

**BILTON CHURCH OF ENGLAND VOLUNTARY CONTROLLED
JUNIOR SCHOOL**

**MINUTES OF THE FULL GOVERNORS' MEETING
HELD ON 10 SEPTEMBER 2013**

Present

Mr. D Simmonds	Foundation Governor
Mrs. S Diesch	Foundation Governor
Mr. P Kirkaldy	Parent Governor
Mr. A Watkins	Parent Governor
Mrs. K Browning	LA Governor
Mrs. D Turner	LA Governor
Mr. J Hyland	Parent Governor
Mr. A Edwards	Head Teacher
Mrs. A Norton	Deputy Head Teacher
Mrs. G Bakewell	Staff Governor
Mrs K Nessling	Parent Governor
Mrs V Harper	Community Governor

Also Attended

Mr. B Clulee	Clerk to the Governing Body
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1 Election of Chairperson and Vice Chairperson

The clerk asked for nominations for the position of Chairperson and by a show of hands the existing Chairperson Mr Simmonds was unanimously proposed and appointed.

The Chairperson proposed Mrs Harper continue as Vice Chairperson and she was happy to continue. The proposal was unanimously seconded by all the committee.

Mr Simmonds proceeded to chair the remainder of the meeting

2 OPENING PRAYER – Mrs. Harper

3 WELCOME AND APOLOGIES

Mr. Simmonds welcomed everyone to the meeting,
Mr Simmonds reported that he had received a letter of resignation from Mrs Davies and he had asked the Clerk to send her a letter of thanks.

4 MINUTES OF THE MEETINGS –

The Minutes were signed by the Chair as true and correct record of the meeting of 11th June 2013.

5 MATTERS ARISING –

Staffing Update

Mr Matt Clements who had been appointed as a support teacher for year 5 & 6 resigned at the end of his first working day.

Mr P Bird had kindly offered to stand in until a permanent replacement was appointed. Governors asked Mr Edwards to relay their thanks to Mr Bird.

Head's Performance Management

Mr Simmonds reported that he had sought the usual assistance with the Head's annual appraisal from Sue Bailey from County but had received an e-mail informing him that County could no longer be able to offer this service. He had contacted Nigel Mills and Sarah Callaghan of County to try and resolve the issue but without success. He was currently awaiting a response from someone suggested by the Diocese.

Finance Committee Meeting

Following the non-quorate meeting in May, a further (quorate) meeting had been held in July at which there had been extensive discussion about changes to governors' financial reporting requirements and the best means of delivering them. Specific questions arising from the latest County Budget Monitoring Report, which had been given to the committee members, had been answered. The report had been produced following a meeting between Lesley McGovern (County Finance), Mr Edwards, Mrs Godfrey and Mr Simmonds. County had expressed some concerns about the amount of underspend in 2012-13 and recommended that a review be undertaken when a new County Finance representative had been appointed in September. This will be discussed at the next Finance Committee meeting in October.

6 OUTSTANDING GOVERNANCE at BJS

Feedback from Group Exercise in March

Prior to the meeting Mr Simmonds had forwarded to the Governors a summary of the feedback from the Group Exercise held at the March meeting. The contents were noted (attachment `Key Features of an Outstanding Governor`).

Recommendations from Edison Learning and HMI

Contrary to what Edison Learning had advised, the HMI, Jane Melbourne, had informed the Chair of Governors that she still had issues with the governors' plans for this academic year and that she required a formal Review of Governance to be carried out.

Subsequent to this meeting arrangements have been made for an independent reviewer to visit the school 21st October 2013 to carry out this review.

Staff Perceptions

It had been noted that only 2 Governors attended the school training day. As part of the day, the Head had invited comments about governance from both teaching and non-teaching groups.

There was concern that the Governors were not visible and queries had been raised as to who the Governors actually were (e.g. parents?).

Mrs Harper commented that occasionally requests by Governors to attend the school were not acknowledged by some staff members.

Mrs Nessling asked if the Governors could have a list of the teachers and their duties.

Mr Simmonds said it would be of value to have a summary of the Governors' background, qualifications, experience and other pertinent information (for publication on the Governors' web page) and Mrs. Harper asked the Clerk to collect this information.

Ground Rules and Expectations

Mr Simmonds had issued a document entitled 'The Ten Golden Rules for Good Governance' and the contents were discussed. It was agreed that the document be adopted as a guide for their conduct. Also adopted was the document 'BJS Governors Code of Conduct V1 2013-02-13'.

Alex Watkins commented that the Governors should be seen as mentoring not coaching.

Constitution of Governing Body

Mr Simmonds proposed that the Constitution of the Governing Body be amended in line with the 2012 Statutory Constitution Regulations. The proposal was agreed unanimously (attachment New Governing Body Constitution).

The proposals were displayed in detail on a screen and are summarized below

Type of Governor	Number
Community	0
Foundation	3
LA	1
Parent	3
Staff	2
Co-opted	5
TOTAL	14

Committee Membership

Type of Governor

Foundation	Mr Hyland, Mr Simmonds, Mrs Diesch
LA	Mrs Turner
Parent	Mrs Nessling, Mr Watkins, Mr Kirkaldy
Staff	Mr Edwards, Vacancy
Co-opted	Mrs Norton, Mrs Browning, Mrs Harper, Mrs Bakewell, Mr McChleery

A review of committee membership was conducted and Alex Norton agreed to join the Learning & Standards, Finance and Academy Committees.

7 HEADTEACHER`S REPORT

Learning Improvement Plan Achievement 2012/13

The Learning Improvement Plan was continuing to be well received by all.

Mr Edwards handed out a written report which is appended to these Minutes and the contents were discussed.

The quality of teaching and learning had improved significantly. Mr Edwards asked Governors to acknowledge the contributions made by Mrs Alison Thompson and Mr Julian Davoile, which they were happy to do.

The role of the Governors had developed and the school had benefited from their increased involvement in support, monitoring and challenge.

The improvement to the links and communication with parents was having a significant effect. A Parent Partnership Forum had been formed which was proving to be excellent and communication between home and school has vastly improved.

Many parents were offering to assist in a number of ways.

Learning Improvement Plan 2013/14

The Learning Improvement Plan for 2013/2014 was discussed.

Mr Edwards said that Key Issues would continue generally in the present format. He commented that Key Issue 4 was of particular interest to HMI.

HMI Visit July 2013

A visit had been made by Jane Melbourne from HMI two days before the end of term.

She proposed to assist the school in preparing for the next Section 5 OFSTED visit. She informed the Head Teacher that a further visit would not be made until she informed them that she thought the school was ready for an inspection.

Currently she felt that the standard of governing was not good enough, particularly in respect of the involvement of all governors.

She requested that an external assessment of the Governing Body be carried out.

Mrs Browning commented that the role of Governor had changed and that nowadays more input was expected and needed.

Autumn Term Events – Governor Participation

Mr Edwards will forward a list of events to Governors shortly.

8 LEARNING and STANDARDS COMMITTEE UPDATE

The Learning Improvement Plan Achievements for 2012/13 and the proposed Plan for 2013/14 were discussed during the Head Teacher`s report.

Mrs Browning commented on the importance of good attendance at the committee meetings.

9 SAFEGUARDING UPDATE – DATA PERMISSIONS

There had been some correspondence among the school community during the Summer about permissions for the use of electronic images. The annual review of the school Safeguarding Policy is being undertaken before the end of September and this correspondence will be taken into consideration.

10 BUSINESS and PECUNIARY INTERESTS

A schedule of the Business & Pecuniary Interests of the Governors was signed by all Governors.

11 CHAIRMAN`S CORRESPONDENCE

There was none.

12 ANY OTHER BUSINESS

There was none.

Mr Simmonds thanked all the Governors for their continued support.

13 DATE OF NEXT MEETING

The next meeting of the Full Governing Body will be held on Wednesday 11 December 2013 at 6.30pm.

Chairman:

Date: