

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
NESTON PRIMARY SCHOOL
HELD ON 10 NOVEMBER 2014**

Present:	Mrs L Hinks	
	Mrs L Pritchard	
	Mr I Trotman	
	Mrs K Davies	
	Mrs K Noble	
	Ms S Phillips	
	Mr S Wilson	
	Mr R Golding	Headteacher
	Mrs S Rudd	
Mrs A Elliott		
In attendance:	Mrs C Cottrell	Observer
	Mr M Fair	Clerk to Governors

PART ONE

1. APOLOGIES

RESOLVED: That the apologies for absence received from Mr S Bellerby, be accepted.

2. CONFLICT OF INTEREST

Governors were asked to declare any potential conflict of interest with the business to be discussed during the meeting.

The following declarations of interest were noted

Mrs L Hinks and Mrs L Pritchard Acorn Pre School

It was confirmed that all Governors had completed their annual Declarations which were being retained in school

3. ELECTION OF CHAIR

RESOLVED: That Mr I Trotman be appointed Chair for a four year term of office.

Mr I Trotman in the Chair

Governors wished to place on record their thanks to retiring Chair, Mrs L Hinks for her stewardship during her term of office.

4. ELECTION OF VICE CHAIR

RESOLVED: That Mrs L Pritchard be appointed Vice Chair for a one year term of office

5. MEMBERSHIP

It was reported that Mr I Trotman had been reappointed as a LA Governor for four year term of office

The following vacancies remained:

3 Parent Governors
1 LA Governor
1 Community Governor

It was agreed that no action be taken at this time to recruit to the vacancies in light of the need for the Governing Body to review its constitution.

6. CODE OF CONDUCT

Governors discussed the principle of adopting a Governor Code of Conduct. The Clerk advised that this was regarded as a good practice and shared a model Code developed by the National Governors' Association.

It was agreed that a Working Party of Governors comprising Committee Chairs consider the Code of Conduct presented and make recommendations as to its adoption to a future meeting.

7. MINUTES

RESOLVED: That the Part One minutes of the meeting held on 16 June 2014 be confirmed as a correct record.

8. MATTERS ARISING FROM THE PART ONE MINUTES

It was agreed that Mrs L Hinks and Mrs S Phillips consider the future methodology of reviewing School Policies including their publication on the website

9. COMMITTEES AND NOMINATED GOVERNORS

Governors reviewed the current Committee structure and membership together with the list of governors with specific responsibilities.

RESOLVED:That

- (a) The existing Committee structure be maintained with the addition of an Inclusion Committee which would comprise Mrs L Pritchard, Mrs S Rudd, Mrs S Phillips and Mrs A Elliott
- (b) Mr I Trotman withdraw his membership of the Teaching and Learning and Personnel Committees
- (c) Mrs L Pritchard join the Personnel Committee and withdraw from the Teaching and Learning Committee
- (d) Mrs L Pritchard be designated the Pupil Premium Governor

10. CHAIR'S ACTION

The retiring Chair had not taken any action on behalf of the Governing Body.

11. PART ONE REPORTS FROM COMMITTEES

The part one minutes of the following Committees held on the dates indicated were presented for consideration:

Personnel	6 October 2014
Resources	15 October 2014
Teaching and Learning	20 October 2014

Personnel

Concerns were expressed of the “knock on” effects the installation of a zebra crossing had on the parents and children entering the school grounds. Parents were ignoring the the side pathway and designated crossing area of the drive. It was agreed that quotations be obtained include additional markings on the driveway and the headteacher remind Parents of the dangers of not following the designated access areas.

Governors were pleased with the reported response to the Open day held on 17 October which had been attended by 10 parents with 2 Governors in attendance.

Resources

Governors noted the outcome of the half year budget review and the three year budget forecasts. The expenditure was on track and it was predicted that there would be a carry forward to 2015/16 of approx. £29,500.

Teaching and Learning

The Committee had reviewed the Post OFSTED Action Plan and end of year pupil data for 2013/14 had been shared with the relevant stakeholders Overall the KS2 results were pleasing and the SPaG, phonics and Early years progress were highlighted a good. The school was to focus on KS1 SATS scores and pupils who had been identified as being below age range expectations.

Pupil Progress reviews were to be undertaken in November and where identified interventions would be put in place

The Headteacher had been requested to share the summary of the discussions which had taken place with the HMI with staff and Governors as this was showing an improving picture of the school.

RESOLVED: That the part one minutes of the Committees referred to above be received.

12. HEADTEACHER'S REPORT

Part one of the Headteacher's Report contained the following matters:

- Staff/Governors
- Staffing
- Pupils on Roll
- Pupil Mobility
- Staff and Governor Training
- Achievement of all learners
- Quality of Teaching, Learning and Assessment
- Behaviour and Safety
- Leadership and Management
- Outdoor Learning
- Clubs
- Governors
- Questionnaires
- Residential Visits
- Schools Direct
- Breakfast Club
- Website

In response to governors questioning the Headteacher indicated the introduction of universal school meals had gone well with a positive response from the children. Meal take up was up to 70%.

It was noted that the school was in the top 20% of CWAC schools for high mobility of pupils this has a major impact on resource provision.

RESOLVED: That the report be received and the Headteacher be thanked for such an informative summary of the current developments in the school

13. RECONSTITUTION

The Clerk presented a briefing paper on the statutory requirement of Governing Bodies to review their constitution taking account of new regulations by September 2015.

RESOLVED: That a working group of Chairs of Committees be asked to consider the proposals for the future constitution and make recommendations to the next meeting of the Governing Body.

14. SCHOOLS BULLETIN

Governors had received the School Bulletin issued September 2014.

The Clerk highlighted a number of issues contained in the report as follows:

- Fischer Family Trust
- RAISEonline
- SEN Updates
- Governance Team Update
- Transfer of children from Primary to Secondary School
- Section 175 Audit
- Legal Services.

In addition the Clerk drew Governors attention to other matters considered to be of interest to Governors from other national sources as follows:

- OFSTED new Guidance on Inspections
- DfE Information to Governors on SEND Reforms
- Policy Exchange Report on Extending the School Day
- Lord Nash's Letter to Chairs of Governors
- DfE new mandatory and useful timelines and statutory policies
- Updated Governors Handbook
- OFSTED no notice inspections
- OFSTED Report on low level disruption
- Policy Exchange report on improving primary schools in England
- National Phonics results for KS1
- Reports from Conservative Party Conference
- Guidance on Universal Infant Free School Meals
- OFSTED consultation on radical changes to Inspection

- Review into the standards of Teaching Assistants
- OFSTED survey on PE and sport premium

RESOLVED: That the reports be received.

15. UNOFFICIAL SCHOOL FUNDS

It was reported that the audit of the Unofficial School Funds had been completed and the audit certificate had been issued and was available for inspection.

16. SAFEGUARDING

There were no safeguarding issues to report.

17. REVIEW OF PERFORMANCE DATA

The Headteacher agreed to circulate Governors with data from the RAISEonline report and FFT Aspire. The data on pupil progress and attainment had been, and would continue to be, reviewed and analysed by the Teaching and Learning Committee

18. SCHOOL LEADERSHIP PARTNER REPORT

The Leadership Partner had only visited the school therefore the report on the visit was not yet available.

19. SATS KS2 TARGETS

Consideration of the 2016 Targets were to be discussed at the next Teaching and Learning Committee.

20. PLANNED RESIDENTIAL VISITS

No further visits were presented for approval. Governors noted the successful visit to Delamere in September and praised the display at the school hall entrance.

21. SCHOOL POLICIES

There were no policies presented for approval.

22. GOVERNOR DEVELOPMENT

Governors confirmed that they had received the spring term training programme. It was noted that RAISEonline training provided by the Headteacher of Mickle Trafford Primary School was to be held on 20 November 2014 commencing at 6:00pm

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23. DATE OF NEXT MEETING

RESOLVED: That the next meeting be held on Monday 2 March 2015

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