the school over many years. Round of applause given.

29/15-16 DATE OF NEXT MEETING - SPRING TERM 1

Thursday, 4th February 2016 - Full Meeting

Head recommended that separate meeting dates should be arranged for Committees as she felt that these were often rushed when held prior to the full GB meeting. Further that length of Committee meetings should not exceed 1 hour - All in agreement

Thursday, 28th January 2016

5:00 p.m. Curriculum Committee and 6:00 p.m. Resources Committee

Monday 8th February 2016 1:00 p.m. Buildings Committee

What have we achieved this evening to impact on teaching and learning at Elmsleigh?

- Planned training to further enable governors to be effective managers
- H/T Report - data analysis. Challenging questions
- Revised feedback format for training and visits
- Staffing - appointment of new FS Co-ordinator
- Staffing - request for reduced working hours granted - staff wellbeing
- Election of Committees to utilise skills of members
- New Committee meeting schedule will afford more time to discuss agenda items
- Policy review - continuity
- New Quiz to test knowledge

The Chairman thanked everyone for their attendance and declared the meeting closed at 7:15 p.m.

Signed Dated this 4th day of February 2016

MRS. K. BANNISTER, CHAIR OF GOVERNORS

Confidential appendix re: staff salaries excluded under Data Protection legislation.