

# OTLEY THE WHARTONS PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF THE MEETING HELD ON Tuesday 30 January 2018 AT 6.30PM

<b>PRESENT</b>	Julie Cameron-Young (Chair)	Julia Dickson (Headteacher)
	Andy Bray	Sarah Morgan
	Carolyn Gomes	Rachel Morrison
	Rick Dickerson	Alan Bowman
	Kirsty Bryant (associate governor)	Tony Rushworth

<b>31.00</b>	<b>APOLOGIES</b>	<b>ACTION</b>
31.01	Apologies were received and accepted from Josie Hughes, Jean Preston, Gerard Francis, Kelly Hendley and Fiona Dix	
<b>32.00</b>	<b>MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT</b>	
32.01	Safer Recruitment Training on 26 February 2018 at 3.30pm – JD/JCY asked for volunteers to complete the training. JD asked if governors who complete the training could be available during daytime to support any interviews for future appointments. JCY to contact Jean Preston, Fiona Dix and Rick Wilson to see if any of them could undertake the training.	<b>JCY</b>
<b>33.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
33.01	<b>Resolved:</b> that the minutes of the meeting held on 16 November 2017 were agreed as a correct record and the Chair was authorised to sign them.	
<b>34.00</b>	<b>MATTERS ARISING</b>	
34.01	<u>School Fund audit (minute 9.05)</u> Andy Bray offered to audit the school fund and it was agreed he would contact the Headteacher to arrange a suitable date – date to be confirmed  <u>Governor visits</u> These had been filed by Rachel Morrison  <u>Confidential minute - redacted</u>	<b>A Bray</b>
<b>35.00</b>	<b>REPORTS FROM COMMITTEES</b>	
35.01	The minutes of the meetings of the Pupil Support Committee had been circulated and the contents noted.	
<b>36.00</b>	<b>HEADTEACHER'S REPORT</b>	
	Governors had received the Headteacher's report and noted the key points.  Governors had also received the updated School Development Plan, an overview of KS1 and KS2 SATS analysis, and a data overview sheet showing attainment and progress for each year group at the end of the Autumn term.	

	JCY reminded governors to make plans for monitoring aspects of the SDP this term, in pairs, as allocated for each priority area last September	<b>All governors</b>
<b>37.00</b>	<b>LEARNING LESSONS REVIEW</b>	
37.01	<p>Briefing for Headteachers, Chairs of Governors and Designated Staff in Schools - Learning Lessons Review following the Murder of Ann Maguire. This document was shared with all governors. The LLR highlighted a number of key learning points for schools.</p> <p>Specific areas of guidance were noted for sub-committees to follow up and suggest any actions or changes:</p> <p>Guidance for auditing records and communication of major events – Pupil Support</p> <p>Developing a caring ethos and speak up culture – Pupil Support</p> <p>Safety Planning – Resources</p> <p>Health and Safety Audit – Pupil Support and Resources</p>	<b>Pupil Support and Resources committees</b>
<b>38.00</b>	<b>SAFEGUARDING</b>	
38.01	The updated Safeguarding and Child Protection Policy had been circulated to governors prior to the meeting – this was ratified.	
<b>39.00</b>	<b>CHAIR'S BUSINESS</b>	
39.01	No chair's business.	
<b>40.00</b>	<b>ANY OTHER BUSINESS (including correspondence)</b>	
40.01	Pay and Appraisal Policies were ratified by Pay Committee	
<b>41.00</b>	<b>SCHEDULE OF MEETINGS FOR THE YEAR</b>	
41.01	<p><b>Resolved:</b> that governing body meetings would be held on the following dates in 2017/18:</p> <p>Wednesday 14 March 2018</p> <p>Wednesday 20 June 2018</p>	