

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

**MINUTES OF THE FULL GOVERNORS' MEETING
HELD ON 19 March 2013**

Present

Mr. D Simmonds	Foundation Governor
Mrs. S Diesch	Foundation Governor
Mr. P Kirkaldy	Parent Governor
Mrs. K Nessling	Parent Governor
Mr. A Watkins	Parent Governor
Mrs. K Browning	LA Governor
Mrs. D Turner	LA Governor
Mr. A Edwards	Head Teacher
Mr. P McChleerly	Parent Governor
Mr. J Hyland	Parent Governor
Mr. B Clulee	Clerk to Governors

Also Attended

Mrs. K Webb	Team Leader Year 6
Alex Norton	Deputy Head Teacher

1 OPENING PRAYER – Mr. Simmonds.

2 WELCOME AND APOLOGIES

Mr. Simmonds welcomed everyone to the meeting,
Mr. P McChleerly and Brian Clulee were introduced to the Governing Body
Apologies were received from Mrs. Bakewell, Ms. Davies and Mrs. Harper
Mr. Hyland arrived at 6.45pm
Mrs. Turner left the meeting at 7.00pm

3 MINUTES OF THE MEETINGS –

The Minutes were signed by the Chair as true and correct records of the meeting of 4th December 2013.

4 MATTERS ARISING –

11) The minutes of the previous meeting referring to the availability of minutes to parents was confirmed. They are available for viewing in the school office and on the staffroom notice board.

5 THE VIEW FROM YEAR 6 – KATE WEBB

Mrs. Webb, Team leader for year 6 gave a report of the progress over the last few months

A paper copy had been distributed and Mrs. Webb ran through the main points using a power point display.

The standards achieved to date during this school year were ahead of where we were last year.

The year was working towards the targets but would not achieve them this year.

Mr. Edwards commented that the school is considered to be above the floor levels generally and was closing the gap. He could see the impact of what was being achieved.

The school was now using support teachers to assist in the teaching of level 6 literacy and numeracy.

Mr. Edwards had facilitated the use of learning support assistants who could use flexibility in the afternoons to pick up children who not understood something in that morning`s lesson.

Double lessons were now being used and the advantage of these could be seen.

During a meeting on Monday children who needed extra support had been identified.

Mrs. Webb felt that a strong team was developing with parents on the governing body.

There was a challenge in changing the minds of pupils and parents and the new system was causing queries to be raised by parents.

Children were now being taught in less formal sets.

Mr. Edwards commented that he now felt that the learning was now turning in the right direction.

Mrs. Browning enquired whether the school could request an Ofsted moderation.

Mr. Simmonds thanked Kate Webb for her preparation and presentation.

Mr. Simmonds said he would ask other members of the teaching group to talk at future meetings

6 GOVERNOR RESIGNATION, APPOINTMENTS AND CO-OPTIONS

Mrs. Geddes and Mr. Miles had both resigned from the Governing Body.

Mr. McChleery had been appointed as a Parent Governor. He is an advanced skills teacher and is also having training in Ofsted.

Mrs. Norton, the deputy head teacher is now co-opted to the Governing Body.

7 CONSTITUTION OF THE GOVERNING BODY

Mr. Simmonds reported that he had recently been on course entitled 'How to Chair a Governing Body'

Whilst attending he was able to network with Chairs of outstanding schools.

Mr. Simmonds reported that he had also recently accompanied Mrs. Browning to a Governors' Conference.

The course and conference had made him aware that our school's Governing Body was bigger than a lot of other schools and he now was of the opinion that it would be sensible to reduce the size.

This would reduce the time necessary in continually attempting to fill vacancies

Using a power point display he presented his proposal for a revised Governing Body.

The following information was displayed

Current Constitution

Community – 1(VH) + 1 vacancy =2

Foundation - 3(DS,JH,SD) + 1 vacancy=4

Local Authority – 2 (KB,DT)

Parent – 3(PK,KN,PM) + 3 vacancies =6

Staff – 3(GB,ED,AE)

Co-opted – 1 (AN)

Vacancies are proving hard to fill and time-consuming in the process

Total, at 18 is large to be effective

Statutory Position 2012

Community Governor Category abolished

Minimum 7 Governors

-2 Parents

-Head Teacher

-1 Staff

-1 Local Authority

-2 Foundations

Plus

-CO-Options as appropriate

Co-Options have voting rights (Unlike associates)

Staff Max 33%, Foundation 25%

Any Constitutional changes must comply with the above.

Revision Proposal

Annul all vacancies

Change VH from Community to Co-opted

Change KB from LA to Co-Opted

Change PM from Parent to Co-Opted

Change GB from Staff to Co-Opted

This will enable us to 'slim down', fulfill statutory minima and allow us

to keep valued specialist governors

Proposed New Constitution

Foundation - 3(DS,JH,SD)

Local Authority – 1 (DT)

Parent – 2(PK,KN)

Head Teacher -AE

Staff – 1(ED)

Co-opted – 4 (AN, KB, VH, PM, GB)

No vacancies, Total 13, Foundation 24%, Staff33%

In line with NGA best-practice recommendations.

Mrs. Turner queried why only one Local Authority Governor and Mr. Simmonds answered that this was as the statutory position.

Mr. McChleery said he was happy to be co-opted as, in addition to being a parent, he had additional knowledge to contribute.

Mrs. Turner commented that she felt that the voice and contribution of the parents was important to maintain and that good news would attract more parent candidates.

Mrs. Browning said it was important that the Governors were aware of what was required of them and that they were active.

8 GROUP EXERCISE- KEY FEATURES OF AN OUTSTANDING GOVERNING BODY

Mr. Simmonds had commented that OFSTED had reported that the school's Leadership and Management required improving and that this applied just as much to Governors as to the school's SLT.

He asked the Governors present to divide into two groups and discuss during a ten minute period what they believed to be the key features of an outstanding Governors Body.

The groups reported as follows

Key Features of an Outstanding Governor

GROUP 1

- 1) Visible in the day to day life of the school.
- 2) To know what is going on in the school.
- 3) The Governors to have specific roles and responsibilities
- 4) That there are clear lines of communication for their area.
Who do they hold accountable?
- 5) To know how to influence decisions and have an impact.
- 6) Are fully trained and know how to do this.
- 7) That there is a robust training programme for new Governors.
- 8) To have a clear understanding of the Governor's common policy to drive up standards.

GROUP 2

- 1) The Governing body to have commitment, be well informed and visible.

- To be well informed of background and terminology.
- 2) To have clear communications.
 - 3) To have clear expectations.
 - 4) Development – Buddy system.
 - 5) To follow up issues raised.
 - 6) To be tenacious
 - 7) To have clear objectives
 - 8) To have regular updates on metrics (*what does metrics mean?*)

The conclusions of each group were discussed

Mr. Simmonds commented that Ofsted require all Governors to be up to speed with the position at their school, not just the Chair & Deputy.

9 HEAD TEACHER'S WRITTEN REPORT

Prior to the meeting the Governors had received a copy of the Head Teacher's report.

Mr. Edwards commented the report was totally about the Learning Improvement Programme.

Mrs. Diesch asked for clarification of the meaning of the numbers which Mr. Edwards provided.

Mr. Edwards reported that the results for the end of term 2 had just become available but were not included in the report.

10 FINANCIAL STANDING COMMITTEE REPORT

Mr. Hyland reported that the problem in the accounts relating to the allocation of costs to catering had been resolved.
He had attended a financial planning meeting on Wednesday 13th March 2013 with Leslie Mills.

The budget indicated that there would be a surplus of £50,000 by the end of 2015.

Mr. Hyland commented that it was important that the budgets were continually monitored.

Mr. Simmonds enquired whether the budget for next year had been prepared.

Mr. Edwards replied that it would be completed by the end of March
An extra meeting of the Finance committee may be necessary to agree it prior to submission by 1st May latest.

Mr. Edwards thanked Mr. Hyland for the work he was carrying out.

11 LEARNING & STANDARDS STANDING COMMITTEE REPORT

Mrs. Browning commented that the committee was short of members attending.

She said that she thought the change in title of the committee would change the focus of the committee.

The new Terms of Reference had received a final `tweak` - Dave Herbert from Edison Learning had commented that they were a good set of Terms of Reference.

She went on to say that `it was important that the leadership was held to account and that there was need to focus the school on continually moving forward.

Governor monitoring of progress against Key Issues 1,3 and 5 of the LIP had been carried out. The urgency of doing the same for Issues 2 and 4 was pointed out. Mr. McChleerly offered to take on issue 2 from Mrs. Geddes but would not to be able to do any work until June.

Governors were made aware of the internal changes to the school day which had been ratified by Learning & Standards and implemented after February half-term. The most significant change was the cessation of afternoon break.

A New Policy for Attendance had been prepared by Suzanne Hodgson and circulated.

Mr. Simmonds asked Mr. Edwards what is the default position for holidays in the school term.

Mr. Edwards replied that the simple answer was none. He also said some of the defaults at the school were different to those of other schools and the WCC.

Mr. Edwards explained that there was an attendance calculator on a spread sheet. If the calculations gave a result of 6 or over the holiday could be authorized.

Mr. McChleery asked whether policy documents were available to the parents and was advised that they were.

12 ACADEMY SUB-COMMITTEE REPORT

The meeting planned for 12th March 2012 had been cancelled and re-arranged for Tuesday 9th April 2012.

13 COMMITTEE AND CURRICULAR VACANCIES

Mr. Simmonds commented that vacancies were becoming difficult fill.

Now that Mrs. Geddes had left the body her position of training link governor needed to be reviewed

Mrs. Browning suggested and it was agreed that Brian Clulee, the Clerk took on this function.

It was confirmed that Mrs. Diesch had been appointed Child Protection Governor.

Mrs. Browning asked for a Governor to be appointed as a link for the LIP.
Mr. Mchleery said here would be available later in the year

14 BUSINESS AND PECUNIARY INTERESTS

Mr. Simmonds asked the Clerk whether the register of pecuniary interests was up to date. Mt. McCleerly was able to sign the register during the meeting. The register was then up to date.

15 CHAIRMAN`S CORRESPONDENCE

Mr. Simmonds used a power point display

The following was displayed

Governing Body is assessed as part of school Leadership and Management.

School can`t do it all – Governance has to become outstanding.

It`s voluntary.. But so is being a magistrate.

Two events coming up:

- RaiseOnline data interpretation training
- Edison Learning Governor Development

Please respond to event invitations and try to prioritize. Talk to me if you are struggling.

National Governor`s Association

Future activity:

- Induction process
- Expectations
- Training
- Self-audit using Governor Mark or similar

Mrs. Browning confirmed that she was arranging training in data interpretation.

Mr. Simmonds confirmed that Edison was coming to the school on 31st May 2013 to deliver Governor Training.

Mr. Simmonds referred to his recent e-mail and asked that all his e-mails were replied to or acknowledged

Mr. McChleerly suggested that the e-mails were marked with action required.

16 ANY OTHER BUSINESS

The Clerk to the Governing Body commented that he and the new Governors required badges and Mr. Edwards replied that he would arrange for them to be produced by the school office.

17 DATE OF NEXT MEETING

The next Full Governing Body Meeting will take place on Tuesday 11 June 2013 at the new time of 6.30pm.

Chairman:

Date: