

**MINUTES OF A MEETING OF THE DOWNSSELL PRIMARY SCHOOL GOVERNING BODY  
HELD ON MONDAY 11 SEPTEMBER 2017 AT 5.00 P.M. AT THE SCHOOL**

Present: Mr Martin Doré (Chair)-Local Authority Governor

**Co-opted Governor**

Mr Dave Leaker

**Headteacher (Voting)**

Mr Deena Chetty

**Parent Governor**

Mr Robert Morini

**Staff Governor**

Mrs Karen Britton

Clerk to the Governors: Mrs Caroline Russell

Also in Attendance: Ms Maria Regan, Assistant Head Teacher

Ms Claretta Jean, Assistant Head Teacher

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
1.2.	GS pl. note resignation of Mr Thissa De Silva (Mr Dore to confirm with GS)	Clerk/GS	asap
2.2.	Register of Business Interests and Code of Conduct: Clerk to return to GS for processing	Clerk/GS	asap
3.1./ 3.2.	Election of Chair of Vice-Chair of GB 2017/18: Pl. note elections of Messrs Dore and Leader respectively.	GS	asap
4.1.	Parent Governor Election: School to conduct	School	asap
4.2.	GB Membership-Co-opted governor vacancy: GS asked if they have any potential nominees with a finance background:	GS	asap
5.2.1.	Timetable for GB: COG/HT to devise by ref to SDP priorities.	COG/HT	asap
5.2.2.	GB Action Plan: HT to consult with staff then share with governors	HT	ongoing
6.1.	Chair's Action: SBM/HT refer to Kier contract documentation re possible penalty clauses and consider invoking these if appropriate/necessary.	School Business Manager/HT	asap
8.	GB Skills Analysis: Governors asked to	Governors	Asap

	complete and return		
10.3	School Vision and Aims: HT to amend pl. per minute 10.3	HT	Asap
9.1.3.	School Improvement Plan: HT to assess affordability and report to the next meeting.	HT	Next meeting
10.3.	Regular agenda items: GS to note and action pl. per minute (review of SDP, governor visits, Special Educational Needs and Disability and school leader activities).	Governor Services	Asap
12	School Development Plan: Red/amber/green rated reports requested as year progresses to show completed objectives	HT	Ongoing
13	Governor Training Programme: Hard copy requested to Messrs Doré, Leaker and Morini	Governor Services	Asap
14	GB Committees etc: Pl. note memberships per minute	GS	asap
15	Governors Newsletter Proposal: Mr Martin Doré per minute	COG-Martin Doré	Ongoing
16	Dates of GB Meetings for Academic Year 2017/18 and agenda items for next meeting per minute	GS to note and action pl.	Asap pl.

## 1. WELCOME AND APOLOGIES FOR ABSENCE

### 1.1 Welcome

All were welcomed to the meeting.

### 1.2. Apologies for Absence

The absence of Mr Thissa De Silva from several meetings was noted. It was also noted that he is now believed to have obtained employment elsewhere.

**ACTION:** Governor Services to note resignation and action in consultation with Chair.

## 2. DECLARATIONS OF INTEREST

### 2.1 Register of Business Interests and Governor Code of Conduct

Proformas were circulated in the meeting and completed by governors.

**ACTION:** Clerk to return to GS for processing. Ms Karen Britton declared that she is PTA Treasurer.

### 2.2. Declarations of Interest

There were no declarations made pertaining to any of the agenda items for this meeting.

## 3. ELECTION OF CHAIR AND VICE-CHAIR OF THE GOVERNING BODY FOR THE ACADEMIC YEAR 2017/18 (ELECTIONS CONDUCTED BY CLERK)

### 3.1. Election of Chair of the Governing Body for the Academic Year 2017/18

Mr Martin Doré was elected unanimously. (Proposed by Ms Karen Britton and seconded by Mr David Leader).

- 3.2. Election of Vice Chair of the Governing Body for the Academic Year 2017/18  
Mr David Leader was elected unanimously. (Proposed by Ms Karen Britton and seconded by Mr Deena Chetty).

**4. GOVERNING BODY**

4.1. Parent Governor Election

This will be conducted by the school.

**ACTION:** School.

4.2. Governing Body Membership

Vacancies for a parent governor (school to conduct election per 4.1) and co-opted governor were noted.

**ACTION:** School to consider vacancy for co-opted governor+ GS asked to see if they have any potential nominees with a finance background.

**5. MINUTES**

5.1 Minutes of the Last FGB Meeting Held on 17 July 2017

Governors received these and agreed them to be an accurate record of the meeting subject to manual amendment of names at 6.11 and 7.4. Mr Doré signed a copy of the minutes for retention by the school.

5.2. Matters Arising

5.2.1. Timetable of Governing Body Visits

This will be devised by Messrs Doré and Chetty related to School Development Plan priorities. Other governors will also be invited to participate on the basis of their Link Governor role

**ACTION:** Messrs Dore and Chetty to devise.

5.2.2. Governing Body Action Plan

This is linked to the School Improvement Plan and will be shared with governors by the Head once staff have been consulted.

**ACTION:** HT to consult with staff and then share with governors.

5.2.3. Safeguarding Governor Role

This has been allocated.

5.2.4. Risk Assessment re Fire Exits

This has now been resolved.

**6. CHAIR'S ACTION**

- 6.1. Mr Martin Doré advised the meeting that he had written to the LA regarding his concerns following a metal sun shade falling to the ground and after a meeting with Kier about this. MD expressed concern about protocols re this due to the possibility of injury (copy to Cllr Grace Williams as Cabinet member). There is no criticism of the Headteacher or School Business Manager. A rep from Kier had visited and further meetings with the LA will be sought re reporting protocols and potential danger to life and limb. The issue was not rectified during the summer holidays so Kier have been asked to block the area affected and then undertake necessary building works to rectify this, make the structure safe and clear and dispose responsibly of any waste. The original fitting company has been sold on. Kier manage the building so they are ultimately responsible.

**ACTION:** The clerk advised that the school business manager/HT refer to contract documentation with Ker with consideration given to any penalty clauses in the contract being invoked if appropriate/necessary.

- 6.2. MD advised that he plans to hold regular meetings with the Head teacher to consider School Development Plan targets, what is working well, what needs to be improved and the holding of senior and middle leaders to account. (It was noted here that the school received a 'good' OFSTED judgement in 2016 and is aware of the current updated framework for OFSTED inspection.)

## 7. ALTERNATIVE MEETING ATTENDANCE OPTIONS

- 7.1. This item was discussed with advice and information given by the clerk regarding the options available, their meaning and implications. It was **AGREED** to retain the planned programme of formal meetings but to use Chair's action (to be reported to a subsequent GB meeting), phone calls, conference calls and proxy votes if essential to deal with urgent/short notice items. It was noted that should use of proxy votes be considered necessary then reference should be made to LBWF Traded/Governor Services for a procedure to follow.

## 8. SKILLS ANALYSIS AND GOVERNORS SELF ASSESSMENT

- 8.1. Receipt and use of the Governor Services/National Governors Association proforma was noted with all asked to complete this.  
**ACTION:** Governors asked to complete and return per form.

## 9. SCHOOL IMPROVEMENT PLAN

### 9.1. Draft School Improvement Plan (SIP)

- 9.1.1. This was presented to the meeting by the Head teacher. He stated that the targets referred to had been derived from a school-based review in June 2017 to identify both school strengths and areas for development. He noted that the school remains 'good' with 'outstanding' features. Guidance has been received regarding a move to 'outstanding' in order to enhance the care of the children concerned.
- 9.1.2. The senior leadership team and School Improvement Team will be asked to contribute with monitoring and evaluation to be aligned to School Development Plan priorities, pupil premium grant, special educational needs provision and 1:1 support.
- 9.1.3. To ensure that governors hold senior and middle leaders to account for all aspects of the provision there is a need to look at the teaching of reading across the school e.g. re development of reading corners, appoint a maths lead to develop reasoning and problem solving and ensure that all children make strong progress from their starting points. It was noted that progress in reading is discussed in assembly, children read at breakfast time, there is timetabled story time at 3pm and a meeting is planned re a comprehension scheme. Discussion followed re resourcing of this (the clerk advised that any financial implications be detailed in the School Development Plan following identification of resources from the delegated budget). HT noted that the school is yet to appoint an AHT for maths so that funding could be used. The school is currently fully staffed.  
**ACTION:** HT to assess affordability and report to the next meeting.
- 9.1.4. Expansion of the school improvement team was noted and safeguarding training has been booked. Data was noted with targets to be broken down with time and resource elements allocated.

## 10. SCHOOL VISION AND AIMS

- 10.1. The Head Teacher stated that this has been emailed to governors following consultation with staff at an INSET day and also by pupils. These relate to planned future developments in order to further enhance the unique features of Downsell

Primary School. It was noted that use of the word 'stakeholder' is disliked as considered to be too corporate in tone, rather governor, parental and child input is sought.

10.2. Governors discussed the vision and aims noting the importance of resilience when problems are encountered, the need to learn from mistakes, to keep trying and to aspire to continuing to learn after leaving Downsell by developing skills of investigation and inquisitiveness.

10.3. The core values relate to respect and resilience as a means to achieving objectives.

**ACTIONS:**

- It was asked that an insertion be made referring to provision of a stimulating educational environment and to clarify the points made about clear communications and connection to the school. An emphasis is needed on teamwork and inclusivity in a diverse environment. Statement to be made to senior leadership team and put on website by the end of September.

Also a reference to the governors' role in impact and monitoring.

-Regular agenda items are needed re the School Development Plan, governor visits to school to meet relevant staff members, special educational needs and school leader activities.

**11. LINK GOVERNOR RESPONSIBILITIES**

These were **AGREED** as follows:

**Mr Martin Doré:** Curriculum, Health and Safety, School website.

**Mr Dave Leaker:** Safeguarding

**Mr Rob Morini:** Pupil premium, sports provision.

**Vacant:** Behaviour, attendance and exclusions.

**12. SCHOOL DEVELOPMENT PLAN**

**ACTION:** Regular red/amber/green rated reports are requested as the year progresses to show completed objectives.

**13. GOVERNORS' TRAINING**

13.1. Receipt of the annual training programme was noted.

**ACTION:** Hard copy requested to Martin, Dave, Rob and Headteacher who identify possible training attendance. (Induction and link governor training suggested by Clerk).

**14. GOVERNING BODY MEETINGS AND COMMITTEE**

14.1. GB Meetings

2 GB meetings will be held termly + a finance meeting.

14.2. Governor Discipline Committees and Other Statutory Committees

To be formed on an ad hoc basis as necessary of eligible governors drawn from a pool of the entire Governing Body.

14.3. Headteacher Performance Management

Messrs Doré, Leaker and Morini **AGREED** to serve+ external advisory support.

14.4. Committee Terms of Reference for Finance

School to provide (Clerk advised that GS can provide model terms of reference).

**15. GOVERNORS' NEWSLETTER PROPOSAL**

- 15.1. Provision of a ½ termly newsletter was **AGREED** detailing governor involvement and visits.  
**ACTION:** Mr Martin Doré to draft following liaison with other governors + pupils to interview governors.

**16. DATE AND AGENDA ITEMS FOR NEXT MEETING**

16.1. Dates and Times of Meetings for 2017/18 Academic Year

- Monday 9 October 2017-5pm-School.
- Monday 13 November 2017-5pm-School.
- Monday 5 February 2018-5pm-School.
- Monday 26 March 2018-5pm-School.
- Monday 7 May 2018-5pm-School.
- Monday 16 July 2018-5pm-School.

16.2. Agenda Items for Next Meeting

- Curriculum Presentation: Re provision for more able children.
- Finance Report: Budget Monitoring Report + Schools' Financial Value Standard.
- Head Teachers' Report.
- Policy Review from GB Planner
- School Improvement Plan.

**17. ANY OTHER BUSINESS**

There was none.

**18. CONFIDENTIAL ITEMS**

Minuted separately as confidential.  
Staff governors withdrew from the meeting for consideration of this item.

The meeting closed at 7pm

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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