

River View Primary & Nursery School

Governors' Minutes Leadership & Management

Date: Wednesday 13th September 2017

Present: J Grubb (Chair) D Buckingham; L Sabrintino; C Stokes (Chair of Governors); K Stubbington.
S Wilkinson(taking minutes)

Apologies: J Berry; M Redshaw; F Veli; M Whitehouse

		Action
	Welcome - Chair welcomed everyone to the 1 st Leadership & Management meeting of the year. It was agreed for Chair to take the meeting and new Chair elected at the end of the meeting.	
	Apologies -JB;MR;FV;MW Accepted	
1.	Minutes of previous meeting Chair asked Governors to check if any amendments/corrections? Accepted by all. Accepted	Resolved
2.	Matters Arising Actions	
2iii	Governor Induction Policy Chair of Governors(CoG future reference) stated Vice Chair of Governors (VCoG future reference) and CoG had drafted a Governor Induction Policy and distributed to all present, to be presented to all Governors to check/approve. HCP(Chair of Teaching & Learning Committee) has resigned and will leave the Governing Body at Christmas 2017 due to work commitments. Acting Headteacher(future reference AHT) stated after training course with AJ a realisation of commitment necessary to be a Governor. CoG informed committee HCP will complete HTPM. Had emailed SOGOS ? re recruitment of new Governors and HT had contacted local businesses with no success so far. Discussion re Governor's Induction Policy. Chair stated some aspects of the Governor Training Policy be aware not to duplicate these. AHT suggested possibility to be amendment to the policy, used as a tick check list/working document. CoG suggested timescales to work to, apologised for format (to be adjusted) and asked if everyone was happy with the policy, had not done this before. AHT liked the idea of timescales. Chair asked if the policy had been distributed to all Governors to look at or adopt as a draft? CoG stated happy to go forward today, CoG proposed the Governor's Induction Policy, seconded by AHT, vote taken - unanimous.	Resolved
2iv	Guidance Committee Meetings Chair had contacted David Werry and emailed his response to Governors this was informative eg Governor's Handbook	Completed
2v	Statutory Guidance AHT stated FGM & Safeguarding to be uploaded to the website. Action SW	SW
2vii	Governor Development Plan on the Agenda today.	
2viii	School Development Plan AHT stated a review/renewal of the plan was scheduled on the 14.09.17 with T Sutcliffe and will update the Governors after this meeting.	Ongoing

2ix	To discuss at a future meeting, various documents and recommendations have been reviewed, a meeting cancelled and rearranged.	Ongoing
2x	HTPM 21.06.17 was the final meeting and will begin again in November 2017, T Sutcliffe as a member of the reviewing panel.	Completed
6	Governor Monitoring Visits Policy December 2016 Draft Governor Training and Development Policy NEW June 2016 today's Agenda	

3	Membership and Terms of Reference of this Committee Chair explained this had to be completed at the beginning of each year. AHT amend half termly meetings to TERMLY meetings (September, January & May). Chair asked if dates had been set? AHT stated to be more strategic before FGM to tie in with Finance, Pay etc, also do not want to overstretch Governors. CoG stated would be 3/4 meetings a term. Chair stated amend contact person, new Chair to be elected, AHT amend to 3 Governors + Headteacher to be quorate Chair asked does this include DH AHT responded yes when not acting as Headteacher Chair asked if there were any other changes? Chair proposed changes accepted, seconded by CoG - vote unanimous	Resolved
4	Link Governors and Staff Structure Chair distributed document 'Table to show Link Governor, Link Member of Staff to report to' A discussion ensued and the following changes were made: Looked After Children(LAC)(See SAFS) Member of staff: Gemma Simpson Inclusion(SEND, More Able, Pupil Premium, SAFS: Gemma Simpson EAL: Governor to be decided Behaviour: Governor to be decided Attendance: Governor to be decided EYFS: Governor Karin Stubbington (Proposed by AHT; seconded by CoG) Accepted Maths: Member of Staff: Gemma Simpson English: Member of Staff: Clare Smith Computing (ICT; digital leaders;social media; e-safety: Jo Mossie Creative Arts: Governor & Member of Staff to be decided Chair stated as there are less Governors will have to open out again. AHT stated JB;DD;MR not present would need to be involved, maybe DD would be able to attend meetings after school, meetings had been changed to 4.30 pm. CoG said to refer to FGM Governor asked date of next FGM? CoG responded November 7 th at 6.00 pm Chair stated completed as far as possible at this time.	Ongoing
5.	School Development Plan (SDP) AHT stated meeting with T Sutcliffe, had been a good support last year asked what school would like to put on SDP - low on Governance, what aspects would Governors think should be included? Asked if asking too much of Governors? Chair stated ties in with Monitoring.	

	AHT stated first thing to do when new Governors elected is to reconstitute, try to fill positions. CoG stated would ring Stafford. Chair had asked husband for contact within his company and passed onto Headteacher. AHT put in a request to a friend of parents who is a member of Rotary Club CoG had asked company accountant. Chair stated SDP will tackle than Governors can focus Chair asked how do Governing Body develop? AHT asked what Governors feel necessary, review how to monitor Governor monitoring CoG asked how to train what to look for in English eg CS could point to Book Corner etc, suggested send to FGM SDP, Governor Monitoring & Governor Development Plan Chair we have covered this are there any other comments?	Ongoing
6	Governor Development Plan(GDP) Chair stated had a few tasks re GDP and reviewing Governor Monitoring shows the enormity of the task for Governors, had completed main findings and emailed to Governors during the summer, explained findings. CoG asked re the new programme (Pindigo) for monitoring? AHT explained various details regarding the programme, when it is sorted monitoring will remind Governors. Chair stated no monitoring in the minutes at FGM. Recommendations to see Chair's sheets, each committee to take own lead. Monitoring schedule is what SLT require/what Governors require. Chair distributed Governor Attendance document complete with % attendance. Identify training, looked at County may change part of Draft Governor Training Policy - Appendix 5. Skills Audit January 17 - January 18, Finance Self Audit(KM) to form part, take forward to Finance Meeting. CoG stated new finance system County wide, AHT explained removing present system and will not replace until the new system in place. Chair: CPD's in Governor Training Plan (individual)	Ongoing
7	Headteachers Performance Review Chair on the review panel with HCP & VCoG, Headteacher in total agreement to T Sutcliffe being external advisor, a meeting is to be arranged and will require 2 Governors. Chair made a recommendation Governors go on HTPM training before the meeting. AHT asked if VcoG had had training, training to be sourced. Action Chair stated AJ ran the training to look at dates.	Recommend
8	Review Pay Policy AHT apologised for the late arrival but County policy had only just arrived by school bag, information specific to school had been added to the County policy. CoG stated clearly that what was contained in the document was confidential and did not leave the school. As it was a County policy CoG recommendation to accept. AHT stated as it was a County policy it had already been to the legal department. CoG proposed; seconded by Chair - vote unanimous CoG to convene Pay committee Governor stated last year it was KS;DD;CS - DD to be emailed. Meeting to take place before Christmas. AHT stated Appraisals and Performance Management to take place CoG: sanctify recommendations AHT proposed; seconded by CoG - vote unanimous	Completed

	Chair: Teachers Appraisal; Pay Policy.	
9	Chair: date & times of Leadership & Management Meetings: Tuesday 23 rd January, time 4.30 pm Tuesday 22 nd May, time 4.30 pm	
10	Election of Chair CoG stated as CoG will take Proxy to Chair then take to FGM for discussion (MR is Vice Chair of Leadership & Management).	
7.	Date and time of next meeting: Tuesday 23 rd January, time 4.30 pm. Chair thanked everyone and as no other business meeting closed at 11.15 am. To cancel NGA membership. Action	SW
	CoG thanked Chair for all the amazing hard work and time given to Governors. AHT said Chair had left the Governors in a really good place.	

Action Table

Min No	Action required	Who?	When	Action completed
2ii	Develop Schedule of Policies for review.			Resolved
2iii	Develop Governor Induction Policy	Vice CoG/CoG		Completed
2iv	Guidance Committee Meetings JG to email David Werry to request guidance, expectations.	JG		completed
2v	Statutory Guidance (CPD Training) to put on Governor Zone	HT/SW	Ongoing	SW
2vii	Governor Development Plan (GDP) This has been developed and ratified at Feb FGB. Volunteers requested for tasks but no response so need to allocate tasks.	CoG/Chairs of Committees	In progress	Ongoing
2ix	Consultation with staff. Meeting rescheduled 13.07.17 Meeting rearranged, Occupational Health report received	HT	In progress	
2x	HTPM Review arranged for 22.6.17	HTPM Committee/ HT		Completed
6	Governor Monitoring Visits Policy December 2016 Draft Governor Training and Development Policy NEW June 2017		Take to FGM Take to FGM	
4	Link Governors and Staff Structure	Governors	Take to FGM	
5	SDP	HT/SLT/TS		Ongoing
6	Governor Development Plan	Governors		Ongoing

Signature Chair: *Paul Stokes*

Date: 23-1-18