



Newtown Primary School Governing Board

Full Governing Board Annual General Meeting Thursday 22nd September 2016 at 17:30 Venue: Newtown Primary School

Present Jenny Lloyd (JL) Penny Burnside (PB) Jill Mather (JMM) Saxon Spence (SS)
Hayley Back (HB) Sandra Dalglish (SD) Victoria Darios (VD) Ruth Jones (RJ)
Steven Fearn (SF) Philippa Danvers (PD) Laëtitia Brochon-
Harmsworth (LBH)

In Attendance: Jessica Bengier (JB)
(Clerk)

Apologies: Mike Cox (MC) Jane Morris (JM) Richard Westlake (RW)

Absent:

Quorum: 7. 12 in attendance, meeting quorate

Action/ Resolution

1. Welcome

The clerk welcomed everyone to the meeting.

2. Nominations for Chair and Vice Chair of the Governing Board

JL is stepping down as Chair of the GB. Nomination for Jill Mather to be Chair of the Governing Board received prior to the meeting. No other nominations received at the meeting.

Proposal: Mrs Jill Mather to be Chair of the Governing Board for a period of one year
Agreed by all present

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Agreed by all present

No nominations for Vice Chair were received at the meeting.

Action: Election of Vice Chair of the GB to be an agenda item for the next meeting.

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3. Opening remarks from the Chair

Welcome to New Governor

JL spoke as her term of office has ended. She noted how challenging the role of the Chair of the GB can be and thanked all governors for their support. JL highlighted and celebrated the successes at the end of the Summer term in music and the end of term concert.

Noted

JMM thanked JL for all her hard work for the school and GB and her energy and integrity over the years. JMM noted the challenges and decisions that the GB will be facing over the coming academic year.

4. Apologies for Absence/ Absences Sanctioned

JM - Work commitments; RW - Work Commitments; MC - Holiday

Absences sanctioned
Agreed by all present

Absences sanctioned
Agreed by all present

5. Declaration of Interests invited and declared

None noted

Noted

6. **Governance - Annual Housekeeping**
- 6.1 **Confirmation of the Governors Code of Conduct**
Circulated prior to the meeting. JMM highlighted that the GB makes corporate decisions and takes responsibility as a whole board.
Proposal to adopt the Governors Code of Conduct
Agreed by all present
- 6.2 **Confirmation of the Meetings Protocol**
Circulated prior to the meeting. SS highlighted that the protocol states that meetings should only last two hours but that there may be times when it would be better use of governors time to exceed the two hours
Agreed: the Meetings Protocol will be updated to state that meetings will not exceed two hours unless agreed by the governors. Clerk to make changes
Proposal to adopt the Governors Meetings Protocol with agreed changes
Agreed by all present
- 6.3 **Open or Closed FGB Meetings (needs to be minuted annually)**
Clerk explained the difference between open and closed meetings.
Agreed: All FGB meetings will be open
Agreed by all present
- 6.4 **Confirmation of Meeting dates for the year**
Suggested meeting dates, drafted by the clerk, circulated prior to the meeting. It was agreed that committees could move the dates of their meeting where needed in agreement with clerk and all committee members.
Agreed: Move Resources Committee meeting from 6th October to 13th October
Agreed: Swap Teaching & Learning and Resources Dates in November
Agreed: Governing Board Meeting dates for 2016-17
Agreed by all present
- 6.5 **Approval of the appointment of the External Advisor for the Headteacher Performance Management process**
It was confirmed that the school has brought into the External Advisor package from Babcocks but it will not be Linda Ross this academic year. It has not yet been confirmed who the advisor will be.
Proposal: to approve the appointment of an External Advisor, to be confirmed, from Babcocks for the Headteacher Appraisal Process
Agreed by all present
- 6.6 **Adoption of the Annual Cycle of Business 2016-17**
Circulated prior to the meeting. It was noted that this will be adapted and evolve over the year. the clerk has added in the statutory duties for each governor in each term so governors can clearly see when activities and monitoring need be carried out
Proposal: to adopt the Annual Cycle of Business 2016-17
Agreed by all present

- 6.7 **Agreed by all present**
Confirmation of Committee Membership & Chairs of Committee
PB explained the role of the Teaching & Learning Committee with a focus on progress and data.

SS noted concerns regarding the gender imbalance within the committees.

Teaching & Learning Committee

Penny Burnside (**Chair**)
Ruth Jones
Victoria Darius
Saxon Spence

Laëtitia Brochon-Harmsworth
Richard Westlake
Jane Morris

Resources Committee

Steve Fearn (**Chair**)
Ruth Jones
Hayley Back
Jenny Lloyd

Sandra Dalglish
Mike Cox
Philippa Danvers

Headteacher Performance Management

Penny Burnside (**Chair**)
Steve Fearn

Jill Mather

Pay and Performance Committee

Saxon Spence (**Chair**)
Mike Cox

Ruth Jones (non-voting)
Philippa Danvers

- 6.8 **Identification of Lead Governors for the statutory monitoring areas - discussion of responsibilities and reporting to the FGM schedule**

Template lead governor report circulated prior to the meeting. JMM outlines the proposal which is to reinforce and streamline reporting and strategic roles. This has been discussed by a meeting of the Chairs of Committees. The proposal is that each lead governor completes a report each term which is submitted to the second committee meeting of the term and filed as part of the minutes.

SS stated that it was a useful tool but that we need to be conscious that we are a small school with limits to staff time and resources.

RJ queried whether the lead governor roles should be held for two years, in order for governors to fully get to grips with each role.

It was noted that the first meetings may take more time as the GB adapts to a new system.

Proposal: to move to a system of lead governor roles and reporting
Agreed by all present

Action: Lead governor roles and succession planning for the roles to be an agenda item for the first meeting of each committee.

RJ noted concerns that this could be very time intensive for herself and certain members of her team. The GB agreed that it would monitor progress as we progress through the year.

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Agreed by all present

Action: Lead governor roles and succession planning for the roles to be an agenda item for the first meeting of each committee.

7. **Governance & Leadership**
7.1 Excellence for All - Self Evaluation discussion 1C Governance

The governance and leadership section of this document was distributed at the meeting. The meeting broke into small groups to discuss what were the appropriate answers to each of the criteria. These answers were then fed-back to the main meeting.

RJ felt that the governors have done more monitoring this year including Book Scrutinys and Learning Walks. VD felt that we could, as governors, source more information rather than relying on all information coming from the Headteacher.

JMM asked RJ when she planned to review the other areas of this document with the Senior Leadership Team. This will be on Monday afternoon at 3:30pm. Governors to join the meeting if they can. Philippa Danvers to attend.

7.2 Succession Planning for Vice Chair Role and Chairs of Committee

Action: This agenda item to be deferred to the next meeting as not all governors here.

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7.3 Plan the Governance Statement (on impact of governance in last academic year) for school Website

The meeting broke into small groups to identify decisions that the GB have made in the last year which have had impact on the pupils and the school. The answers were then discussed in the main meeting.

Action: JL to write up draft Governance Statement and circulate to governors for review.

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7.4 Results of Governor Skills Audit

Action: this agenda item to be deferred to the next meeting as the clerk has not received completed skills audits from all governors.

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7.5 Review of Governor Training Records and training needs

Governor training report circulated prior to the meeting. Governors confirmed this record was correct.

Action: Governors to contact clerk to book on courses they would like to attend

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7.6 Preparation for Ofsted

Information circulated prior to the meeting. PB highlighted the main changes in the guidance for Ofsted inspectors, including the shift from classroom observations to the triangulation of observation, data and work in books.

Noted

Governors can access the Ofsted Inspector Handbook for further information, from the hyperlink within the document.

7.7 Insted Review

RJ outlined the process of the Insted reviews which will use the Ofsted framework. RJ stated that she is looking forward to the process and feels that it will be great for professional development. The Insted review of the school will be held on 14th-15th November

Noted

JMM asked whether governors will be involved in the process. RJ replied that this has not been discussed in the training and that the inspection will be very teaching and learning focused.

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| <p>8. Approval of meeting minutes from FGM 7th July 2016
Minutes circulated prior to the meeting.</p> <p>FGM Minutes from the 7th July 2016 agreed by all present and signed by the Chair.</p> | <p>Minutes of the AGM
07.07.2016
approved and signed</p> |
| <p>9. Matters Arising from the minutes of the FGM</p> <p>9.1 7. Pupil and Sports Premium and Music Pupil Talk
JL has carried out this monitoring and it will be discussed at the Resources Committee</p> | <p>Noted</p> |
| <p>9.2 11 Budget report
HB reported that the DCC bursar has stated that is completely acceptable to just transfer money from the surplus carry forward but the changes in budget have been rescinded.</p> | <p>Noted</p> |
| <p>9.3 13.3 Proposal to write to the DfE regarding our concerns about the uncertainty of the new assessment arrangements
JL has written to the DfE. Response from Nicky Morgan was circulated prior to the meeting. It was felt that this was a very disappointing reply.</p> | <p>Noted</p> |
| <p>9.4 5.3 Partnership Working
Action: JMM to contact Diocese re: partnership working with church schools.</p> | <p>Action: JM to contact Diocese re: partnership working with church schools.</p> |
| <p>9.5 1. Progress Data reporting
JMM highlighted the different descriptors for progress being used, due to the two reporting systems used. Now that the national data has been released this confirms the Key Stage 2 data is good.</p> | <p>Noted</p> |
| <p>10. Annual update on Health & safety Procedures for all staff and governors (ACB)
Action: Copy of Health & Safety Procedures to be distributed at the next meeting.</p> | <p>Action: Copy of Health & Safety Procedures to be distributed at the next meeting.</p> |
| <p>11. Governing Body Correspondence
Discussed earlier in the meeting</p> | <p>Noted</p> |
| <p>12. Policies to approve</p> <p>12.1 Keeping Children Safe In Education Statutory Guidance - <i>all governors to sign to say they have read this document.</i>
Governors signed to say they have read Part One of this guidance.</p> | <p>Noted</p> |
| <p>12.2 Home School Agreement <i>brought forward from last meeting</i>
Circulated prior to the meeting</p> <p>Proposal: to approve the Home School Agreement 2016-17
Agreed by all present</p> | <p>Proposal: to approve the Home School Agreement 2016-17
Agreed by all present</p> |
| <p>12.3 Child Protection Policy <i>brought forward from last meeting</i>
This is the DCC model policy updated to show changes in personnel.</p> | <p>Proposal: to approve the Child Protection Policy</p> |

Proposal: to approve the Child Protection Policy
Agreed by all present

**Agreed by all
present**

13. Clerk's Business

13.1 Signing of the Register of Business Interests

Register of Business Interests circulated to all governors during the meeting to be updated and signed

Noted

13.2 Signing of the Code of Code

The Code of Conduct was approved earlier in the meeting

Noted

14. Time and date of next meeting.

FGB - Thursday 20th October 2016 5:30pm

Agreed by all present

**20.10.2016 agreed
by all present**

15. Part Two

RJ, VD and HB left the meeting.

Meeting moved to Part Two
Meeting ended at 20:00