



FULL GOVERNORS' MEETING: THURSDAY 9th January 2020 7.00pm

Attendees: Mrs S Briggs, Mrs N Read, Mrs F Moore, Mrs J Thompson, Mrs H Hogg, Mrs D Holt, Mr A Vintner, Mrs C Hetherington.

Clerk: Mrs R Brooks

1.	<u>Apologies and Declarations of Pecuniary Interest</u>	
1.1	There were apologies from Mrs K Slater, Mr R Grover and Mrs N Tompson and no Pecuniary Interests to report.	
2.	<u>Minutes of the meeting held on 21st November and Matters Arising</u>	
2.1	(12.5) RB to follow up on VL's query with Lockdown policy. Governors approved the minutes.	RB/VL
3.	<u>Correspondence</u>	
	None to report.	
4.	<u>School Improvement Plan - Key Priorities 2019/20</u>	
4.1	<p>Headteacher's Autumn Term Report</p> <p>SB presented her report offering further information and explanation on various points. DH asked if KS1 SATS results transferred with pupils joining the school from other schools for accurate progression scores. SB confirmed this. SB informed governors that the school had made an application for SEN funding for a pupil however the 17 months waiting list meant that we were unlikely to benefit before the pupils moved to secondary education. NR asked if we have sought advice from school which have been inspected under the new Ofsted framework. SB is due to meet with the headteacher at Aston on Trent Primary who were inspected in November 2019. NR enquired about the targeted teaching strategy since higher ability pupils had been mentioned. SB explained that two TA's work with small lower ability groups and 1:1 precision teaching still take place on a rotational basis so that pupils targeted for basic skills do not consistently miss the same afternoon sessions. FM recommended the robust Pause B, mindfulness in schools project whilst mental health training was discussed. Governors were invited to look at the newly refurbished Trent classroom.</p>	
4.2	<p>Performance Management Targets</p> <p>SB outlined the targets for staff which had been linked to data, key priorities and more-able targets. These targets will form the focus of lesson observations. NR enquired how maternity leave may impact targets for individual staff. SB reassured governors that roles temporarily shifted to other staff, but would be an important consideration during the selection and recruitment process for maternity cover.</p>	
4.3	<p>SATS Targets</p> <p>SB reviewed detailed target data for each pupil. The targets are challenging. FM commented on the school's awareness of the capabilities of this cohort during their school journey. SB confirmed that tracking shows good progress for lower ability pupils. The cohort have matured and behaviour has improved. Pupils have been assigned roles of responsibility within their year 6 status. NR commented that we have worked hard to meet the needs of this cohort.</p>	
5.	<u>Chair of Governors Communication</u>	
	<p>School Governor Visits</p> <p>NR presented a schedule for monitoring activities with SB. Governors could perform planning scrutiny, using progression grids or visit during a staff meeting, special focus days. She has provided examples of questions.</p>	



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<p>6. <u>Governor Feedback</u></p> <p>6.1 Governors were asked to complete governor skills matrix forms.</p> <p>6.2 Governor training relevant to the school is to be sought. Upcoming dates are GDPR on 21st January, 4 - 6 pm at Melbourne Infant School and Safeguarding training on 26th March 7 - 9 pm, as many as possible to attend. The training is mandatory unless the subjects have already been covered as part of own job role.</p> <p>6.3 Areas of Governor Responsibility The version of this document appeared to be incorrect. RB to check for a later version or refer to previous minutes.</p> <p>6.4 Committee Terms of Reference Add DH to Finance Sub committee, AV & JT to Performance Management and remove JH. Pay committee to be revised to all governors.</p>	
<p>7. <u>SEN</u></p> <p>No business</p>	
<p>8. <u>Safeguarding</u></p> <p>HH is planning our training for March which which include advice from a serious case review.</p>	<p align="center">SB/HH</p>
<p>9. <u>Health and Safety</u></p> <p>SB reported completion of Fire Safety training. She commented that there had been no changes to legislation from when she completed the course 5 years earlier.</p>	
<p>10. <u>Staffing</u></p> <p>10.1 Recruitment process for maternity cover is required. An advertisement has been placed through Derbyshire County council. SB has already shown several potential candidates around the school. Closing date for applications is 15th January. The Shortlisting panel of SB.NR & JT will meet on 21st January at 2.30 pm followed by interviews by the same panel on 7th February at 1 pm. CH will be involved in the lesson observation task in the morning.</p> <p>10.2 SB asked governors to consider a request for exceptional leave for 21st and 22nd May 2020. SB recommended the approval of leave with pay since the member of staff concerned was flexible and generous with their time, had also participated in residentials, evening productions involving considerable out of hours overtime. Effectively the member of staff has already worked the hours that have been requested. The request was approved with pay. FM asked if this set a precedent or whether requests for leave would always be considered separately. Governors agreed that requests such as these would always be judged on a case by case basis.</p>	<p align="center">SB/NR/ JT/CH</p>
<p>11. <u>Finance</u></p> <p>11.1 Nothing to report.</p>	
<p>12. <u>Policies & Statutory Documents</u></p> <p>12.1 Behaviour & Physical Intervention</p> <p>12.2 Play & Supervision</p> <p>12.3 Relationships & Sex Education</p> <p>12.4 Helpers in School</p> <p>12.5 IT Acceptable User Policy</p> <p>12.6 Records Transfer</p> <p>12.7 Separated Parents</p> <p>12.8 Marking</p>	



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12.9	English	
	Governors approved all policies with the exception of 12.7 Separated parents, whilst we check for the most up to date version and 12,9 which SB will write overarching curriculum policy then each subject will have its own intent and implementation to work alongside that policy. Add to agenda for February meeting. RB to devise a system to identify policies formed from generic DCC policy and those we have written ourselves.	RB SB RB
13.	<u>Academy Sub Committee Report</u>	
	No business.	
14.	<u>Any other Business</u>	
14.1	Governors approved the transfer of archive school records to Derbyshire Records office since space to store them is limited and we have no ability to ensure papers do not deteriorate. Governors agreed in principle with some questions: would we still have legal ownership, can we obtain if necessary, does it cost anything? Governors wished to state that the admissions book should remain here as a historical item.	
14.2	Governors were presented with a paper copy of safeguarding slideshow. Governors signed to say they had received a copy.	
14.3	DH enquired if we were aware of a change to the catchment area to include the Stenson Fields development. Local papers had reported Sale & Davys as receiving funding for provision of additional pupil places from the building programme. SB was unaware of any funding and would seek advice from the Parish Council. RB to approach Village Voice to discover the source of the information.	SB RB
14.4	JT reported how much she had enjoyed assisting on the Pantomime visit and watching the Christmas end of term service.	

Interrogation/critical evaluation by Governors is highlighted in red

SUMMARY OF ACTIONS			
Action	Minute No	When by / Status	Whom
Lockdown policy query	2.1	ASAP	RB/VL
March Training planning	8	March Meeting	HH
Shortlisting & Interviews	10	21/1 & 7/3	SB/NR/JT/CH
Separated Parents Policy, seek latest version	12.7	Next mtg	RB
Curriculum Policy	12.9	Next Mtg	SB
Put questions to Derbyshire Records Office	14.1		RB
Query funding with Parish Council	14.3		SB
Query source of information in Village Voice article	14.4		RB

Date and Time of Next Meeting: - 7 pm Thursday 27th March 2020