

MINUTES OF A MEETING OF THE GOVERNING BODY OF
NESTON PRIMARY SCHOOL
HELD ON 5 MARCH 2014

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

PART ONE

1. APOLOGIES

RESOLVED: that

- a) the apologies for absence received from Mr S Wilson be accepted.
- b) the absence of Mr M Barker with no apologies received be noted.

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
Mrs S Rudd	Related to School Maintenance Officer
Mr S Bellerby	Employee of Wirral LA CYPD

3. MEMBERSHIP

It was reported that Mrs E Pino had been re-elected as a Staff Governor, but has since resigned due to her starting maternity leave in May 2014. Therefore there is a Staff Governor vacancy. The Clerk advised that the appointee should be a teacher but if no nomination is forthcoming it could be offered to a member of the support staff.

The following vacancies were noted:

- 2 Parent Governors
- 1 Community Governor
- 1 LA Governor
- 1 Staff Governor

Governors discussed the recruitment process for the appointments. No response had been received from the item in the school Newsletter calling for nominations for Parent Governors. The Headteacher was asked to try again and then arrange an election and raise the matter with the PTA

It was suggested that a notice be placed in the local Church to highlight the recruitment of a Community Governor.

The Clerk drew Governors attention to the current Government consultation of proposed changes to Governance Regulations and the possible requirement for all maintained schools to review their constitution by September 2015 and a systematic recruitment policy linked to a Governor Skill Audit.

Governors considered that it would be helpful to consider developing a Code of Conduct for Governors which would outline the expectations of Governors and the commitment required

The Chair requested that the Clerk with examples of good practice seen at other Governing Bodies

4. MINUTES

RESOLVED: That the Part One minutes of the meeting held on 11 November 2013 be confirmed as a correct record and signed by the Chair subject to the substitution of the name of Mrs L Pritchard for Mrs S Bellerby as being appointed as Vice Chair.

5. MATTERS ARISING FROM THE PART ONE MINUTES

There were no matters arising from the minutes.

6. CHAIR'S ACTION

The Chair had invited Chairs of Committees, together with the Vice Chair and Mr S Bellerby to form a group of Governors, to be known as COBRA, to support and challenge the school through the actions required arising from the OFSTED Inspection. The minutes of the meetings of this group were available to Governors upon request from the Headteacher

7. PART ONE REPORTS FROM COMMITTEES

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

Personnel and Partnership	30 January 2014
Teaching and Learning	10 February 2014
Resources	24 February 2014

Personnel and Partnership Committee

In response to a question from a Governor the Headteacher confirm that the half year review appraisals would be completed before the end of the term.

Governors confirmed that they had received copies of the letter received from OFSTED following the inspection on 3 February, the letter the Headteacher had sent to Parents and the Post OFSTED Action Plan.

Teaching and Learning Committee

In response to comments by the OFSTED Inspector about minutes of Committee meetings clearly showing evidence of challenge an independent minute secretary would be used which would also free Governors to play a full and active part in meetings. Governors were grateful to Mrs C Cottrell for undertaking this role.

It was noted that the Headteacher had received an invitation together with one other Governor to attend a seminar organised by OFSTED in Manchester on 6 March

Resources Committee

Governors were informed of the current budget performance which predicted a £42,000 carry forward. Discussions were ongoing in relation to ICT equipment which would impact on the draft budget for 2014/15 details of which were presented to Governors.

Governors questioned the funding arrangements for the universal free school meals for infants to be introduced in September.

The Clerk drew Governors attention to a DfE Press release which indicated that schools would receive a flat rate of £2.30 per meal taken based on actual take up by newly eligible infant pupils.

It was noted that remedial work to the roof may commence as early as April 2014.

RESOLVED: That

(a) the part one minutes of the Committees referred to above be received

(b) the draft budget be approved and the Resources be delegated the responsibility of approving the final budget following any minor alterations.

8. SCHOOL FINANCIAL VALUE STANDARDS (SFVS)

It was noted that SFVS was almost complete and had included the feedback from the last submission. The finalised document would be sign off by the Chair of Governors and returned to the LA by 31 March 2014. Copies would be circulated to all Governors for information.

9. HEADTEACHER'S REPORT

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

- Staff/Governors
- Staff/ Governors Training
- OFSTED Priorities
- Pupil Mobility
- Numbers on Roll
- Achievement of all learners
- Quality of Teaching, Learning and Assessment
- Behaviour and Safety

- Leadership and Management
- Welly Project
- Rotakids
- Residential Visits
- Breakfast Club
- Donations

The Headteacher had provided Governors with a change in style to his report to correspond with the OFSTED frame work. He intended to update each section termly. The Clerk agreed to provide the Headteacher with a similar example of good practice.

Governors received a power point presentation on the schools response to the 9 improvement areas identified by OFSTED.

The Headteacher answered Governor questions in relation to the process of lesson observations.

Governors examined examples of the marking system undertaken by teachers across the school, working walls, extended writing, and examples.

The Headteacher shared with Governors the Y6 predicted SATs of pupils achieving 4+ which were Reading 78%, Writing, 78% and Maths 74%. Whilst these were challenging they were considered realistic and were above national floor targets.

Governor Question: What provision was being made for high achieving pupils?

Answer: Consideration would be given in early in the autumn term as to whether pupils are invited to do Level 6.

Governor Question: How can we benchmark our performance with other similar schools

Answer: Governors were advised to access the Governor Dashboard

RESOLVED: That the report be received

10. SCHOOLS BULLETIN

Governors received a report on current matters which the Director wished to bring to their attention through the Schools Bulletins which had been circulated on 13 January and 26 February 2014.

The Clerk drew Governor's specific attention to the following items contained in the Bulletin:

- Home to School Transport Consultation
- Annual Governors' Conference June 2014
- Governor Dashboard
- Pupil Premium
- Proposed changes to School Governance Regulations

In addition the Clerk provided Governors with information and articles on the following subjects:

- New Governor Handbook
- NCTL free workshops for Governors, Headteachers and Clerks
- Universal free school meals for infants
- Secretary of State's speech relating to "Securing our Children's Future"
- Need to Know Times Lines
- The recent Parliamentary debate on family holidays
- The Governors Forum in the summer term
- The NGSA briefing Knowing Your School – Governors and Staff Performance.

RESOLVED: That the report be received.

11. UNOFFICIAL SCHOOL FUNDS

Governors received the audit certificate following the independent audit of the unofficial School Funds.

12. SAFEGUARDING

There were no safeguarding issues to report. Governors expressed concerns that there were extremely long waiting lists for candidates to attend Level 2 Safeguarding training.

13. SCHOOLS ADMISSIONS ARRANGEMENTS 2015/16

Governors noted that the Borough Council had commenced its annual statutory consultation on school admission arrangements for September 2015. There were no proposals impacting on the school.

It was noted that 27 applications had been received for admissions in September 2014.

14. SCHOOL LEADERSHIP PARTNER REPORT

There was no report to present to Governors.

15. PLANNED RESIDENTIAL VISITS

Governors approved, subject to satisfactory risk assessments to be confirmed with the Residential Visits Governor, the following residential visits:

Y3/4	Burwardsley	January 2015
Y6	Conway	February 2015

16. SCHOOL POLICIES

There were no policies presented for approval.

17. GOVERNOR DEVELOPMENT

Governors confirmed that they had received the spring term training programme.

18. DATE OF NEXT MEETING

RESOLVED: That the next meeting be held on Monday 6 June 2014 commencing at 6.00pm.

----- Chair

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