

OTLEY THE WHARTONS PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 SEPTEMBER 2017 AT 6.30PM

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| PRESENT | Julie Cameron-Young (Chair) | Julia Dickson (Headteacher) |
| | Alan Bowman | Sarah Morgan |
| | Kirsty Bryant | Rachel Morrison |
| | Rick Dickerson | Jean Preston |
| | Fiona Dix | Tony Rushworth |
| | Josie Hughes | Rick Wilson |

IN ATTENDANCE: Joan Matthews, Clerk

| 1.00 | APOLOGIES | ACTION |
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| 1.01 | Apologies were received and accepted from Andy Bray and Kelly Hendley | |
| 1.02 | It was noted that Gerard Francis had not been in touch with school for some months and concerns were expressed about his attendance at meetings. The Clerk agreed to provide the Chair with attendance data and the Chair agreed to write to him regarding his attendance. | Clerk Chair |
| 2.00 | MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT | |
| 2.01 | It was noted that there were no vacancies on the governing body at present. | |
| 2.02 | It was reported that governors had attended training on what good teaching looked like. Tony Rushworth had attended induction training. Rachel Morrison expressed an interest in attending training on complaints and agreed to confirm if she could attend a course on 21 st September. | R Morrison |
| 2.03 | It was noted that the governing body required updated child protection training and it was agreed that it would be useful to arrange it immediately prior to the next governing body meeting. Fiona Dix agreed to try and arrange this with Leeds City Council. | F Dix |
| 3.00 | ELECTION OF CHAIR/ VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE | |
| 3.01 | Julie Cameron-Young was nominated for the position of Chair Resolved: <ul style="list-style-type: none"> that the term of office of the Chair be one year that Julie Cameron-Young be elected Chair of the governing body. | |
| 3.02 | The Chair reported that she wished to finish as Chair at the end of December 2017 although she was willing to continue | |

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| | as a governor. It was agreed that this would be an agenda item for discussion at the next meeting. | Clerk |
| 3.03 | Sarah Morgan was nominated for the position of Vice-Chair | |
| | Resolved: <ul style="list-style-type: none"> that the term of office of the Vice-Chair be one year that Sarah Morgan be elected Vice-Chair of the governing body. | |
| 4.00 | MINUTES OF THE LAST MEETING | |
| 4.01 | Resolved: that the minutes of the meeting held on 15 March 2017 were agreed as a correct record and the Chair was authorised to sign them. | |
| 5.00 | MATTERS ARISING | |
| 5.01 | <u>Skills audit (minute 38.03)</u> Rachel Morrison reported that the skills audit had been completed and had been placed in the governor folder. A question was asked about whether the audit had identified any gaps and it was noted that health and safety had been highlighted but had now been addressed through Tony Rushworth's appointment. Members discussed whether health and safety training would be useful for other members although it was noted that everyone in school could access the health and safety handbook. It was agreed that the Resources Committee should review the handbook to ensure an understanding of the key points. | R Wilson |
| 5.02 | <u>Confidential redacted (minute 38.04)</u> <u>Training (minute 38.05)</u> It was noted that all governors would need to complete Prevent training. <u>Safeguarding (minute 38.07)</u> It was confirmed that Rick Wilson had completed his DBS check. <u>Pupil Voice (minute 38.08)</u> It was noted that the information for Pupil Voice had been circulated. | |
| 5.03 | <u>Accessibility Plan (minute 39.01)</u> It was noted that the Accessibility Plan had been circulated and the Headteacher agreed to check it was available on the website. | Headteacher |
| 5.04 | <u>Policies (minute 39.03)</u> It was reported that the child protection and complaints policies were due for review. | |
| 5.05 | | |

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| 5.06 | <p><u>Parentview (minute 41.04)</u></p> <p>Rick Dickerson confirmed that he had reviewed the parentview comments prior to the Ofsted visit although none had been received. During the Ofsted inspection 98% of respondents had indicated they would recommend the school to others. It was agreed that it would be appropriate to review responses from parents annually in the spring.</p> |
| 5.07 | <p><u>Next meeting (minute 41.04)</u></p> <p>It was noted that the June meeting had been cancelled due to the Ofsted inspection. Congratulations were expressed to all staff in the school for the outcome of the inspection.</p> |
| 5.08 | <p>In response to a question, the Headteacher confirmed that the Ofsted report was on the website and had been sent to parents. There had been a positive press release in the Wharfedale Observer which the school had been proactive in preparing. A question was asked about reinspection and it was confirmed that the school would be inspected in 3 years unless there was a complaint or drop in results.</p> |
| 5.09 | <p>The Chair reminded members about the need to preserve confidentiality and that no individual members were authorised to speak on behalf of the governing body.</p> |
| 5.10 6.00 | <p>ALTERNATIVE METHODS FOR PARTICIPATION IN GOVERNING BODY MEETINGS</p> |
| 6.01 | <p>It was agreed that telephone and video conferencing may be used for members to participate and vote in meetings of the governing body but only in exceptional circumstances.</p> |
| 7.00 | <p>CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP</p> |
| 7.01 | <p>Governors reviewed the committee structure and committee membership and agreed that the current structure continued to serve their needs.</p> |
| 7.02 | <p>Resolved:</p> <ul style="list-style-type: none"> • that the following committee structure and memberships be confirmed • that arrangements for clerking the meetings would be agreed at the first meeting of each committee |
| 7.03 | <p>Pupil Support Committee</p> <p>Sarah Morgan (Chair), Julie Cameron-Young, Josie Hughes, Fiona Dix, Rick Dickerson, Kelly Hendley and the</p> |

Headteacher or Deputy Headteacher.

7.04 **Learning and Teaching Committee**
Kirsty Bryant (Chair), Julie Cameron-Young, Rachel Morrison, Alan Bowman, Jean Preston and the Headteacher or Deputy Headteacher.

7.05 Kirsty Bryant reported that she wished to stand down as Chair of the committee at the end of the autumn term.

7.06 **Resources Committee**
Rick Wilson (Chair), Andy Bray, Tony Rushworth, Gerard Francis, Julie Cameron-Young and the Headteacher or Deputy Headteacher.

7.07 Governors reviewed the terms of reference for each committee and delegated powers. The Pay Committee would consist of Kirsty Bryant, Rick Dickerson and the Chair. It was agreed that associate members would have voting rights.

7.08 Approval of the budget was delegated to the Resources Committee.

Resolved:

- that terms of reference be reviewed by each committee and that amended terms of reference would be brought back to the full governing body for ratification.

8.0 DELEGATION TO THE HEADTEACHER

8.01 It was **resolved** that the appointment of staff other than the Headteacher and Deputy Headteacher be delegated to the Headteacher.

9.0 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

9.01 **Resolved:**

- that authority be delegated to the Head teacher to vire sums of up to £5,000 and to enter into contracts up to the value of £5,000.

9.02 • that signatories for authorisation of orders and invoices be approved as follows:
Orders: Julia Dickson, Carolyn Gomes and Paul Hampson
Invoices: Julia Dickson and Rebecca Mitchell

The Headteacher would not be permitted to sign an order and the corresponding invoice.

9.03 • that the local authority's financial regulations and standing orders and contract procurement regulations be adopted.

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| 9.04 | <ul style="list-style-type: none"> that the Chair, on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund. | |
| 9.05 | It was agreed that the Resources Committee should discuss the arrangements for auditing the school fund. | R Wilson |
| 10.00 | JOINT COLLABORATIVE COMMITTEE | |
| 10.01 | The governing body confirmed the terms of reference and delegated powers of the joint collaborative committee and Rick Wilson agreed to attend the second and third meetings. Sarah Morgan agreed to attend the first meeting if possible. | |
| 11.00 | CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES | |
| | Resolved: | |
| 11.01 | <ul style="list-style-type: none"> that governors take specific responsibility for the following areas: | |
| 11.02 | <p>Performance management – J Cameron-Young, K Bryant and R Dickerson. Alan Bowman also agreed to form part of this and Sarah Morgan agreed to look for suitable training.</p> <p>Child Protection – F Dix</p> <p>Children Looked After– R Dickerson</p> <p>Pupil Premium – R Dickerson</p> <p>SEN – K Hendley with J Preston. This would be reviewed in a few months' time.</p> <p>Complaints –R Morrison</p> <p>Training – S Morgan</p> <p>Health and Safety – T Rushworth</p> | S Morgan |
| 11.03 | It was agreed that PE would continue to be covered from within the Teaching and Learning Committee. The JRG would meet one last time to review outcomes then its work would be combined with Teaching and Learning. | |
| 11.04 | It was agreed that governors would be linked with areas of the school development plan and the following groupings were agreed: | |
| 11.05 | <p>Leadership and Management: S Morgan and A Bowman</p> <p>Early Years: J Cameron-Young and F Dix</p> <p>Pupil Outcomes: R Morrison and J Preston</p> <p>Behaviour and Safety: R Wilson and G Francis</p> <p>Effectiveness of Teaching and Learning: K Bryant and R Dickerson</p> | |
| 12.00 | HEADTEACHER'S PERFORMANCE MANAGEMENT | |
| 12.01 | Governors agreed to appoint Trish Lowson, School Improvement Adviser, as the external adviser for the Headteacher's performance management. | |

12.02 It was agreed the objectives should not be shared with the whole governing body although the performance management governors would ensure that they reported back to the full governing body. The performance management meeting would take place in November with termly reviews then taking place. A report would be made at the November meeting of the governing body.

**Chair
Clerk -
agenda**

13.00 REGISTER OF GOVERNORS' INTERESTS

13.01 Governors noted the need to review the register and each governor was asked to complete a governors' interests form. It was confirmed that the information had been uploaded to the website.

14.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES

14.01 The Code of Conduct had been circulated to all governors before the meeting.

Resolved:

- that the code of conduct be re-adopted.

15.00 REPORTS FROM COMMITTEES

15.01 There were no committee reports in the new academic year.

16.00 HEADTEACHER'S REPORT

16.01 Governors had received the Headteacher's report and noted the key points.

17.00 ANY OTHER BUSINESS (including correspondence)

17.01 There was no other business.

18.00 SCHEDULE OF MEETINGS FOR THE YEAR

18.01 **Resolved:** that governing body meeting would be held on the following dates in 2017/18:

Wednesday 15 November 2017
Wednesday 17 January 2018
Wednesday 14 March 2018
Wednesday 20 June 2018