

MELLERS PRIMARY SCHOOL GOVERNING BODY

PUPIL PROGRESS COMMITTEE

Minutes of the Summer Term meeting of the Pupil Progress Committee of the Governing Body of Mellers Primary School held at the school on 14th June 2016 at 2.00 pm

MEMBERSHIP (A denotes absence)

Lesley Lyon, chair of the committee
Rukhsana Rashid
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE

Judy Wood, chair of the governing body
Clare Colmore, clerk to the governing body
Laura Patel, Deputy Head

PPC/01/15-16 APOLOGIES FOR ABSENCE

ACTION

Prior to the start of the meeting governors had received safeguarding training which they described as very useful.

There were no apologies for absence.

Governors remembered Lorna Blake, former member of the governing body, who had passed away since the last meeting of the governing body. Her contribution had been greatly valued. At the full governing body meeting it would be necessary to seek a replacement member of the committee.

PPC/02/15-16 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC/03/15-16 MINUTES FROM THE MEETING 2ND FEBRUARY 2016

The minutes from the meeting of the committee held on 2nd February 2016 were approved as a true record, subject to the amendment below:

Replace:

Pupil progress. Governors asked whether the analysis of progress data identified any specific cohorts where progress had been lower. Laura Patel advised that progress for pupils with English as a first language, and the white British pupils had been lowest.

With:

Pupil progress. Governors asked whether the analysis of progress data identified any specific cohorts where progress had been lower. Laura Patel advised that progress for pupils with English as a first language, and the white British pupils had been lowest for some cohorts.

Matters Arising from the Minutes

Person	Action	Action taken / further action
Lesley Lyon	Attend Steering Group meeting for Achievement for All	Lesley Lyon to attend steering group on 29 th June
Lesley Lyon	Visit to see learning ladders in practice	To be reported under agenda item on visits
Teeny Reid	Carry out visit linked to vision and pupils' knowledge of school priorities eg. writing Look at power of reading	Carried forward
Rukhsana Rashid	Attend work scrutiny meeting if available Visit and look at writing across school, including in English and topic books, with the English lead and Laura Patel	Actioned and reported to the full governing body meeting. Laura Patel advised that items identified during the visit were being addressed. Rukhsana Rashid to visit again to see progress.

LL

TR

RR

PPC/04/15-16 UPDATE ON PUPIL PROGRESS (LIKELY OUTCOMES, PROGRESS OF COHORTS INCLUDING THE MOST ABLE)

Laura Patel, deputy head, circulated a report showing current and predicted progress for all years. She informed governors that, as a result of the change to the new National Curriculum which had considerably higher expectations, and the removal of levels, assessing pupil attainment presented a number of challenges. Under the system of levels a best fit approach was used, whereas with the new system a pupil had to achieve all requirements to be at the expected level. At present the year's curriculum was still being delivered, as a result of which for all years, except years 2 and 6, the predicted level was expected to be considerably higher than the current judgements. Year 2 and 6 assessments were based on their SATs.

Foundation results were excellent, reflecting the full time places. For the next year there was no where to accommodate F1 which was of considerable concern

Moderation and the use of levels ensured that the data collected was accurate. From pupil progress meetings it was clear all year groups were on track. The deputy head was a moderator for KS1 which provided the school with valuable insight and knowledge. She also steered the group of assessment coordinators for the CLP, and had considerable knowledge about assessment procedures which benefited the school. KS1 judgements were to be moderated.

Governors discussed the lack of clarity about how the results would be published, and the general lack of information from the DfE. The scaled scores for KS1 had been published; however it remained unclear what progress measures would be used for KS2. Governors placed on record sincere thanks to Laura Patel for her research and knowledge which enabled the school to have a strong strategic position during this period of uncertainty and change.

Year 4 were noted to be the cohort of greatest concern, with plans in place to provide continuity of staffing into year 5 and to ensure that effective interventions were delivered, including using the senior leadership to deliver focused support.

Changes to the deployment of TAs were underway, with TAs to be in class in the mornings, and delivering specific interventions across school, including for the more able, in the afternoon. In future, as a result of smaller budgets, it would be necessary to review the use of TAs and to move away from the principle of one TA per class.

Laura Patel advised that the learning ladders had been very effective in tracking and measuring the delivery of the curriculum and in ensuring that it was fully covered. In response to a question about what parents thought about the new systems Rukhsana Rashid advised that it was unclear how children were progressing, although she hoped the end of year report would be useful.

Governors thanked Laura Patel for her informative report. They discussed the data to be reported to the full governing body and to the committee and agreed:

- All members of the governing body needed to have an oversight of educational performance
- The committee would receive Raiseonline in the autumn term, from which it would identify the key focus cohort, alongside pupil premium, which would be reported termly
- Spring and summer term – committee to receive attainment and progress for all year groups, for pupil premium and for the focus cohort.

PPC/05/15-16 FEEDBACK FROM ASSESSMENT MONITORING VISIT

Lesley Lyon informed the committee about her visit into school, focused on assessment, during which she had observed a year 3 reading session, met with pupils who had shared their books with her and also she had met with the year 6 and year 1 teachers.

Guided reading session Lesley Lyon described the session and informed governors that the member of staff had not been able to update the learning ladders during the session as she was busy supporting children's learning. The learning objectives achieved were therefore updated following the session.

Lesley had asked about the impact on workload and been informed that initially it had been very hard; however once the system had evolved and staff had worked out their own methods it was recognised as valuable. Initially staff had needed to back fill the learning ladders. The information in place was now very useful for planning and to ensure that each pupil made progress.

Meeting with pupils The pupils had spoken about how they liked the traffic light system used for marking which helped them know what they needed to do to improve. They were less sure about how they were doing since the removal of levels, and also about how they could tell their parents that they had made progress. The pupils were very keen to have access to being able to log onto the learning ladder system to see their own progress.

Governors recommended that the school investigate providing learning ladder access to pupils and parents, which was available as an additional package. It would enable pupils to increase their responsibility for their own learning and for parents to provide effective support.

Meeting with year 1 and year 6 teachers The teachers had spoken about the benefits of the learning ladders, now that they were up to date, in informing planning and interventions. They built up a picture of each child's progress over time.

Lesley Lyon asked that her thanks be passed on to staff for their welcoming support in enabling her to develop a greater understanding of the assessment procedures.

PPC/06/15-16 ASSESSMENT ACTION PLAN AND GOVERNOR MONITORING

The assessment of the data in the autumn term would inform the future plans for monitoring. The committee would continue to explore the use of learning ladders by children and parents. Rukhsana Rashid to liaise with Laura Patel regarding learning ladders and the involvement of parents.

RR

It was recognised that there would be value in each committee developing its own monitoring plan as part of a governing body development plan.

Membership of the governing body was discussed. The Headteacher would seek interest in membership of the governing body from the builders

PPC/07/14-14 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The Chairs group would develop of schedule for meetings for 2016-17.

Chairs

PPC/08/15-16 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Person	Action
Lesley Lyon	Attend Achievement for All steering group meeting
Teeny Reid	Carry out visit linked to vision and pupils' knowledge of school priorities eg. writing Look at power of reading
Rukhsana Rashid	Carry out visit focused on outcomes from previous visit Liaise with Laura Patel regarding learning ladders
Chairs group	Develop proposed schedule for 2016-17
Headteacher	Seek interest in membership of the governing body from the builders

MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the summer term meeting of the governing body
held at the school on 30th June 2016 at 5.00 pm

Membership		Miss J Wood, Chair of the governing body
(A denotes absence)	A	Mrs L Lyon, Vice-Chair
	A	Mr M Gilmore, Vice-Chair
	A	Mrs C Kelly
		Mrs C McCrone
		Cllr A Peach
		Miss R Rashid
		Miss T Reid
		Cllr L Ali
		Miss A Dawson, Headteacher
In Attendance		Mrs C Colmore, Clerk to the governing body
		Ms M Holton, Business Manager

The Chair welcomed everyone to the meeting and thanked them for attending despite the changes to date and time which had been unavoidable.

GB/01/15-16 PRELIMINARIES

1.1 Apologies for absence

Apologies for absence were received and approved from Mrs Lyon, Mr Gilmore and Mrs Kelly.

ACTION

1.2 Declaration of interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

1.3 Financial Reports

The business manager was attending the meeting to present to the governing body the three year financial plan, which she circulated. Governors discussed the following:

- Income was based on projected numbers on roll, taking into account the reduction in nursery places for 2016-17 as a result of the delay to the building work. In response to a question from governors about whether the school would be able to claim from the LA for the loss of income, the Headteacher advised that the school had elected not to have temporary classrooms on site and instead to have internal works undertaken
- The carry forward from the current year was projected to be £11,991. The budget for 2017-18 would be for an in year deficit, resulting in a deficit of £13,041; however with the additional numbers on roll for the following year the projected out-turn from 2018-19 was £51,811.
- Governors asked whether the school could charge parents for the provision of full time places and were informed that 25 hours provision was funded.
- The school had capacity for 60 reception children; however numbers from September were for there to be 47 on roll. It was expected that additional pupils would join, but

that reception would not be full for the October census, which would impact on income for 2017-18. It was agreed that the staffing structure would require review to mitigate the budget position.

- A national funding formula could impact adversely on income.
- Governors expressed concern that the result of the referendum could adversely affect numbers on roll.
- Local plans for additional housing, for example on the Sandfield site, could increase numbers.
- A three year financial forecast was of value in strategic leadership.

Governors **approved** the three year financial plan, which was then signed by the chair.

The chair signed the School Fund audit report.

The business manager left the meeting.

1.4 Membership

A document listing current membership of the governing body, copies of which had been circulated previously, was received and noted.

Attendance requirements

No issues to address.

Vacancy update

Vacancies would be reviewed in the autumn term.

The Headteacher would arrange for a staff governor election to be held.

End of terms of office

No issues to address.

1.5 Minutes of the last meeting

Minutes of the meeting held on 10th March 2016, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action points

Ref	Action	Responsible	Action taken / further action
1.3	Arrange staff governor election	Headteacher	Carried forward
1.4	Check Cheryl Kelly's details on membership list	Clerk	Completed
1.4	Clarify roles of chair / vice-chairs	Chairs	Carried forward
1.4	Review induction	Chair / new governors	Carried forward
1.4	Arrange visioning event	Headteacher	To be held in autumn term
1.4	Provide governor safeguarding training	Headteacher	All members of the governing body had attended training on safeguarding

HT

HT

**Chair /
new
govs**

1.4	Safer recruitment training	Headteacher and Mark Gilmore	Completed. Carol McCrone and business manager to undertake.
2.5	Investigate nail length standards	Headteacher	Nail length included in staff Code of Conduct.

CM
BM

Committee reports

Finance and Resources – 25th February 2016 Minutes had been circulated prior to the meeting. It was noted that Lorna Dermody was no longer at Bluecoat Primary every Monday morning.

Finance and Resources – 25th April 2016 Minutes had been circulated prior to the meeting.

After school childcare had been running since the Easter holidays, from 3.15-5.15 daily, at a cost of £5 per child per day or £20 per week. At present 6 or 7 children were attending. Financially this resulted at breakeven, or at worst an annual deficit of £500. Governors agreed that the service was of value to parents, but that it should not be at a cost to the school. It was agreed to continue providing the service, with a termly review by the Finance and Resources Committee – Cllr Peach and Carol McCrone to develop a balance sheet for termly reporting to the governing body.

F&RC

AP/CM

Swimming

The Headteacher was pleased to inform governors that Quackers style swimming for F2 and KS1 was now being delivered at John Carroll, led by staff from Lenton Baths. The Headteacher would prefer the older pupils to also receive the Quackers style tuition. Cllr Peach to arrange for the manager from John Carroll and the Headteacher to share email addresses to enable a discussion to happen.

AP

Traffic management

Cllrs Ali and Peach reported that traffic calming on Hartley Road was being considered.

Pupils and Curriculum – 23rd May 2016 Minutes had been circulated prior to the meeting.

The Headteacher advised that Tamba Roy had come into school during the week before the SATs to work with the pupils on emotional health and wellbeing, which had been of value to the pupils.

Pupils and Curriculum – 14th June 2016 Minutes to be circulated.

Clerk

1.6 Chair's or Vice Chair's emergency action since last meeting

No emergency decisions reported.

1.7 Correspondence items

From Chair

The chair informed governors that the school would be closing on the following Tuesday for one day due to the NUT strike, as a result of which 8 teachers would be absent from school.

From Clerk: DBS Checks – Now Mandatory for all Governors

In February 2016 the DfE introduced legislation so that all governors will be required to have a DBS check.

- Where a governor has been elected or appointed **before 1st April 2016** and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1st September 2016;
- Where a governor is elected or appointed **on or after 1st April 2016** and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate

in respect of that governor within 21 days after his or her appointment or election.

GB/02/15-16 SCHOOL PROGRESS

2.1 Headteacher's Report

The Headteacher's report on the work and progress of the school since the spring term meeting of the full governing body had been circulated in advance of the meeting. Governors were invited to ask any questions about the content of the report or the work of the school.

Governors asked about the schedule for the building work and were informed that the work would begin during the school holiday so that the school was ready for pupils returning in September. The nursery would be delaying the start of the autumn term by three days to allow for the building to be prepared for the children.

Governors commended the improvement in attendance and questioned whether the High Court case where a parent had successfully challenged a penalty notice would have implications for the school. The Headteacher assured governors that the school's policy was secure and that the LA had advised that there was no risk of a challenge being successful. The improvement reflected a cultural change to parental expectations around attendance.

Governors requested information about whether the 9 persistent absentees represented children from the same families, and if so what work was being done to provide support to the families. Headteacher to report to next meeting.

HT

Governors asked about the use of rewards for attendance and were informed that they ranged from being entered into a draw for a bike, for pupils with 100% attendance in a term, to class rewards.

Governors thanked the Headteacher for the information on safeguarding, which highlighted the level of both need and vigilance in the school.

Governors asked about the residential visits and were informed that they had been brilliant. The governing body expressed its commitment to enrichment and to ensuring that it was affordable. The use of Pupil Premium income for enrichment was applauded. Governors discussed the need to ensure parents had an accurate understanding of what the residential provided to remove any concerns which might prevent children accessing the residential.

Governors asked about pupil achievement in writing and were informed that it was an area of development; however the end of year data was showing considerable progress had been made. Writing would be a whole school appraisal target.

Governors commended the impact of the programme to encourage reading at home and asked that their thanks be passed to staff. The Headteacher advised that the school considered itself to be a reading school, with the next focus to be on becoming a writing school. Children were already saying they felt more confident in writing. The school was committed to exciting writing, not to just providing pupils with the technical knowledge and skills.

The Headteacher's report was received with thanks.

2.2 Pupil Premium: How funding is spent and its impact on the achievement of targeted children

Included within the Headteacher's report. Governors would review the outcomes from 2016 to ensure that the gap between disadvantaged and other pupils reflected the excellent work done

to support pupils.

2.3 Mellers Primary School – Future Opportunities

The chair advised that she and the Headteacher would be attending meetings with the Directors of Education regarding the LA's development of a Multi-Academy Trust.

Governors agreed that:

- All options should be considered
- There was no rush and no decisions should be made in haste
- Expressing 'interest' in the LA MAT would not commit the school to join the MAT
- The governing body needed to define a set of criteria for selection of any MAT, which would include non-negotiables
- The governing body would meet on 15th July from 11am – 1pm to consider the options.

GB/03/15-16 GOVERNORS REPORTS

3.1 Reports from Governors' committees

Covered under item 1.5.

3.2 Governor training and development

The chair had attended the health and Safety conference which she described as very useful. It was agreed to set up a health and safety working party, with the chair, Teeny Reid, business manager and site manager as members, to meet termly and report to the governing body. They would seek to hear the views of pupils about health and safety.

The chair asked about developing the travel plan. The Headteacher advised that the builders would be responsible for reviewing it. It was agreed that, as health and safety during the build was critical, the builders be asked to report to the Finance and Resources committee termly

HT

All members of the governing body had completed safeguarding training.

The Headteacher and Mark Gilmore had completed safer-recruitment training.

3.3 Reports from Governor visits

Cllr Peach and Mark Gilmore had attended the School Development Plan (SDP) session which had been led by vice-chair Lesley Lyon. Governors discussed using the SDP as a focus for the governing body and agreed that:

- A session on the SPD be held in October, with a focus on how the governing body would use the plan as a key strategic document, informing them about school progress. Consideration to be given to key questions for link governors to ask and developing a schedule for reporting on the plan to the committees.

HT /
Chair

Teeny Reid had met with pupils from all classes to talk about the schools ethos. The FS and KS1 pupils had been asked what they liked about school – playing, maths, making things, knowing what to do, being taken care of, that the teachers are great, school visits and being helped to learn.

KS2 pupils had said they liked: the fun lessons, outdoor activities, welcoming new children, the school always being welcoming to new children, wanting to learn, the chance to be who you are, the confidence school gave them, respect for everyone, the great lessons and being encouraged never to give up.

Governors were pleased to hear that welcoming new pupils was a strength, following an

incident in the past. The Headteacher advised that the policy for induction of new pupils had been revised.

The chair and Lesley Lyon had attended the session with Tamba Roy.

Lesley Lyon had attended an Achievement For All meeting.

GB/04/15-16 REPORTS TO GOVERNORS

4.1 Public Sector Repayment of Exit Payments Regulations

The report outlines the introduction of new regulations making it compulsory for those who have earned more than £80,000 in the past year and who have received an exit payment from a public sector employer to repay that payment to their former employer if they return to public sector employment within one year.

Action for Governors

- Note the regulations regarding repayment of public sector exit payments for those earning more than £80,000 per year who return to public sector employment within one year.
- Note further likely developments in relation to public sector exit payments.

4.2 Complaints Policy, including the Process for Unreasonable Complainants

In accordance with Section 29 of the Education Act 2002, all local authority (LA) maintained schools must have and make available a procedure to deal with all complaints relating to their school and to any community facilities or services that the school provides.

The DfE has produced a document, Best Practice Advice for Schools Complaints Procedure 2016, this non-statutory guidance shares best practice and helps schools avoid common pitfalls. It is for school leaders, school staff and governing bodies in all LA maintained schools and maintained nursery schools, Local Authority and Dioceses. Please note that the policy has been updated to include the procedure for dealing with unreasonable complainants and while it is not designed for academies, free schools or independent schools, a complaints policy is required and must be publicised for academies, free schools or independent schools.

Action for Governors

Following the publication in January 2016 of the Best Practice Advice for Schools Complaints Procedure 2016, governors are required to consider and adopt the draft Complaints Policy.

The Governing Body adopted the Complaints Policy.

4.3 Determined Admission Arrangements for Nottingham City Community Schools 2017/2018

The Executive Board, at its meeting held on 23rd February 2016, approved that the school admission arrangements for the 2017/18 school year, they remain unchanged from those previously approved for the 2016/17 school year.

Action for Governors

- Note the determined admissions arrangements and oversubscription criteria for 2017/2018 set out in the report (and in Appendices 1 and 2), which are unchanged from the 2016/2017 admission arrangements;
- Note the planned admission number for their own school (set out in Appendix 3);
- Note the timelines for the 2017/2018 co-ordinated admissions process (as set out in Appendix 5);
- Ensure that this information appears on your school's website for the 2017/2018 school

year.

GB/05/15-16 CONCLUDING ITEMS

5.1 Safeguarding and child protection

Safeguarding was reported within the Headteacher's report.

Governors expressed concern at the national and local rise in racist incidents following the referendum and expressed a firm commitment to the school being a flagship for inclusion and multicultural harmony. There was no place for racism or hatred in school or the school's community.

The school would be participating in the #learningsharedtogether response to racism, by celebrating the diversity of the community it served.

5.2 Equality incidents reported since the last meeting

None reported.

5.3 Evidence of Governing Body impact on school improvement

The governing body was increasing its focus on school improvement, evidenced by the meetings to be held on future options for the school and on the School Development Plan.

5.4 Arrangements for Chair to inspect school records

Chair to view records.

GB/06/15-16 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

It was agreed that meetings of the full governing body be held on:

Autumn Term 2016: 22nd November at 4pm

Spring Term 2017: 28th March at 4pm

Summer Term 2017: 11th July at 4pm.

Committees would meet in the first half of each term. The committee chairs would set the meeting dates.

GB/07/15-16 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minute. Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 5.55pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
1.5	Arrange for staff governor election to be held	Headteacher

1.5	Review specific roles and responsibilities for chair and vice-chairs	Chairs group
1.5	Review new governor induction	Chair and recent governors
1.5	Complete safer recruitment training	Carol McCrone Business manager
1.5	Develop balance sheet for reporting on child care Receive report on child care	Cllr peach / Carol McCrone Finance and Resources Committee
1.5	Liaise between John Carroll manager and Headteacher	Cllr Peach
1.5	Pupils and Curriculum – 14 th June 2016 Minutes to be circulated with papers for next full GB meeting	Clerk
2.1	Report on persistent absentees	Headteacher
3.2	Arrange for builders to report to F&R Committee termly	Headteacher
3.3	Arrange session on SDP in October	Headteacher and Chair

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the Autumn Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 27th September 2016 at 1.30pm

**MEMBERSHIP
(A denoted absence)**

**Mr Mark Gilmore, Chair of the Committee
Miss Judy Wood
Ms Jo Kervick
Miss Amanda Dawson, Headteacher**

IN ATTENDANCE

Mrs Clare Colmore, Clerk to the governing body

ALL POLICIES TO BE REVIEWED HAD BEEN CIRCULATED IN ADVANCE OF THE MEETING

P&C/01/16-17 APOLOGIES FOR ABSENCE

The Chair welcomed new staff governor, Jo Kervick, to the meeting and explained that at the meeting of the full governing body she would be invited to join any of the committees; however for the present she was welcome to attend this meeting

P&C/02/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C/03/16-17 MEETING WITH CHILDREN WHO HAD BEEN NEW TO THE SCHOOL AND NEW TO ENGLISH

The Headteacher informed governors that a New to English policy had been developed regarding the admission of pupils to school who were new to speaking English, following an incident when a child joined year 4. The Headteacher had dealt with the incident robustly but wanted to ensure that practice when a child new to English joined the school ensured their safety and that they felt happy and able to learn. The policy had been developed with pupils.

Seven pupils across year groups, who had been admitted to the school in the past two years, joined the meeting, were welcomed by the Headteacher and Chair, and were informed about the purpose of the meeting.

Governors asked the children a number of questions and were told that:

- The pupils felt they had learnt English quickly and after 1-2 terms had not needed any additional language support
- Having pupils who played with them when they arrived had made them feel happy and safe
- On their first day children felt excited and scared
- Having someone else who spoke their first language was a great help. Being supported by a teacher who used Google translate also helped
- Having support in lessons was really useful
- There had been nothing which had made them feel unhappy.

The children then left the meeting.

Governors approved the New to English Policy.

P&C/04/16-17 OFFSITE VISITS POLICY

Subject to minor amendments, including refining the definition of local visits to allow for Headteacher discretion, the Off Site Visits Policy was approved.

The Policy would be shared with all staff, with staff required to sign to acknowledge receipt and that they understood the policy.

P&C/05/16-17 CODE OF CONDUCT POLICY

The Code of Conduct was approved. Governors agreed that it also applied to members of the governing body.

The Code of Conduct incorporated the Whistleblowing Policy.

P&C/06/16-17 BEHAVIOUR MANAGEMENT POLICY

In response to a question about whether the school also responded to incidents out of school the Headteacher advised that she did as necessary.

The Behaviour Management Policy was approved.

P&C/07/16-17 SAFEGUARDING POLICY

Governors approved the Safeguarding Policy which had been updated in line with Keeping Children Safe in Education 2016.

Action: The committee chair would undertake LA safeguarding training for governors.

P&C/08/16-17 HEALTH AND SAFETY POLICY

Governors discussed the recommendation from the LA that a H&S visit by governors be undertaken termly and agreed that the annual visit defined in the policy was adequate; however the H&S link governor would undertake a termly review of progress. The practice in school of photos being taken of identified H&S concerns, which were then incorporated into an action plan, with progress reported to the link governor, was considered to be exemplary.

The Health and Safety policy was approved.

P&C/09/16-17 MATHEMATICS POLICY

The Mathematics Policy was approved.

P&C/10/16-17 LOOKED AFTER CHILDREN POLICY

The Looked After Children Policy was approved.

P&C/11/16-17 HANDLING POLICY

The Handling Policy was approved.

P&C/12/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.30pm

Signed by the chair:

Date:

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

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Miss Judy Wood
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Miss Amanda Dawson, Headteacher**

IN ATTENDANCE

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The Chair welcomed new staff governor, Jo Kervick, to the meeting and explained that at the meeting of the full governing body she would be invited to join any of the committees; however for the present she was welcome to attend this meeting

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- There had been nothing which had made them feel unhappy.

The children then left the meeting.

Governors approved the New to English Policy.

P&C/04/16-17 OFFSITE VISITS POLICY

Subject to minor amendments, including refining the definition of local visits to allow for Headteacher discretion, the Off Site Visits Policy was approved.

The Policy would be shared with all staff, with staff required to sign to acknowledge receipt and that they understood the policy.

P&C/05/16-17 CODE OF CONDUCT POLICY

The Code of Conduct was approved. Governors agreed that it also applied to members of the governing body.

The Code of Conduct incorporated the Whistleblowing Policy.

P&C/06/16-17 BEHAVIOUR MANAGEMENT POLICY

In response to a question about whether the school also responded to incidents out of school the Headteacher advised that she did as necessary.

The Behaviour Management Policy was approved.

P&C/07/16-17 SAFEGUARDING POLICY

Governors approved the Safeguarding Policy which had been updated in line with Keeping Children Safe in Education 2016.

Action: The committee chair would undertake LA safeguarding training for governors.

P&C/08/16-17 HEALTH AND SAFETY POLICY

Governors discussed the recommendation from the LA that a H&S visit by governors be undertaken termly and agreed that the annual visit defined in the policy was adequate; however the H&S link governor would undertake a termly review of progress. The practice in school of photos being taken of identified H&S concerns, which were then incorporated into an action plan, with progress reported to the link governor, was considered to be exemplary.

The Health and Safety policy was approved.

P&C/09/16-17 MATHEMATICS POLICY

The Mathematics Policy was approved.

P&C/10/16-17 LOOKED AFTER CHILDREN POLICY

The Looked After Children Policy was approved.

P&C/11/16-17 HANDLING POLICY

The Handling Policy was approved.

P&C/12/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.30pm

Signed by the chair:

Date:

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the Autumn Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 27th September 2016 at 1.30pm

MEMBERSHIP (A denoted absence)

Mr Mark Gilmore, Chair of the Committee

Miss Judy Wood

Ms Jo Kervick

Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Mrs Clare Colmore, Clerk to the governing body

ALL POLICIES TO BE REVIEWED HAD BEEN CIRCULATED IN ADVANCE OF THE MEETING

P&C/01/16-17 APOLOGIES FOR ABSENCE

The Chair welcomed new staff governor, Jo Kervick, to the meeting and explained that at the meeting of the full governing body she would be invited to join any of the committees; however for the present she was welcome to attend this meeting

P&C/02/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C/03/16-17 MEETING WITH CHILDREN WHO HAD BEEN NEW TO THE SCHOOL AND NEW TO ENGLISH

The Headteacher informed governors that a New to English policy had been developed regarding the admission of pupils to school who were new to speaking English, following an incident when a child joined year 4. The Headteacher had dealt with the incident robustly but wanted to ensure that practice when a child new to English joined the school ensured their safety and that they felt happy and able to learn. The policy had been developed with pupils.

Seven pupils across year groups, who had been admitted to the school in the past two years, joined the meeting, were welcomed by the Headteacher and Chair, and were informed about the purpose of the meeting.

Governors asked the children a number of questions and were told that:

- The pupils felt they had learnt English quickly and after 1-2 terms had not needed any additional language support
- Having pupils who played with them when they arrived had made them feel happy and safe
- On their first day children felt excited and scared
- Having someone else who spoke their first language was a great help. Being supported by a teacher who used Google translate also helped
- Having support in lessons was really useful
- There had been nothing which had made them feel unhappy.

The children then left the meeting.

Governors approved the New to English Policy.

P&C/04/16-17 OFFSITE VISITS POLICY

Subject to minor amendments, including refining the definition of local visits to allow for Headteacher discretion, the Off Site Visits Policy was approved.

The Policy would be shared with all staff, with staff required to sign to acknowledge receipt and that they understood the policy.

P&C/05/16-17 CODE OF CONDUCT POLICY

The Code of Conduct was approved. Governors agreed that it also applied to members of the governing body.

The Code of Conduct incorporated the Whistleblowing Policy.

P&C/06/16-17 BEHAVIOUR MANAGEMENT POLICY

In response to a question about whether the school also responded to incidents out of school the Headteacher advised that she did as necessary.

The Behaviour Management Policy was approved.

P&C/07/16-17 SAFEGUARDING POLICY

Governors approved the Safeguarding Policy which had been updated in line with Keeping Children Safe in Education 2016.

Action: The committee chair would undertake LA safeguarding training for governors.

P&C/08/16-17 HEALTH AND SAFETY POLICY

Governors discussed the recommendation from the LA that a H&S visit by governors be undertaken termly and agreed that the annual visit defined in the policy was adequate; however the H&S link governor would undertake a termly review of progress. The practice in school of photos being taken of identified H&S concerns, which were then incorporated into an action plan, with progress reported to the link governor, was considered to be exemplary.

The Health and Safety policy was approved.

P&C/09/16-17 MATHEMATICS POLICY

The Mathematics Policy was approved.

P&C/10/16-17 LOOKED AFTER CHILDREN POLICY

The Looked After Children Policy was approved.

P&C/11/16-17 HANDLING POLICY

The Handling Policy was approved.

P&C/12/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.30pm

Signed by the chair:

Date:

MELLERS PRIMARY SCHOOL GOVERNING BODY**PUPIL PROGRESS COMMITTEE**

Minutes of the Summer Term meeting of the Pupil Progress Committee of the Governing Body of Mellers Primary School held at the school on 4th October 2016 at 1.30 pm

MEMBERSHIP
(A denotes absence)

Lesley Lyon, chair of the committee
Rukhsana Rashid
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body
Laura Patel, Deputy Head

PPC/01/16-17 APOLOGIES FOR ABSENCE**ACTION**

There were no apologies for absence. Laura Patel, Deputy Head, was attending in place of the Headteacher. Membership of the committee to be reviewed at the full governing body meeting.

Full GB**PPC/02/16-17 DECLARATION OF INTEREST**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC/03/16-17 MINUTES FROM THE MEETING 14th JUNE 2016

The minutes from the meeting of the committee held on 14th June 2016 were approved as a true record of the meeting.

Matters Arising from the Minutes

Lesley Lyon had attended a Steering Group meeting for Achievement for All and informed the governors that it had been very positive, with the school moving towards becoming a lead school. She would be attending another Steering Group meeting in November.

LL

Teeny Reid had reported on her visit discussing the vision with pupils at the previous meeting. She would visit focused on the Power of Reading.

TR

Rukhsana Rashid had visited and met with the Deputy Head to look at Learning Ladders. She had also been involved in a work scrutiny of writing. She commended all that she had seen and would revisit during the term. The Deputy Head informed governors that a staff meeting had focused on how to develop as a writing school, similarly to the way that progress in reading had been influenced by becoming a reading school.

Lesley Lyon had attended the SLT development meeting where the new priorities had been discussed. Governors requested that the engagement of parents with Learning Ladders was included in the priorities. Whilst recognising that cost might prevent full implementation of the online system in the short term, the learning Ladders should be used to support parents in understanding the next steps for pupils.

PPC/04/16-17 UPDATE ON PUPIL PROGRESS AND OUTCOMES

Laura Patel, deputy head, circulated a report showing the results from 2016 for foundation stage, years 1 and 2 phonics, KS1 SATs and KS2 SATs. She also circulated the FFT School Dashboard.

Foundation Stage

Governors commended the improved results, with the school exceeding the national average for pupils with an overall good level of development. The consistency of the results across all the development areas reflected the work done to ensure that all aspects of the curriculum were covered and all gaps in learning were addressed. The pupils leaving the foundation stage were secure learners, ready for school. It was reported that it was noticeable in KS1 that the pupils were school ready. The Deputy Head assured governors that the learning was based in play.

Governors asked about the development of the outdoor area and were advised that although this remained an area for further development, the whole learning environment had been considerably improved.

The Deputy Head advised that those arriving in FS2 who had not been in FS1 were monitored as a separate group to ensure that any gaps in their learning were addressed.

It was agreed that Rukhsana Rashid visit focused on how these results would be sustained and improved.

RR

Phonics

It was noted that the phonics results had continued to improve and had exceeded the national average in year 1. Year 2 pass rate reflected the specific needs of the cohort.

Key Stage 1

The Deputy Head reminded governors that these were the first results since the removal of levels and this had been a year when there had been little clarity about the expected standard. The results provided a strong foundation for future improvements. It was noted that this cohort had low foundation stage results and were a cohort which was being tracked and supported through school.

Key Stage 2

The KS2 results had exceeded national in areas. The school had maintained a focus on pupil wellbeing throughout and pupils had enjoyed the SATs week and been proud of their achievements.

The Deputy Head advised that targets for the coming year were now being set, seeking to build on these successes, recognising the specific needs of each cohort.

Governors placed on record their sincere congratulations and thanks and asked that these be passed to all staff.

The focus for the current year was writing, as reading was now embedded across school. Balancing the development of enthusiastic and creative writers against the testing regime was important; however governors expressed a strong commitment to the importance of pupils having a love of writing and a pride in their work.

Governors discussed vulnerable groups. The Deputy Head advised that the gender gap in writing was reducing, and was cohort specific. It was recognised that the achievement of the white British cohort needed to be monitored.

In response to a question about Singapore maths the Deputy head assured governors it was embedded across school and its impact was now noticeable. New staff were fully supported in its

use.

The exceptional progress of pupils shown from the FFT Dashboard was commended. Whilst the report identified pupils with SEN as an improvement area the Deputy Head assured governors that it was not an ongoing issue, and had been specific to the SEN pupils in year 6.

Governors asked that their thanks be passed to staff for the school's involvement in the Royal Shakespeare Company's School Romeo and Juliet which parent governors reported was inspiring pupils.

PPC/05/16-17 GOVERNOR MONITORING VISITS LINKED TO SCHOOL DEVELOPMENT PLAN

The following links for the year were approved:

Rukhsana Rashid – Writing and Foundation Stage

Teeny Reid – the achievement of the white British Cohort. It was recognised that there were a variety of sources of evidence, including the work on attitudes to learning and the data from Achievement for All, alongside analysis of achievement data.

Lesley Lyon – Pupil Progress meetings. She would attend one each term.

Governors recommended that the Curriculum Committee monitor writing and science.

**Curr
comm**

PPC/06/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Person / meeting	Action
Full governing body meeting	Review committee membership
Lesley Lyon	Attend November Steering Group meeting for Achievement for All Attend pupil progress meetings
Teeny Reid	Visit linked to Power of Reading Visit linked to outcomes for white British cohort
Rukhsana Rashid	Visit linked to foundation stage Visit linked with writing
Curriculum Committee	Monitor writing and science.

MELLERS PRIMARY SCHOOL GOVERNING BODY

FINANCE AND RESOURCES COMMITTEE

Minutes of the Autumn Term meeting of the Finance and Resources Committee of the Governing Body of Mellers Primary School held at the school on 11th October 2016 at 1.00pm

MEMBERSHIP

(A denoted absence)

A

A

Miss J Wood, Chair of the Committee

Cllr A Peach

Cllr L Ali

Mrs C McCrone

Miss A Dawson, Headteacher

IN ATTENDANCE

Ms L Patel, Deputy Headteacher

Ms M Holton, Business Manager

Mr A Sheldon, Clerk to the governing body

FRC/01/16-17 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Miss A Dawson.

The Deputy Headteacher was to deputise in the absence of the Headteacher.

FRC/02/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

Governors noted that the Deputy Headteacher would leave the meeting during discussions on her personal pay award decision.

FRC/03/16-17 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 25th April 2016, copies of which had been previously circulated, were taken as read, confirmed and signed by the chair.

Action points

All actions were described as completed or in hand.

Matters arising

The Chair asked the Deputy Headteacher to give an update of the Foundation stage move.

The Deputy Headteacher said that they were now in a smaller space although the room was very nice. The Deputy Headteacher continued that the school was being creative with the temporary space and that challenges were being overcome by the flexibility of the staff.

The Chair said that Clemency Gatenby should receive the thanks of the Governors for her efforts and Governors agreed.

FRC/04/16-17 BUDGET UPDATE

A document entitled '2016/17 Budget Forecast Report' was circulated and the Business Manager told the Governors that the current carry forward figure stood at £12,840. This figure would be

offset by a total capital funding amount of £14,573.

The Business Manager said that there had been some difficulties caused by an update in software by SAAF and that some salary data was not accounted correctly.

The Business Manager said that the school was being very financially prudent.

The Outturn Summary report was tabled and the Business Manager explained the layout for Governors.

The meeting heard that the school was running a 'very tight ship' and was being particularly frugal.

The Business Manager explained that there had been an over spend on salaries and that there were pension provision problems with the Local Authority and that full data was still awaited. The Governors were told that the figures would be correct at the year end point.

The Business Manager announced that a move to Robin Hood energy had saved the school money and that further savings were to come.

The Business Manager said that there had been over spending in ICT. This was considered a priority. There had been a change of server and laptop replacements. Staff laptops were not going to be replaced.

There had also been over spending on catering although some costs would be refunded by the Local Authority.

Further documents were tabled and the Business Manager said that the school was being cautious and the Governors agreed that the data would look much better when all the figures had been included. The Business Manager added that there had been areas of under spending that could also be used to offset costs.

The Governors discussed various clawbacks of funding and the Chair said that some would be challenged and a letter would be sent to the Local Authority.

The Chair said that Governors thanks were offered to the Business Manager for handling a difficult budget.

The Chair added that it may be possible to write to the Local Authority expressing concerns about the efficiency of the admissions team.

Cllr Peach joined the meeting.

The Governors agreed that the school was doing all things possible to save the school money and Cllr peach said that information would be sought concerning the systems used at Loxley House.

FRC/05/16-17 STAFFING – EXPANSION OF THE SCHOOL – HIRING HELP WITH MOVING IN

The Chair referred to the expansion of the school and reminded the Governors that physical help would be required during the move.

A Governor suggested that the Local Authority may have a service that could be utilised.

Governors discussed the logistics of the move and the possible challenges that could be experienced and the Chair said that the work should not be done by school staff and teachers and the Deputy Headteacher said that costings and quotes would be sought.

A Governor asked if there was a grant available for this purpose and the Business Manager said that she would ask the relevant agencies and report back.

FRC/06/16-17 HEALTH AND SAFETY

The meeting heard that the issues concerning Health and Safety had been dealt with and that there would be a full, annual audit after half term.

David Thompson, LA officer, will be visiting the school very soon to check and monitor that Health and Safety regulations are being correctly carried out by the staff working on the expansion building.

The Business Manager left the meeting.

FRC/07/16-17 TEACHER'S PAY

This item was deemed to be confidential and can be found in the confidential appendix.

FRC/08/16-17 SAFEGUARDING

The Deputy Headteacher confirmed that the school was up to date and it was agreed to ask the safeguarding Governor to prepare a report for the Chair.

CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes, with the exception of: FRC/07/16-17 see confidential appendix.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 3.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
FRC/05/16-17	Obtain quotes for help with the move to expanded school	DH
FRC/05/16-17	Check on available grants to help with expansion move	BM
FRC/04/16-17	Writ to Local Authority querying clawbacks	Chair
FRC/08/16-17	Safeguarding Governor to be asked to prepare a report for the Chair	Chair

**Confidential Minutes of the Autumn Term meeting of the Finance and Resources Committee
of the Governing Body of Mellers Primary School held at the school on 11th October 2016 at
1.00pm**

CONFIDENTIAL ITEMS

ACTION

FRC/07/16-17 TEACHER'S PAY

The Deputy Headteacher circulated a document entitled 'Performance Management 2016-17' and explained the layout for Governors.

The Deputy Headteacher continued and explained that teachers were given a pupil progress target, a quality of teaching target and a CPD target and that these targets were scored.

The Governors heard that all staff had exceeded or achieved their targets. These results had been moderated.

The Governors agreed that this was good news for the school and asked that congratulations be passed on to the staff.

Identifying the staff by number, the following awards were discussed.

1. There was no change in salary. This teacher was not in post during the last pay round.
2. No change. No targets had been set.
3. 1 point increase. Good attainment and progress achieved.
4. 1 point increase. Very successful year and an exceptional leader.
5. Governors discussed a letter that had been sent to Chair requesting a change in pay scale and the Deputy Headteacher gave an account of the achievements that had been accomplished and the impact that this teacher had made. After lengthy discussion Governors decided on a move to UPS 1.
6. No change. This teacher was at the top of the pay scale.
7. 1 point increase. Excellent attainment and progress results.
8. No change. Teacher on maternity leave.
9. 1 point increase. An asset to the school.
10. 1 point increase. A very good performance.
11. 1 point increase. Former NQT who had done well with a very challenging cohort.
12. 1 point increase. A successful year for an outstanding teacher.
13. No change. Top of pay scale.
14. No change. NQT.
15. The Deputy Headteacher left the meeting at this point and the Governors agreed to consider the salary scale of the Deputy Headteacher after referring to the Headteacher. The Governors also agreed that consideration would be made of the pay scale of the Headteacher.
16. No change.

Governors agreed to the recommendations on pay.

MELLERS PRIMARY SCHOOL GOVERNING BODY

PUPIL PROGRESS COMMITTEE

Minutes of the Summer Term meeting of the Pupil Progress Committee of the Governing Body of Mellers Primary School held at the school on 4th October 2016 at 1.30 pm

MEMBERSHIP
(A denotes absence)

Lesley Lyon, chair of the committee
Rukhsana Rashid
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body
Laura Patel, Deputy Head

PPC/01/16-17 APOLOGIES FOR ABSENCE

There were no apologies for absence. Laura Patel, Deputy Head, was attending in place of the Headteacher. Membership of the committee to be reviewed at the full governing body meeting.

ACTION

Full GB

PPC/02/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC/03/16-17 MINUTES FROM THE MEETING 14th JUNE 2016

The minutes from the meeting of the committee held on 14th June 2016 were approved as a true record of the meeting.

Matters Arising from the Minutes

Lesley Lyon had attended a Steering Group meeting for Achievement for All and informed the governors that it had been very positive, with the school moving towards becoming a lead school. She would be attending another Steering Group meeting in November.

LL

Teeny Reid had reported on her visit discussing the vision with pupils at the previous meeting. She would visit focused on the Power of Reading.

TR

Rukhsana Rashid had visited and met with the Deputy Head to look at Learning Ladders. She had also been involved in a work scrutiny of writing. She commended all that she had seen and would revisit during the term. The Deputy Head informed governors that a staff meeting had focused on how to develop as a writing school, similarly to the way that progress in reading had been influenced by becoming a reading school.

Lesley Lyon had attended the SLT development meeting where the new priorities had been discussed. Governors requested that the engagement of parents with Learning Ladders was included in the priorities. Whilst recognising that cost might prevent full implementation of the online system in the short term, the learning Ladders should be used to support parents in understanding the next steps for pupils.

PPC/04/16-17 UPDATE ON PUPIL PROGRESS AND OUTCOMES

Laura Patel, deputy head, circulated a report showing the results from 2016 for foundation stage, years 1 and 2 phonics, KS1 SATs and KS2 SATs. She also circulated the FFT School Dashboard.

Foundation Stage

Governors commended the improved results, with the school exceeding the national average for pupils with an overall good level of development. The consistency of the results across all the development areas reflected the work done to ensure that all aspects of the curriculum were covered and all gaps in learning were addressed. The pupils leaving the foundation stage were secure learners, ready for school. It was reported that it was noticeable in KS1 that the pupils were school ready. The Deputy Head assured governors that the learning was based in play.

Governors asked about the development of the outdoor area and were advised that although this remained an area for further development, the whole learning environment had been considerably improved.

The Deputy Head advised that those arriving in FS2 who had not been in FS1 were monitored as a separate group to ensure that any gaps in their learning were addressed.

It was agreed that Rukhsana Rashid visit focused on how these results would be sustained and improved.

RR

Phonics

It was noted that the phonics results had continued to improve and had exceeded the national average in year 1. Year 2 pass rate reflected the specific needs of the cohort.

Key Stage 1

The Deputy Head reminded governors that these were the first results since the removal of levels and this had been a year when there had been little clarity about the expected standard. The results provided a strong foundation for future improvements. It was noted that this cohort had low foundation stage results and were a cohort which was being tracked and supported through school.

Key Stage 2

The KS2 results had exceeded national in areas. The school had maintained a focus on pupil wellbeing throughout and pupils had enjoyed the SATs week and been proud of their achievements.

The Deputy Head advised that targets for the coming year were now being set, seeking to build on these successes, recognising the specific needs of each cohort.

Governors placed on record their sincere congratulations and thanks and asked that these be passed to all staff.

The focus for the current year was writing, as reading was now embedded across school. Balancing the development of enthusiastic and creative writers against the testing regime was important; however governors expressed a strong commitment to the importance of pupils having a love of writing and a pride in their work.

Governors discussed vulnerable groups. The Deputy Head advised that the gender gap in writing was reducing, and was cohort specific. It was recognised that the achievement of the white British cohort needed to be monitored.

In response to a question about Singapore maths the Deputy head assured governors it was embedded across school and its impact was now noticeable. New staff were fully supported in its use.

The exceptional progress of pupils shown from the FFT Dashboard was commended. Whilst the report identified pupils with SEN as an improvement area the Deputy Head assured governors that it was not an ongoing issue, and had been specific to the SEN pupils in year 6.

Governors asked that their thanks be passed to staff for the school's involvement in the Royal Shakespeare Company's School Romeo and Juliet which parent governors reported was inspiring pupils.

PPC/05/16-17 GOVERNOR MONITORING VISITS LINKED TO SCHOOL DEVELOPMENT PLAN

The following links for the year were approved:

Rukhsana Rashid – Writing and Foundation Stage

Teeny Reid – the achievement of the white British Cohort. It was recognised that there were a variety of sources of evidence, including the work on attitudes to learning and the data from Achievement for All, alongside analysis of achievement data.

Lesley Lyon – Pupil Progress meetings. She would attend one each term.

Governors recommended that the Curriculum Committee monitor writing and science.

**Curr
comm**

PPC/06/16-17 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Person / meeting	Action
Full governing body meeting	Review committee membership
Lesley Lyon	Attend November Steering Group meeting for Achievement for All Attend pupil progress meetings
Teeny Reid	Visit linked to Power of Reading Visit linked to outcomes for white British cohort
Rukhsana Rashid	Visit linked to foundation stage Visit linked with writing
Curriculum Committee	Monitor writing and science.

MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the autumn term meeting of the governing body held at the school on 24th November 2016 at 4.00 pm

Membership (A denotes absence)

Miss J Wood, Chair of the governing body
Mrs L Lyon, Vice-Chair
Mr M Gilmore, Vice-Chair
A Mrs C Kelly
Ms J Kervick
Mrs C McCrone
Cllr A Peach
Miss R Rashid
Miss T Reid
Cllr L Ali
Miss A Dawson, Headteacher

In Attendance

Mrs C Colmore, Clerk to the governing body

The Chair welcomed new staff governor Joanne Kervick to her first meeting of the full governing body. A round of introductions followed.

GB/01/16-17 PRELIMINARIES

1.1 Apologies for Absence

Apologies for absence were received and approved from Cheryl Kelly. The chair had contacted her and offered her an opportunity to submit any questions. Her questions would be addressed under correspondence.

ACTION

1.2 Declaration of Interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

It was confirmed governors had renewed their register of pecuniary interest forms.

1.3 Membership

A document listing current membership of the governing body, copies of which had been circulated previously, was received and noted.

Attendance Requirements

No issues to address.

Vacancy Update

The governing body had vacancies for two co-opted members.

End of Terms of Office

No issues to address.

1.4 Election of Chair and Vice Chair

Judy Wood was elected unopposed as chair of the governing body for a term of one year.
Lesley Lyon and Mark Gilmore were elected as joint vice-chairs for a term of one year.

To support succession planning it was agreed to rotate the chairing of the full governing body meetings. Mark Gilmore to chair the spring term meeting and Lesley Lyon the summer term meeting, including involvement in development of the draft agenda from the LA.

1.5 Minutes of the Last Meeting

Minutes of the meeting held on 30th June 2016, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action Points and matters arising from the minutes

Action	Responsible	Action taken / further action	
Arrange for staff governor election to be held	Headteacher	Joanne Kervick elected	Chairs
Review specific roles and responsibilities for chair and vice-chairs	Chairs group	Carried forward	
Review new governor induction	Chair and recent governors	Carried forward	Chair / govs
Complete safer recruitment training	Carol McCrone Business manager	Carol McCrone had completed safer recruitment training	
Develop balance sheet for reporting on child care Receive report on child care	Cllr Peach / Carol McCrone Finance and Resources Committee	Actioned. The Headteacher advised that the child care was working very well	Cllr Peach
Liaise between John Carroll manager and Headteacher	Cllr Peach	Carried forward. Swimming arrangement for this year in place.	
Pupils and Curriculum – 14 th June 2016 Minutes to be circulated with papers for next full GB meeting	Clerk	Actioned	HT
Report on persistent absentees	Headteacher	In Headteacher's report	
Arrange for builders to report to F&R Committee termly	Headteacher	Chair spoke with builders as part of H&S visit.	
Arrange session on SDP prior to next full GB meeting	Headteacher and Chair	Carried forward – to run prior to next full GB meeting, to ensure strategic focus for work of GB. LL had attended staff meeting on SDP.	

1.6 Chair's or Vice Chair's Emergency Action Since Last Meeting

Neither the chair nor the vice chair reported any actions or decisions undertaken using emergency authority.

1.7 Correspondence Items

From Chair

Bluecoat Academies Trust

The chair read to governors a letter received from Sian Hampton, Principal of Bluecoat Academies Trust, requesting an extension to the secondment of the Headteacher until the end of the academic year.

The Headteacher informed governors that she was currently working one day per week for the Trust and that other leadership members provided additional support, fulfilling the contractual arrangements. It was working well and was valuable in the professional development of staff.

Governors **approved** the extension to the contract. The chair would write to inform Sian Hampton of the decision. Chair

Tree in foundation unit

A parent governor had raised a concern about the rowan tree in the foundation unit. The Headteacher advised that the site manager was diligent in ensuring that all the berries were removed from the site. Governors expressed regret at the potential removal of the tree and agreed:

- Professional advice was needed – Headteacher to action
- If it needed to be removed then consideration to be given to planting other trees. HT

Children being outside without appropriate warm clothing

A parent governor had informed the chair that parents were expressing concern that foundation children were outside without coats / jumpers. The Headteacher would speak with staff. HT

From Clerk: GovernorHub Reminder

The clerk reminded governors of the benefits of using GovernorHub, where they can access;

- Archived minutes of meetings;
- Meeting papers;
- Local and national educational news;
- Governor reports;
- Policy information;
- Training information;
- Online training booking system.

GB/02/16-17 SCHOOL PROGRESS

2.1 Attainment and Progress Report 2015-2016 and Headteacher's report

It was agreed to combine the two agenda items – 2.1 Attainment and progress report and 2.2 Headteacher's report, into the single minute.

The Headteacher led governors through the results from statutory testing from 2016, informing them that:

- Foundation stage results were the best ever for the school. In response to a question about whether they had been moderated governors were informed that staff had attended moderation events, but that the school had not been subject to formal moderation. The excellent results were considered to reflect the considerable work undertaken to improve provision. The pupils who had been in school since F1 had outperformed the ones who had joined later. Governors commended the improvements and in particular the improvements in literacy outcomes

- The phonics result of 83% continued the trend of improvement
- KS2 results had been very strong, with progress of pupils being, in all subjects, in the top 20% nationally, and for reading in the top 4%. The school had outperformed the national average throughout. **Governors asked whether this was as a result of the school's readiness for the new curriculum, and whether therefore there was a risk that other schools would have more capacity for improvement in the current year.** The Headteacher responded that she was confident that pupils in school were strong positioned to continue the trend of improvement. The focus for the year was on writing. All members of the governing body to receive the FFT dashboard, which had been presented to the Pupil Progress Committee (Headteacher to action).
- KS1 results had been below national, but reflected the lower levels of attainment of the cohort at the end of the foundation stage, where 25% had achieved a good level of development. Progress from F2 was strong. Writing was the area of least attainment.
- Science was an area for further development. Lesley Lyon had met with the science coordinator and was providing support in the development of the plan.

In response to a governor question about whether numbers joining the school remained a concern the Headteacher advised that the school had been diligent in ensuring that pupils were admitted prior to the October census, recognising the impact on the budget. Cllr Peach had spoken with the Portfolio Holder for Education about the importance of the LA admissions team ensuring pupils were on roll in time for the census.

HT

The Headteacher advised that a focus for the present was the current year 5. Interventions were in place for the pupils and strong TA support was in place, alongside excellent teaching.

The Headteacher's appraisal had been completed by the chair and Mark Gilmore, with Carol Norman as external advisor. The Headteacher had met all her objectives. Carol Norman had advised that the school was on track to being judged to be outstanding.

The priorities from Carol Norman's report were writing across school and the promotion of the Singapore maths.

Governors requested that their thanks be passed to staff for the improvements in attendance, including the reduction to persistent absence. The Headteacher advised that the Education Welfare Service had commended the improvements achieved.

The impact report from Every Child A Reader was commended, demonstrating the impact of the initiative. **Governors asked whether the improved reading was evident in classes** and were informed that it ensured children could access the curriculum and impacted on both behaviour and engagement. All TAs were trained in delivering Switch-On.

An audit of books in classes had been undertaken to ensure that the books were appropriate for the class and were in good condition. **In response to a question about whether additional reading resources were required** the Headteacher advised that both maths and English had resources budgets and so books were renewed. The school also used the Education Library Service.

Governors asked that their congratulations be passed to Sarah Elliott who had passed the national SENCo award.

Governors asked about progress to achieving the ArtsMark award, recognising the breadth of art opportunities in school. Headteacher to report back to the governing body.

Governors asked about the impact of the building work on school and were informed that it was being well managed and was at no detriment to the pupils in school.

Governors asked about the take up of immunisation available through school. The Headteacher advised that it was in the region of 33%; however some accessed it elsewhere.

The Headteacher's report was received with thanks.

2.3 School Expansion

Reported within the Headteacher's report.

To be removed as a specific agenda item.

Governors would be invited in for a site visit.

HT

The Headteacher reported that the builders had joined the school to observe the two minutes silence for Remembrance (Poppy) Day. They had been very grateful to be invited and had commended the behaviour of the pupils, who had held hands for the 2 minutes.

David Thompson, LA H&S officer, was involved in ensuring the building work was carried out safely.

2.3 Arrangements for the Headteacher's Appraisal

Reported within the Headteacher's report. The Headteacher's pay award to be considered as the final meeting item – see confidential appendix.

2.4 Policies for Review

Policies were reviewed at committee.

GB/03/16-17 GOVERNORS REPORTS

3.1 Review Committee Membership and Delegation of Functions

The following committee structure and membership was approved:

Pupil Progress committee responsible for data analysis, pupil tracking and Pupil Premium.

Membership: Lesley Lyon (Chair), Teeny Reid, Roxy Rashid, Liaquat Ali and Headteacher. Laura Patel as associate member of the committee

- To agree targets for pupil progress and attainment to be included in the School Improvement Plan.
- To monitor and evaluate pupil progress data against targets and objectives.
- To consider the school's RAISE online and other performance data annually and to regularly monitor progress towards in-year attainment targets for all children.
- To receive monitoring reports on the attainment and welfare of vulnerable children and other groups of pupils with reference to local and national benchmark information.
- To support the planning of provision for, and progress of, vulnerable groups of children including those in receipt of Pupil Premium
- To consider inspection reports, agree the preparation of action plans and monitor progress;
- To make recommendations on strategic development that will improve pupil achievement and school effectiveness.

Finance and General Purposes committee responsible for Performance Management, Pay policy, Health and Safety, buildings, budget and staffing.

Membership: Judy Wood (Chair), Carol McCrone, Cllr Peach and Headteacher. Mel Holton as associate member of the committee

- To plan the school budget in accordance with the priorities in the school improvement or management plan;
- To approve the school's annual budget plan, including the staff complement;
- To consider regular reports from the head teacher comparing expenditure with budget and to approve expenditure and virements as necessary
- To determine the written description of financial systems and procedures and agree a Financial Administration Policy;
- To operate the governing body's arrangements for obtaining quotations and inviting tenders;
- To authorise all write-offs and disposals of surplus stock and equipment in accordance with LEA regulations;
- To recommend to the governing body a charging policy;
- To determine arrangements for the accounts and audit of the school fund(s);
- To determine matters relating to building maintenance, health and safety and lettings outside school hours
- To recommend to the governing body arrangements for appointments of head teacher and deputy head
- To determine a staffing structure and other staffing matters including reductions in staffing levels, leave of absence and CPD;
- To determine personnel matters in accordance with the procedures adopted by the governing body;
- To recommend to the governing body policies covering Staff Performance Management, Appraisal and Pay;
- To make performance related pay decisions;
- To determine matters relating to building maintenance, health and safety and lettings
- To determine matters relating to school security;
- To determine insurance arrangements.

Pupils, and Curriculum committee responsible for the curriculum, safeguarding, policies and attendance.

Membership: Mark Gilmore (Chair), Cheryl Kelly, Jo Kervis, Judy Wood, Cllr Ali and Headteacher.

To review and oversee delivery of the school's policies on discipline and behaviour (including Anti-Bullying policy), safeguarding and attendance make recommendations to the governing body.

- To monitor and evaluate progress against attendance targets
- To consider the curriculum at the school in accordance with the national and local requirements;
- To oversee the implementation of the governing body's curriculum responsibilities and policies within the school including sex education, religious education and collective worship;
- To make recommendations to the governing body on the school management plan and curriculum matters;
- To consider matters of pupil welfare and make recommendations to the governing body;
- To monitor how the school listens to pupils' and other stakeholders' views.

Disciplinary committee; staff dismissal committee; staff grievance committee

Any 3 non staff members of the governing body with no prior knowledge of the case being considered and no conflict of interest. Committee to elect its own chair.

3.2 Report from Committee Meetings

Minutes from all committee meetings had been circulated to all members of the governing body.

Finance and General Purposes Committee – meeting date 11th October

Minutes had been circulated.

Governors approved five additional closure days for the end of the summer term, on the grounds of health and safety, for the move to the new building. External moving support would be sourced.

Years 5 and 6 would move classrooms after the SATs tests to enable work to be carried out on the new foundation area.

Action points from the meeting would be addressed by the committee. The chair had not written to the LA regarding the clawback as the business manager was resolving the issue.

Pupil Progress Committee – meeting dates 14th June 2016 and 4th October 2016

The chair informed governors that the October meeting had focused on the outcomes for pupils from 2016 and on identifying the improvement priorities.

Action points from the meeting would be addressed by the committee.

It was agreed that there was no need to seek to appoint to the governing body from the builders.

Pupils and Curriculum Committee - meeting date 27th September 2016

Aside from approval of policies the meeting had focused on hearing the views of pupils new to school. They had been very positive about the experience and the support provided to them.

3.3 Governor Training and Development

Mark Gilmore would be attending safeguarding training.

Carol McCrone had attended safer recruitment training.

The chair had attended a meeting at the LA regarding Nottingham Education Trust.

3.4 Reports from Governor Visits

Lesley Lyon had attended the school development plan day in school and had been part of the visioning event which had also been attended by a number of other members of the governing body.

The Chair had carried out a health and safety visit with Mel Holton, business manager and Andy Smith, site manager.

GB/04/16-17 REPORTS TO GOVERNORS

4.1 Proposed School Admission Arrangements for Nottingham City Schools 2018/2019

The purpose of this report is to initiate the annual consultation between governors and the Local Authority regarding the proposed planned admission number for their own school for the 2018/19 school year.

However, since the Local Authority is the admission authority for community schools it must consult the governing body of each school about its proposal to keep the same admission number for that school. The Local Authority is consulting with governing bodies on their planned admission number during the period 3rd October 2016 and 25th November 2016 inclusive. Any

recommendations relating to admission numbers only for consideration by the Local Authority should therefore be made during the period 3rd October 2016 and 25th November 2016.

Governors noted the report,

4.2 Guidance on Joining a Multi Academy Trust

The decision to join a Multi Academy Trust (MAT) will have long term implications for the school and the whole community. It is, therefore, a decision which should be made based on full understanding of the advantages and potential risks of joining any MAT, assessed against a set of criteria which the governing body, with input from stakeholders, has defined. The purpose of this report is to enable governing bodies to consider the school's context and any requirements from a MAT, prior to making a final decision about conversion. Whilst theoretically a school can apply to leave a MAT it would require approval from the Secretary of State based on a strong business case. The school would not revert to maintained school status.

It was agreed that at present there was no need to proceed with a change of status.

4.3 HR Advisory Service Update

This report provides updates on the following:

1. Model Equality and Diversity Policy - for circulation to all City schools and academy City HR Advisory Service customers - recommended for adoption;
2. Colleague Security Guidance - available to all HR Advisory customers via the People Management Handbook for Schools and from the City HR Advisory Service - recommended to note;
3. Trade Union Facility Time Agreement - available to all City schools and academy customers via the People Management Handbook for Schools and from the City HR Advisory Service - recommended to note;
4. Keeping Children Safe in Education: Statutory guidance for schools and colleges (effective from 5 September 2016) - available to all schools and academies via the Gov.Uk link below - recommended to note and take appropriate action;
5. School Teachers' Pay and Conditions Document 2016 – when released, will be available to all schools and academies via the Gov.Uk website - recommended to note and take appropriate action in school;
6. Model Pay Policy for Teachers 2016 - information for all City schools and academy customers - recommended noting and taking future action on receipt of new Model Policy.

Governors approved the Pay Policy. Headteacher to circulate.

HT

GB/05/16-17 CONCLUDING ITEMS

5.1 Safeguarding and Child Protection

Covered in Headteacher's report.

5.2 Equality Incidents Reported Since the Last Meeting

The Headteacher reported that there had been 1 racist incident.

5.3 Evidence of Governing Body Impact on School Improvement

It was agreed that the governing body had been influential in the progress of the school since the requires improvement judgement. The chairs would draft an impact report, and impact would be considered at each meeting of the governing body.

**Chairs /
GB**

5.4 Arrangements for Chair to Inspect School Records

To be carried out.

GB/06/16-17 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

It was **agreed** that meetings of the full governing body be held on:

Spring Term 2017: 30th March 2017 at 4pm

Summer Term 2017: 13th July 2017 at 4pm.

GB/07/16-17 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes, with the exception of leadership pay review – see confidential appendix.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6.00pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Responsible
1.5	Review specific roles and responsibilities for chair and vice-chairs	Chairs' group
1.5	Review new governor induction	Chair and new governors
1.5	Liaise between John Carroll manager and Headteacher	Cllr Peach
1.5	Arrange session on SDP prior to next full GB meeting	Headteacher
1.7`	Write to Sian Hampton regarding secondment decision	Chair
1.7	Arrange for tree survey	Headteacher
1.7	Speak with staff about FS jumpers / coats for children when outside	Headteacher
2.1	Circulate FFT dashboard	Headteacher
2.3	Arrange site visit for governors	Headteacher
4.3	Circulate Pay policy	Headteacher
5.3	Draft impact Report for consideration by the GB	Chairs' group

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the Spring Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 24th January 2017 at 1.30pm

MEMBERSHIP
(A denoted absence)

Mr Mark Gilmore, Chair of the Committee
Miss Judy Wood
Ms Jo Kervick
Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Mrs Clare Colmore, Clerk to the governing body
Ms Lauren Marks, Science Coordinator

ALL POLICIES TO BE REVIEWED HAD BEEN CIRCULATED IN ADVANCE OF THE MEETING

The chair welcomed the pupils who were attending the meeting to talk about science and also Lauren Marks, science coordinator.

P&C/13/16-17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

P&C/14/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C/15/16-17 MINUTES OF MEETING 27TH SEPTEMBER 2016

The minutes of the meeting held on 27th September 2016 were approved as an accurate record of the meeting.

-ACTION- ALL ITEMS HAD BEEN ADDRESSED, WITH THE EXCEPTION OF THE COMMITTEE CHAIR TO COMPLETE SAFEGUARDING TRAINING FOR THE LINK GOVERNOR – CARRIED FORWARD.

P&C/16/16-17 MEETING WITH SCHOOL COUNCIL TO HEAR ABOUT SCIENCE IN SCHOOL

The chair welcomed the children to the meeting and explained to them that the governing body liked to hear from children about the wonderful things in school, and also what children thought would make school even better. They had been invited to the meeting today to help the governing body understand about science in school.

Governors asked a number of questions and learned that:

- In the younger years science was not a separate subject. Children learnt about science within the topics
- Pupils in key stage 2 could speak about their science topics. Year 5 pupils were extremely enthusiastic about the space topic they had studied in the previous term, and had a good knowledge of scientific terms. They were currently studying materials and talked about solubility. Year 3 pupils had learnt 'amazing facts' about volcanoes. Year 6 were investigating inherited characteristics and, as part of biology, had touched a cow's heart. Year 4 were learning about electricity. Children liked science and would love to be involved in choosing what they learned about

- Children had a specific book for their science work
- There was perceived variability in the frequency of science lessons, with some classes saying that they had science up to twice a week, and some every two weeks.

The children then left the meeting.

The chair invited Lauren Marks, science coordinator, to tell the governors about the plans for science. She told governors that she was in her third year of teaching and was very proud to have responsibility for science. Her first task had been to evaluate the current science position. She would be observing every class and was interested in finding out the structure for the science curriculum and whether it was child led. She was investigating science schemes and additional resources, to support teachers in delivering the curriculum. Rising Stars appeared to be the best option. Staff governor Jo Kervick agreed that teachers would welcome having a scheme to work to.

She wanted to promote an excitement in science and a love of science. A science week was to be held, with teachers to share planning, and with a science specialist to visit on the Friday. Enabling the pupils to select what they learned would increase their enthusiasm.

Governors asked whether she had any concerns from what she had seen so far. She responded that areas which she hoped to address included consistency of science lesson time and confidence of staff through having access to good resources.

Governors thanked Lauren Marks for her informative presentation and for her contagious enthusiasm. They asked that she return in one year to let them know about progress.

P&C/17/16-17 SWIMMING POLICY

Subject to minor amendments, the Swimming Policy was approved.

Governors commended the emphasis on swimming, recognising the importance of swimming in keeping children safe.

P&C/18/16-17 POND SAFETY POLICY

The Pond Safety Policy was approved.

P&C/19/16-17 RECORDS MANAGEMENT POLICY

The Records Management Policy was approved.

P&C/20/16-17 OUTDOOR PLAY POLICY

The Outdoor Play Policy was approved.

P&C/21/16-17 FIRST AID POLICY

The First Aid Policy was approved.

Governors asked about which staff were emergency first aid trained and were informed that at present all staff were trained; however it had been decided to move to a system where key staff across school were trained.

P&C/22/16-17 EQUALITY POLICY

The Equality Policy was approved.

-ACTION- FULL GOVERNING BODY MEETING – APPOINTMENT OF EQUALITY LINK GOVERNOR

P&C/23/16-17 CHARGING POLICY

The Charging Policy was approved.

Governors commended the school's strong relationship with parents, demonstrated by their commitment to making voluntary contributions for the visits organised by school.

P&C/24/16-17 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.40pm

Signed by the chair:

Date:

Action Points

- 15 – Chair to complete safeguarding training
- 22 – Full governing body meeting – appoint an Equalities link governor.*

Mellers Primary School Governing Body

Pupil Progress Committee

Held at the school on 31st January 2017 at 1.30 pm

MEMBERSHIP

(A denotes absence)

Lesley Lyon, chair of the committee

Rukhsana Rashid

Teeny Reid

Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body

Laura Patel, Deputy Head

PPC/01/16-17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

ACTION

Members of the committee regretted to hear that Rukhsana Rashid had resigned from the governing body. The Headteacher advised that there were two potential excellent parents who could join the governing body.

PPC/02/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC/03/16-17 MINUTES FROM THE MEETING 4th OCTOBER 2016

The minutes from the meeting of the committee held on 4th October 2016 were approved as a true record of the meeting.

Matters Arising from the Minutes

All items were covered by agenda items.

The Curriculum Committee had spoken with children about science provision, and heard from the science coordinator. Lesley Lyon had provided support to the science coordinator in the development of the science plan.

PPC/04/16-17 PEER REVIEW FEEDBACK

The Headteacher informed the committee about the Schools Partnership Programme (SPP) through Transform which provided for honest and open support in identifying and addressing aspects of the work of the school. It operated through coaching conversations with headteacher peers and provided for supported self-evaluation and review and the identification of development areas.

As part of SPP the Headteacher had asked for a review of provision for white British children in school. The reviewers had spoken with parents, pupils and staff and identified that white British children were very well supported and had a strong sense of identity. The investigation had then moved on to reviewing which groups should be identified as vulnerable in school, and how they

were supported.

A workshop for the whole staff team was held, from which there were 3 key outcomes:

1. Review Pupil Progress meetings, including paperwork, format and tracking of vulnerable pupils
2. Regular auditing of interventions to ensure that they are personalised, appropriate to need and flexible
3. Review safeguarding protocols, including sharing of information, emotional health and wellbeing.

Governors asked what would happen next and were advised that:

1. The leadership team would be develop a plan based on the outcomes from the workshop and from the peer review
2. The involvement of TAs in pupil progress meetings would be extended. In response to a question to Teeny Reid about how staff had responded to this she said that the staff response was very positive and that being able to have access to the learning ladders enabled TAs to be more effective. Lesley Lyon commended the team approach she had seen when visiting and observing a pupil progress meeting.
3. The structure for pupil progress meetings would be changed so that Laura Patel would hold them with the phase leaders, with each phase leader to hold the meetings with the teachers in their area. This would begin with the foundation stage, as the school's growth was from the youngest years upwards.

Governors commended the plan, recognising that it provided for the strengthening of middle leadership and for specialist knowledge of each area to inform the pupil progress meeting priorities. They asked about the training of the staff involved and were informed that the FS leader was doing the middle leader programme with Transform, and that they would be trained and supported in school so that they were enabled to provide effective challenge and support. Lesley Lyon offered support with this.

The SPP report to be presented to the meeting of the full governing body.

HT

PPC/05/16-17 DATA DASHBOARD AND PUPIL OUTCOMES

Governors were shown the KS2 results compared with Nottingham City schools, and noted that the school was securely in the top 25% for outcomes. The DfE dashboard showed that reading progress placed the school in the top 10% nationally, and progress in all KS2 subjects was at least in line with national. Disadvantaged pupils made strong progress.

Laura Patel led governors through the front page of the Inspection Dashboard (unvalidated data). Governors commended the areas of strength, and discussed the 2 areas of weakness:

- Year 2 phonics – Laura Patel advised that phonics was developing as a strength of the school, with consistent systems in place throughout school
- Maths progress from FS to KS1 SATs – it was noted that the area identified was for pupils achieving greater depth. The year 2 teacher was aware of which pupils had high attainment from FS and would ensure that they made good progress; however the school was committed to ensuring that KS1 SATs tests were accurate.

PPC/06/16-17 GOVERNOR MONITORING VISITS LINKED TO SCHOOL DEVELOPMENT PLAN

Lesley Lyon had attended a pupil progress meeting. She commended the effective team working and the review of interventions to ensure they had a positive impact on learning. She said that staff knowledge of the pupils was exceptional.

The Achievement For All meeting that Lesley Lyon had planned to attend had been postponed and she was not able to attend on the revised date. It was agreed that Jo Kervick be asked to attend and report back to the governing body.

JK

Teeny Reid had spoken with staff about the Power of Reading programme, and offered to circulate a report on its impact. She would write a brief report detailing the impact of Power of Reading.

TR

Former governor Roxy Rashid had not visited prior to her resignation. It was agreed that Teeny Reid take on responsibility for FS writing.

Governors discussed mobility of pupils, noting the impact on the child themselves and also the potential to change the dynamics in a class.

PPC/07/16-17 LEADERSHIP

The Headteacher advised that she had been approached to undertake another executive headship role for a Multi Academy Trust. The chair of the governing body and Lesley Lyon had given their approval in principle with the final decision to be taken by the full governing body.

PPC/09/16-17 DATE OF NEXT MEETING

The committee would next meet on 9th May 2017 at 1.30pm

PPC/09/16-17 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.40pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Person / meeting	Action
Headteacher	Present Schools Partnership Programme report to full governing body meeting
Jo Kervick	Attend Achievement for All meeting
Teeny Reid	Produce brief report on Power of Reading

MELLERS PRIMARY SCHOOL GOVERNING BODY**FINANCE AND GENERAL PURPOSES COMMITTEE**

Held at the school on 7th February 2017 at 1.30 pm

MEMBERSHIP
(A denotes absence)

Miss J Wood, Chair of the Committee
Cllr A Peach
Mrs C McCrone
Miss A Dawson, Headteacher

IN ATTENDANCE

Mrs C Colmore, Clerk to the governing body
Ms M Holton, Business Manager

F&GP/15/16-17 APOLOGIES FOR ABSENCE

Cllr Peach had sent apologies for late arrival.

ACTION**F&GP/16/16-17 DECLARATION OF INTEREST**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

F&GP/17/16-17 MINUTES OF THE MEETING HELD 11TH OCTOBER 2016

Governors approved the minutes of the meeting held on 11th October 2016 as an accurate record.

Matters arising from the minutes

Quotations for removal work on completion of building work – responsibility of the LA.

Grants – no action required.

Clawback – it had been decided that the Chair did not need to write to the LA

Safeguarding governor – to provide report – carried forward.

Gov**F&GP/18/16-17 REVIEW OF THE BUDGET 2016-17**

Governors had been circulated with the following meeting papers by email prior to the meeting, with hard copies available at the meeting:

Budget forecast report

Outturn summary report

Detailed expenditure report.

The projected revenue carry forward from 2016-17 was for £523. The projected capital carry forward from 2016-17 was for £14,573. This resulted in an overall carry forward in line with that requested by the governing body of £15,000 as part of the development of a reserve to give financial resilience.

Governors placed on record their thanks for the strong financial controls and management which had enabled the school to have an in year surplus.

It was noted that the LA had clawed back some monies as a result of the low early years numbers, due to the building work.

Governors asked about the pay for the apprenticeship post and were informed that it was LA

policy to pay the living wage. In response to a question about whether the apprentice post provided value for money governors were assured that it provided excellent value for money and that the post was very much needed in school.

F&GP/19/16-17 PROJECTION FOR 2017-18 / BUDGET FOR NEW BUILDING

The Headteacher circulated a presentation identifying the future financial stress points for education funding.

Governors noted the medium term financial plan, which forecasted a deficit for 2017-18. The additional costs for schools, including the apprenticeship levy and LGPS pension increases were contributory. Governors agreed that the budget set for 2017-18 should be to not have a deficit at the end of the period.

CMcC

Carol McCrone to seek explanation of LGPS lump sum costs.

The National Funding Formula was likely to result in reduced income from 2018-19; however this was offset by the school's growth. The staffing structure changes proposed, with a change to the use of TAs, with one TA per year group from year 2 upwards, would be of financial benefit.

The income for each new class from the LA was £41,000 for staffing and resources. Whilst governors recognised that the funding was tight the Headteacher assured governors that it could be managed.

HT

Additional ICT money for the new classrooms would be sought for all rooms, as they all would need to be equipped. The Headteacher would investigate the opportunity to buy new IT equipment at a reduced rate.

Governors enquired whether the reception class would be full and were informed that there were more F1 children than places in reception.

Governors recognised that there were no resources for the development of the outdoor area for the foundation stage at present. This would be reviewed in the future. Governors suggested that options for grants be investigated.

F&GP/20/16-17 AFTER SCHOOL CLUB

The document detailing costs and income was discussed. It was recognised that the in year deficit was for less than £200. Governors approved an increase in charges from £5 to £6 per session. Business manager to investigate the need to pay holiday pay.

BM

The Headteacher advised that up to 30 children could attend with the current staffing.

F&GP/21/16-17 FOUNDATION STAGE

The Headteacher informed governors about changes to funding of full time places for foundation children, which would only be funded for children whose parent qualified through their working hours. At present the school was funded for 25 hours but this would reduce to 15 hours.

The Headteacher informed governors that it would be affordable to staff the unit for 39 full time places for nursery 2 and for nursery 1 to offer 15 hour morning sessions and 15 hour afternoon sessions. She said that ideally there would be 52 full time places, but that it was prudent to start with 39.

To get funding for 30 hours parents had to apply online and then reaffirm their eligibility every 3

months. Some parents would be eligible and this would result in additional income.

The Headteacher advised that an excellent new nursery teacher had been appointed, and that other staffing would be needed.

Final decision carried forward, to be based on a costed business plan.

F&GP/22/16-17 NEW BUILDING

The Headteacher described the arrangements for the move into the new building. Years 5 and 6 would move in May following the SATs tests.

Two Inset days had been fulfilled, releasing 25th and 26th July as closure days. The governing body had authorised additional closure days for the move, on the grounds of health and safety, and therefore the last day of term would be 14th July. Parents had been made aware of this. The actually moving would be carried out through the LA, with staff required to box up and unpack. The existing building would be decorated over the summer to match the new build.

F&GP/23/16-17 STAFFING

Governors were informed about staffing changes, including a member of staff returning 4 days per week from maternity leave after half term, the recruitment of the nursery teacher and the retention of a teacher who had been providing maternity cover. Overall staffing was reported to be very stable.

Governors questioned whether the new build would require a review of the site manager post and were advised that the responsibilities of the post would not have changed and therefore it should not be reviewed.

F&GP/24/16-17 REVIEW OF PAY POLICY

Carol McCrone led the governing body through the Pay Policy, which had been circulated prior to the meeting, including the specific options selected for the school.

It was agreed that staff should be encouraged, where appropriate, to apply to move to the Upper Pay Range, including where this reflected accelerated progress.

The leading practitioner range was set as LP4 – LP6.

Governors approved the Pay Policy.

F&GP/25/16-17 PAYMENT VIA BACS

Governors approved the use of BACS for payment of suppliers.

F&GP/26/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3pm

Signed by the Chair:

Date:



ACTIONS FROM THE MEETING		
REF	ACTION	PERSON(S) RESPONSIBLE
17	Safeguarding link governor report to be presented to the governing body	Safeguarding governor
19	Seek explanation of LGPS lump sum costs.	Carol McCrone
19	Investigate opportunities to purchase IT equipment	Headteacher
20	Check payment of holiday pay for after school club leader	Business manager

Mellers Primary and Nursery School Governing Body

Minutes of the spring term meeting held at the school on 30th March 2017 at 4pm

Membership
(A denoted absence)

A

Miss J Wood, chair
Mr M Gilmore, Vice-Chair
Mrs L Lyon, Vice-Chair
Cllr L Ali
Ms J Kervick
Mrs C McCrone
Cllr A Peach
Miss T Reid
Mrs S Munir
Mrs S Pratt
Miss A Dawson

A

In Attendance

Mrs C Colmore, Clerk to the governing body
Mrs L Patel, Deputy Headteacher
Mrs M Holton, Business Manager and Associate Member

As agreed at the previous meeting Mark Gilmore would chair the meeting

GB/01/16-17 PRELIMINARIES

1.1 Apologies for Absence

Apologies for absence were received and approved from the Headteacher and from Mrs Lyon. Mrs Patel, Deputy Headteacher, was attending the meeting to deputise for the Headteacher.

ACTION

1.2 Declaration of Interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

1.3 Membership

A document listing current membership of the governing body, copies of which had been circulated previously, was received and noted.

Vacancy Update

Mrs Saima Munir and Mrs Sharon Pratt, both parents of pupils in school, were attending the meeting as potential new members of the governing body. The Chair had met with them and had described the role of governor. Governors agreed that hearing the views of parents was critical for effective governance, and that the skills and knowledge of Mrs Munir and Mrs Pratt would strengthen the governing body. It was therefore agreed to co-opt them onto the governing body to fill the two co-optee governor vacancies.

The Chair read to the governing body a letter from Cheryl Kelly who was regrettably resigning from the governing body. The Chair had responded thanking her for her support of the school and wishing her well. Governors placed on record their thanks for her contribution to the school

and the governing body. The Clerk would send a formal letter of thanks from the governing body. The governing body therefore had two vacancies for parent governors and therefore a parent governor election would be arranged – business manager and Headteacher to arrange.

Clerk

BM/HT

Attendance Requirements

No issues to address.

End of Terms of Office

No issues to address.

1.4 Financial Report

It was agreed to add an additional agenda item at this point – Financial Report.

Forecasted carry forward from the current year

Business manager, and associate member of the Finance and General Purposes Committee, Melanie Holton, circulated a budget forecast report. She informed governors that the financial position, through prudent financial management, had strengthened. This included staff arranging school trips where transport costs and entrance fees were minimised. The forecasted carry forward from the current year was £17,796, which included ring-fenced money for IT capital equipment, for example alarms and WIFI for the new build. The forecasted capital reserves were £9053.

The payroll costs at 75% of expenditure, were recognised as being within the guidance for sustainable expenditure.

Governors were advised that the carry forward was still subject to changes, and that potentially there could be additional carry forward, including through the business manager clarifying when payments for the SALIX lighting loan would terminate.

After School Club

The business manager reminded governors that the governing body had agreed that the After School Club must run at no cost to the school's budget. For the current year the Club had run with an £85 deficit; however that included a reimbursement to a carer for the fees for a looked after child. Without the reimbursement the club would have generated a profit.

The charges had been increased by the Finance and General Purposes Committee to £6.00 per night, from £5.00. Governors were informed that numbers attending were increasing, with some parents now relying on the Club. Governors agreed that the Finance and General Purposes Committee continue to have oversight, including ensuring that the correct ratio of staff to children was maintained.

F&GP

1.5 Minutes of the Last Meeting

Minutes of the meeting held on 24th November 2016, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action Points and Matters Arising from the Minutes

Ref	Action	Responsibility of:	Action taken / further action
1.5	Review specific roles and responsibilities for chair and vice-chairs	Chairs' group	Carried forward

Chairs

1.5	Review new governor induction	Chair and new governors	Carried forward	Chair
1.5	Liaise between John Carroll manager and Headteacher	Cllr Peach	Carried forward	
1.5	Arrange session on SDP prior to next full GB meeting	Headteacher	No longer required	Cllr Peach
1.7	Write to Sian Hampton regarding secondment decision	Chair	Actioned	
1.7	Arrange for tree survey	Headteacher	Included in H&S report. Berries of Rowan known to not be poisonous; however staff vigilant in ensuring not eaten by children, and site manager clearing berries	Chairs
1.7	Speak with staff about FS jumpers / coats for children when outside	Headteacher	Issue reported to have been resolved	
2.1	Circulate FFT dashboard	Headteacher	Deputy Headteacher had available end of year data for governors	
2.3	Arrange site visit for governors	Headteacher	Actioned	
4.3	Circulate Pay Policy	Headteacher	Actioned	Chairs
5.3	Draft an Impact Report for consideration by the GB	Chairs' group	Carried forward	

1.6 Chair's or Vice Chair's Emergency Action Since Last Meeting

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

1.6 Correspondence Items

Nottingham Schools Trust The chair informed governors about a letter regarding the development of Nottingham Schools Trust. The heads and chairs of city schools had been invited to a meeting to inform them about the Trust, following which she would report back to the governing body.

Correspondence received by Cllr Peach Noted.

GB/02/16-17 SCHOOL PROGRESS

2.1 Headteacher Report

The Deputy Headteacher reported on the work and progress of the school since the autumn term meeting of the full governing body.

Governors asked about the work being done in school on growth mindset and were advised that teachers and TAs had been placed in groups to undertake research, investigating how the growth mindset principles could be used in the school's context. The informal midpoint review had been exceptionally positive, with staff very enthused by the impact on pupils' readiness to

learn and on teacher practice. It was recognised as important to base any changes on evidence, which was being collected in the second phase of the research.

Governors asked about the progress data and were informed that, subject to changes in testing, the school was expecting improved outcomes in the national tests. **Governors questioned why specific year groups appeared to outperform others** and were advised that, in general, those year groups had less disruption to teaching, started from a stronger baseline and had less mobility.

Governors questioned the impact on attendance of the current appeal case around holidays in term time. The Deputy Headteacher advised that the school had not changed its policy regarding not authorising holidays in term time, but at present was not pushing for penalty notices, pending the outcome of the appeal case.

Governors requested:

- A list of staff and their responsibilities
- Details of the work carried out for Transform by the Headteacher
- Trend data for safeguarding concerns.

HT

Expenditure on iPads and the prioritising of IT expenditure – delegated to Finance and General Purposes committee.

F&GP

F&GP

Governors questioned the dinner monies debt of £1078. Details to be presented to the Finance and General Purposes Committee.

Headteacher Secondment

The Chair had circulated to governors a proposal for the Headteacher to undertake a new executive headship at Netherfield primary School, which had been approved in principal, pending a final decision at this meeting. The time involved was a maximum of two days per week, involving the Headteacher and senior leadership.

Governors asked the Deputy Head what she perceived to be the impact on the school. She responded that, aside from the financial benefits, it provided reciprocal benefits, including joint moderation, joint planning and sharing of best practice. The work with Bluecoat had benefitted Mellers and the relationships developed continued to bring advantages to the school. A specific member of the senior leadership deputised for the Headteacher in her absence and therefore there was always someone with authority on site. Parents with concerns could speak with the deputising member of staff or make an appointment to see the Headteacher. The school had strong procedures and routines in place, which ensured that the school continued to operate very well in the absence of the Headteacher. The results from the previous year had been testament to the effectiveness of the arrangements.

Governors spoke about some of the perceived disadvantages, including the reduced visibility of the Headteacher whose strong leadership was valued by all associated with the school.

The governing body:

- Agreed that there was no evidence that the Headteacher undertaking an executive headship role was at detriment to the school, and that it brought benefits for the school
- By majority ratified the decision to approve the Headteacher working as executive head for up to two days a week, including the time of other senior leaders
- Delegated responsibility for final approval of the financial arrangements to the Finance and General Purposes committee.

F&GP

The work would commence after the Easter holidays.

2.2 Approval, or Delegation of Approval of Budget 2017-2018 – Including Purchase of Services

It was agreed to delegate the approval of the 2017-2018 Budget to the Finance and General Purposes Committee.

F&GP

2.3 Schools Financial Value Standards (SFVS)

The Chair had completed the SFVS on behalf of the governing body. She tabled a copy of the report and would email it to all members of the governing body. On the recommendation of the chair the SFVS was approved, for signing and returning to the LA.

Chair

2.4 Report from Performance Management Governors

The Chair and Mark Gilmore had met with the Headteacher as part of the appraisal cycle. It had been recognised that the first target for pupil progress, which had been highly aspirational, would be unlikely to be met in full, however the work on growth mind-set and her work as a Local Leader of Education were very successful.

Governors who had attended the workshop on Headteacher appraisal at the Governor Conference had been informed by the vast majority of other delegates that it was exceptional for a Headteacher to be so open with their targets.

2.5 Policies for Review

The Deputy Headteacher advised that staff had reviewed a number of policies at a twilight session. All policies had been circulated prior to the meeting and the Chair and Vice-Chairs had between them read all the policies. The Sex Education and Drug Education Policies would be reviewed later in the year. The Chair would liaise with the staff with responsibility for the PSHE Policy.

The following policies were ratified:

- Antisocial Behaviour Policy
- Appraisal Policy
- Equality Policy
- Homework Policy
- Looked After Children Policy
- Minibus Policy
- Positive Handling Policy and appendices
- Recruitment and Selection Policy
- Religious Education Policy
- Security Policy
- Smoke Free Policy
- Whole School Food Policy.

The following policies were noted:

- Art and design Policy
- Calculation Policy
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- Display Policy
- Feedback to children Policy
- Foundation Stage Policy
- Geography Policy
- History Policy

- Interim Assessment Policy
- Maths Policy
- MFL Policy
- Music Policy
- PE Policy
- Phonics Policy
- PSHE Policy
- Reading Policy and appendices
- Science Policy
- Writing Policy.

2.6 Fair Workload Charter

The Fair Workload Charter had been considered by the Finance and General Purposes committee. It was agreed that the Clerk arrange for all governors to receive information about the Charter and that it be discussed at the next meeting of the governing body.

Clerk

GB/03/16-17 GOVERNORS REPORTS

3.1 Reports from Committee

Minutes had been circulated from all committees.

Finance and General Purposes Committee – meeting date 7th February 2017.

Pupil Progress Committee – meeting dates 31st January 2017.

Pupils and Curriculum Committee - meeting date 24th January 2017.

Governors were provided with a brief overview of the work of each committee.

Mark Gilmore to carry out a safeguarding visit.

MG

Carol McCrone had investigated a query regarding the pension lump sum payment and advised that Schools Finance were issuing lump sum payment invoices for the share of the LGPS pension deficit, following the tri-annual actuarial revaluation of the scheme.

3.2 Governor Training and Development

The Chair had attended the Governor Conference where she had attended a workshop on transition. She had since spoken with the Headteacher and agreed that transition be considered by the Pupils and Curriculum committee. She had also attended a workshop on special educational needs led by David Stewart. The key questions for governors from that workshop would be considered by the pupils and Curriculum Committee.

P&C

Carol McCrone had completed safer recruitment training with Browne Jacobsen and also with the NSPCC. She had also attended the Nottingham City conference and accessed the performance management and Prevent workshops. As a governor also in Nottinghamshire she had attended the Notts Governor Conference and attended a workshop on Ofsted.

The new governors were advised that they would be invited to attend the governor induction training course.

Governors recognised that there would be value in reviewing link roles. Vice-Chair Lesley Lyon was developing a document on structures and roles for the governing body.

3.3 Reports from Governor Visits and Monitoring Visits

Governors had visited on a number of occasions, including for World Book Day.

GB/04/16-17 REPORTS TO GOVERNORS

4.1 HR Advisory Update

This report included the following in relation to safer recruitment and working practices:

1. Update: Prohibition Checks in Relation to Teaching Assistants;
2. Single Central Record – Reminder;
3. Policies, Procedures and Guidance.

The governing body noted the guidance.

4.2 Apprentices in School

The report provided the following information:-

- A breakdown of the recommended pay scales;
- Access to support in the recruitment process;
- Details of the levy which will be introduced from April 2017;
- Apprenticeship roles;
- Available funding
- The Apprenticeship Levy.

The governing body noted the report.

GB/05/16-17 CONCLUDING ITEMS

5.1 Safeguarding and Child Protection

No issues raised.

5.2 Health and Safety

The Chair advised that a pupil health and safety team had been created.

5.3 Equality Incidents Reported Since the Last Meeting

No incidents reported.

5.4 Evidence of Governing Body Impact on School Improvement

The Chairs Group was developing an impact report.

5.5 Arrangements for Chair to Inspect School Records

The Chair would review the school's records.

GB/06/16-17 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

It was **agreed** that meetings of the full governing body be held on:

Summer Term 2017:- 13th July 2017 at 4pm

GB/07/16-17 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes. The Headteacher's report, which had contained details of staff pay and appraisal, was deemed confidential and governors therefore returned their copies to the Deputy Headteacher.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6.05pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Responsible
1.3	Write to Cheryl Kelly	Clerk
1.3	Organise parent governor election	Headteacher / business manager
1.4	Have oversight of After School Club, including costs and pupil ratios	Finance and general Purposes Committee
1.5	Review specific roles and responsibilities for chair and vice-chairs	Chairs Group
1.5	Review new governor induction	Chair
1.5	Liaise between John Carroll manager and Headteacher	Cllr Peach
1.5	Draft Impact Report for consideration by the GB	Chairs Group
2.1	Provide: <ul style="list-style-type: none"> A list of staff and their responsibilities Details of the work carried out for Transform by the Headteacher Trend data for safeguarding concerns. 	Headteacher
2.1	IT expenditure plan	F&GP
2.1	Consider dinner monies debt	F&GP
2.1	Approve final financial arrangements for secondment role	F&GP
2.2	Approval of budget and services	F&GP
2.3	Circulate SFVS	Chair
2.6	Arrange for Fair Workload Charter details to be sent to all members of the governing body	Clerk
3.1	Carry out visit linked to safeguarding	Mark Gilmore
3.2	Consider transition and questions on special educational needs	Pupils and Curriculum Committee

Mellers Primary and Nursery School Governing Body

Minutes of the spring term meeting held at the school on 30th March 2017 at 4pm

Membership (A denoted absence)		Miss J Wood, chair
		Mr M Gilmore, Vice-Chair
	A	Mrs L Lyon, Vice-Chair
		Cllr L Ali
		Ms J Kervick
		Mrs C McCrone
		Cllr A Peach
		Miss T Reid
		Mrs S Munir
		Mrs S Pratt
	A	Miss A Dawson

In Attendance	Mrs C Colmore, Clerk to the governing body
	Mrs L Patel, Deputy Headteacher
	Mrs M Holton, Business Manager and Associate Member

As agreed at the previous meeting Mark Gilmore would chair the meeting

GB/01/16-17 PRELIMINARIES

1.1 Apologies for Absence

ACTION

Apologies for absence were received and approved from the Headteacher and from Mrs Lyon. Mrs Patel, Deputy Headteacher, was attending the meeting to deputise for the Headteacher.

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Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

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Vacancy Update

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and the governing body. The Clerk would send a formal letter of thanks from the governing body. The governing body therefore had two vacancies for parent governors and therefore a parent governor election would be arranged – business manager and Headteacher to arrange.

Clerk

BM/HT

Attendance Requirements

No issues to address.

End of Terms of Office

No issues to address.

1.4 Financial Report

It was agreed to add an additional agenda item at this point – Financial Report.

Forecasted carry forward from the current year

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F&GP

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Action Points and Matters Arising from the Minutes

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GB/02/16-17 SCHOOL PROGRESS

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Governors requested:

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- **Details of the work carried out for Transform by the Headteacher**
- **Trend data for safeguarding concerns.**

HT

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The governing body:

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- Delegated responsibility for final approval of the financial arrangements to the Finance and General Purposes committee.

F&GP

The work would commence after the Easter holidays.

2.2 Approval, or Delegation of Approval of Budget 2017-2018 – Including Purchase of Services

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F&GP

2.3 Schools Financial Value Standards (SFVS)

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- Writing Policy.

2.6 Fair Workload Charter

The Fair Workload Charter had been considered by the Finance and General Purposes committee. It was agreed that the Clerk arrange for all governors to receive information about the Charter and that it be discussed at the next meeting of the governing body.

Clerk

GB/03/16-17 GOVERNORS REPORTS

3.1 Reports from Committee

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GB/04/16-17 REPORTS TO GOVERNORS

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- Access to support in the recruitment process;
- Details of the levy which will be introduced from April 2017;
- Apprenticeship roles;
- Available funding
- The Apprenticeship Levy.

The governing body noted the report.

GB/05/16-17 CONCLUDING ITEMS

5.1 Safeguarding and Child Protection

No issues raised.

5.2 Health and Safety

The Chair advised that a pupil health and safety team had been created.

5.3 Equality Incidents Reported Since the Last Meeting

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The Chair would review the school's records.

GB/06/16-17 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

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Summer Term 2017:- 13th July 2017 at 4pm

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It was agreed that no items be deemed confidential for the purpose of the minutes. The Headteacher's report, which had contained details of staff pay and appraisal, was deemed confidential and governors therefore returned their copies to the Deputy Headteacher.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6.05pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Responsible
1.3	Write to Cheryl Kelly	Clerk
1.3	Organise parent governor election	Headteacher / business manager
1.4	Have oversight of After School Club, including costs and pupil ratios	Finance and general Purposes Committee
1.5	Review specific roles and responsibilities for chair and vice-chairs	Chairs Group
1.5	Review new governor induction	Chair
1.5	Liaise between John Carroll manager and Headteacher	Cllr Peach
1.5	Draft Impact Report for consideration by the GB	Chairs Group
2.1	Provide: <ul style="list-style-type: none"> • A list of staff and their responsibilities • Details of the work carried out for Transform by the Headteacher • Trend data for safeguarding concerns. 	Headteacher
2.1	IT expenditure plan	F&GP
2.1	Consider dinner monies debt	F&GP
2.1	Approve final financial arrangements for secondment role	F&GP
2.2	Approval of budget and services	F&GP
2.3	Circulate SFVS	Chair
2.6	Arrange for Fair Workload Charter details to be sent to all members of the governing body	Clerk
3.1	Carry out visit linked to safeguarding	Mark Gilmore
3.2	Consider transition and questions on special educational needs	Pupils and Curriculum Committee

MELLERS PRIMARY SCHOOL GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE

Held at the school on 25th April 2017 at 1.30 pm

MEMBERSHIP (A denotes absence)

Miss J Wood, Chair of the Committee
Cllr A Peach
Mrs C McCrone
Miss A Dawson, Headteacher

IN ATTENDANCE

Mrs C Colmore, Clerk to the governing body
Ms M Holton, Business Manager

F&GP/27/16-17

APOLOGIES FOR ABSENCE

All members of the committee were present. The chair advised that the two new governors had expressed interest in joining the other committees. At the meeting of the full governing body it would be necessary to seek interest from governors in joining this committee.

ACTION

**Agenda
FGB**

F&GP/28/16-17

DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declarations of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

F&GP/29/16-17

MINUTES OF THE MEETING HELD 7TH FEBRUARY 2017

Governors approved the minutes of the meeting held on 7th February 2017 as an accurate record.

Matters arising from the minutes

Safeguarding governor – to provide report – carried forward.

LGPS lump sum – reported to full governing body by Carol McCrone.

IT equipment – the Headteacher reported that the opportunity to purchase interactive whiteboards at less than half price had been taken, with an order for 8 more (in addition to the interactive whiteboards ordered for the new build) placed.

Holiday pay for member of staff working in after school club – agenda item.

Gov

F&GP/30/16-17

REVIEW OF THE BUDGET 2016-17

Governors were provided with an outturn report from 2016-17 showing that the revenue carry forward from 2016-17 was £23,550 and the devolved capital carry forward was £9,053, giving a total carry forward from the year of £32,604.

Additional income had been received as a result of the policy of foundation and KS1 children being required to have the Infant Free School Meals. Only one child went home for lunch.

Money had been spent prudently, ensuring that the quality of provision was not compromised, and in line with the ethos and vision for the school. The governing body expressed its commitment to the breadth of opportunities for pupils, including swimming, music and Place2Be.

It was noted that the school was in a stronger financial position than some other local schools, with some needing to consider the use of redundancies. Income from parents for school events was a strength, reflecting the excellent relationships with families and the whole school community.

After School Club 2016-17

Governors were provided with a spreadsheet showing that the After School Club had generated a profit of £95, which was in line with the principle set by the governing body that it must not run at any cost to the budget.

Governors sought assurance that ratios of staff to pupils were in line with statutory requirements and were advised that additional staff were on site and used where necessary to ensure the right ratios.

The creative use of the skills of Lorna Walters, who had expressed interest in earning additional income, was commended. Her work in setting up and developing the After School Club was applauded.

Governors gave consideration to the longer term employment arrangements for staff running the After School Club, receiving a report from Carol McCrone detailing the options:

1. Setting up the post as a second employment for Lorna Walters, with the post to be officially evaluated as part of single status requirements
2. Continue to pay Lorna Walters on overtime rates. It was noted that this could result in equal pay issues
3. Employment as a casual member of staff; however, it was noted this had impact on the pay.

Governors agreed that the pilot of the After School Club had been successful and that the Headteacher would liaise with Lorna Walters regarding the issue of her employment status and the future for the After School Club. In principle governors were in favour of her employment in the After School Club being formalised, subject to ensuring that there was no cost to the school budget and that equal pay considerations were followed, recognising that other staff ran afterschool clubs as part of their contracted hours.

Governors also recommended that the After School Club be further developed, including an enhanced booking system.

F&GP/31/16-17 BUDGET 2017-18

The business manager advised that devolved capital of £15,627 was likely to be spent on IT and the site over the year. Governors agreed that it was important to maintain and improve the learning environment.

The revenue income had increased as a result of the increased numbers on roll; however, there were additional costs. Insurance was now being charged for a 'large' school, which had raised the premium by £4,500.

Additional income was expected, including for early years and pupil premium, dependent on the census data, but the budget had been set using a worst case scenario.

Governors queried whether there was any additional income, over the £41,000, for the new class, and were informed that was the total received per class.

The forecasted carry forward from 2017-18 was £18,386, based on an in year deficit of £5,164.

Governors approved key expenditure for the year, including:

- Refurbishment of current buildings over the summer £14,000

- Educational resources for enrichment £17,000
- Whiteboard expenditure £15,000.

It was noted that TA residential payments had been included in the budget.

The £10,000 received for capital IT networking would be used on upgrading of broadband and telephone systems.

Governors discussed whether additional iPads should be purchased and agreed that for this year it was important to use the budget to ensure that the IT framework was fully in place, with IT resources to be reviewed at the end of the year.

Governors asked about dinner money debts and were advised that the school was actively seeking to minimise the debts; however, the financial position of some of the families made payment of dinner moneys very difficult. Any bad debts which could not be collected to be brought to the committee for write-off. The LA would only become involved in debts over £150.

Traded services from the LA were detailed.

Governors asked whether the education library service was still purchased and were assured that it was.

Governors asked about the CCTV system and were advised it was largely used as a deterrent. The Headteacher was pleased to inform governors that incidents were extremely unusual. Local children use the site which the Headteacher fully supported, recognising the lack of green space locally.

Swimming had been increased, to add the additional year 1 class. Governors expressed their commitment to enabling pupils to access swimming.

Governors approved the budget and traded services as presented.

F&GP/32/16-17 SCHOOL TO SCHOOL SUPPORT

Governors were reminded that the work with Bluecoat Academy would end at the end of the summer, and that the support of Netherfield Primary school had already started. The financial arrangements for the work with Netherfield would be to charge a day of the Headteacher at £550, and for other staff to charge £350 per day. Governors agreed that Netherfield needed to be informed of this by email.

The Headteacher would receive 1/3rd of the income and the school 2/3rds. The business manager would liaise with payroll about how this should be managed.

The Headteacher informed governors that she had been advised to apply to become a National Leader of Education, with the school as a National Support School. She was in the process of applying. Governors fully supported the application. The Headteacher would inform governors about progress.

Governors suggested that the Headteacher seek formal feedback from Bluecoat about the impact of the support provided.

F&GP/33/16-17 STAFFING

Governors were informed that staffing was stable. The new teacher in F1 was working well.

F&GP/34/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.10pm

Signed by the Chair:

Date:

ACTIONS FROM THE MEETING		
REF	ACTION	PERSON(S) RESPONSIBLE
27	Seek interest in membership of committee	Full GB meeting
29	Safeguarding governor to report on safeguarding to full GB	Mark Gilmore

MELLERS PRIMARY SCHOOL GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE

Held at the school on 25th April 2017 at 1.30 pm

MEMBERSHIP (A denotes absence)

Miss J Wood, Chair of the Committee
Cllr A Peach
Mrs C McCrone
Miss A Dawson, Headteacher

IN ATTENDANCE

Mrs C Colmore, Clerk to the governing body
Ms M Holton, Business Manager

F&GP/27/16-17

APOLOGIES FOR ABSENCE

ACTION

All members of the committee were present. The chair advised that the two new governors had expressed interest in joining the other committees. At the meeting of the full governing body it would be necessary to seek interest from governors in joining this committee.

Agenda
FGB

F&GP/28/16-17

DECLARATION OF INTEREST

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Governors approved the budget and traded services as presented.

F&GP/32/16-17 SCHOOL TO SCHOOL SUPPORT

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The Headteacher informed governors that she had been advised to apply to become a National Leader of Education, with the school as a National Support School. She was in the process of applying. Governors fully supported the application. The Headteacher would inform governors about progress.

Governors suggested that the Headteacher seek formal feedback from Bluecoat about the impact of the support provided.

F&GP/33/16-17 STAFFING

Governors were informed that staffing was stable. The new teacher in F1 was working well.

F&GP/34/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.10pm

Signed by the Chair:

Date:

ACTIONS FROM THE MEETING		
REF	ACTION	PERSON(S) RESPONSIBLE
27	Seek interest in membership of committee	Full GB meeting
29	Safeguarding governor to report on safeguarding to full GB	Mark Gilmore

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the Summer Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 2nd May 2017 at 10am

MEMBERSHIP (A denoted absence)

Mr Mark Gilmore, Chair of the Committee
Miss Judy Wood
Ms Jo Kervick
Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Mrs Clare Colmore, Clerk to the governing body
Senga Cannop, Family Support Worker

P&C/25/16-17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

P&C/26/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C/27/16-17 MINUTES OF MEETING 24th JANUARY 2017

The minutes of the meeting held on 24th January 2017 were approved as an accurate record of the meeting.

Equality governor – link roles to be reviewed at full governing body meeting.

P&C/28/16-17 PARENTAL ENGAGEMENT – SENG A CANNOP

The Chair welcomed Senga Cannop, the school's family support worker and deputy designated senior lead for safeguarding to the meeting, and invited her to tell the committee about her role in school and in particular in parental engagement.

Senga Cannop informed governors about her role and about parental engagement in school. She considered herself the visible face of parental engagement, but informed governors that all staff were involved. Parental engagement had many strands, including:

- Courses for parents. Due to the building work, these had recently been reduced but from September, she would be developing a whole programme of courses. Recently the school had hosted a DfE course for the parents of pupils in F2 with EAL to run. Delegates had to fit strict criteria which had restricted numbers attending to three, but it had been very useful in developing strong relationships with those parents, and in understanding the breadth of skills of parents. She arranged for courses to be run which supported parent in helping their child's learning. New providers were being investigated as funding for courses had changed. ESOL courses would be of benefit for some parents, but unfortunately there was no funding available. Consideration to be given to using school staff to deliver ESOL.
- Support for parents. Senga informed governors that she lived in the community and was very supportive of parents where they needed assistance. She had strong relationship with parents and families, built on trust, which enabled her to deliver tough messages where necessary. She expressed a strong commitment and pride in the school and the whole community.
- Safeguarding. As part of the safeguarding team and as DSL, she had a key role in safeguarding in

school. A review of practice, taking into account the Headteacher being off site undertaking executive headship roles, had resulted in changes so that outcomes were recorded following any action taken. The Headteacher had final oversight of all safeguarding issues and would be contacted if a serious issue arose in her absence.

- Attendance. Involvement in attendance was important, as it was often a signal of safeguarding and was important in ensuring attendance continued to improve.
- Gates. Senga was visible on the school gate in the morning and therefore known to the school's community, developing strong relationships with parents.
- Achievement for All.
- International Food Days. Parents brought in traditional foods with all parents invited to sample them
- Open Classrooms. Parents welcomed in and invited to see the school in action.
- Fun Days in the Foundation Unit. Developing strong engagement with parents from when children joined the school was key to success.
- Developing Parental Support. Parents were invited to be involved in supporting swimming, skating and other events.
- Marvellous Me App.

Governors asked how effective the school was in engaging parents and were advised that virtually all parents were involved in the structured conversations. Engagement of parents in other ways was high, with Senga estimating that 80% of parents were actively engaged with school.

Jo Kervick added that her research group around 'growth mind-set' was looking at parental engagement and how to share the principles of 'growth mind-set' with parents.

Senga informed governors that her expertise was recognised externally, with the DWP contacting her about local employment opportunities. She said that her focus was on the needs of families and getting them what was rightly theirs. She had a mutually respectful relationship with families and a love and commitment to the whole community.

Governors thanked her for all her work, describing her as 'virtually indispensable'.

Senga Cannop then left the meeting.

P&C/29/16-17 TRANSITION

The chair of the governing body had attended a workshop on transition at the governors' conference and asked the Headteacher to inform the governing body about how transition was managed in school.

The Headteacher said that transition to secondary school was a recognised issue in Nottingham City. Pupils left Mellers to go to a wide variety of schools, with the majority going to 5 schools. The school engaged with all secondary schools, met with their staff, and passed on information about each pupil. Confidential files were passed on and signed for.

Key concerns were that secondary schools did not value the data from primary schools and re-tested children. Pupils often spoke about repeating work they had done at primary school when they went to secondary. Interviews with children had shown that before transfer their concern was bullying, but post transfer they reported that the work was boring, but they had not experienced bullying.

Governors expressed concern at the lack of emotional support for pupils at secondary, particularly as they were transferring from a highly supportive environment to one where their pastoral needs were a lesser focus. It was agreed that it was critical to ensure effective transition so that children could continue to make progress emotionally and academically.

Work was ongoing in Nottingham City to improve the transfer systems so that children continued to make good progress. The common transfer form had been reviewed and all secondary schools had agreed to use the same form.

Class to class transition was described, with teachers and children both being involved in preparation for the change of class. The key area of focus was from F2 to year 1, where the year 1 teacher developed relationships with the F2 children in the second half of the summer term through spending time in F2.

P&C/30/16-17 SPECIAL NEEDS

SEN link governor to be appointed at the full governing body meeting.

P&C/31/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 11.20am

Signed by the chair:

Date:

Mellers Primary School Governing Body

Pupil Progress Committee meeting held at the school on 9th May 2017 at 11 am

MEMBERSHIP (A denotes absence)

A

Lesley Lyon, chair of the committee
Liaqat Ali
Sharon Pratt
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body
Laura Patel, Deputy Head

The Chair was pleased to inform the committee of two new members, Liaqat Ali and Sharon Pratt. Their involvement would strengthen the membership and ensure that the committee effectively monitored pupil progress

PPC/01/16-17 APOLOGIES FOR ABSENCE

Apologies from Sharon Pratt (health reasons) were received and approved.

ACTION

PPC/02/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC/03/16-17 MINUTES FROM THE MEETING 31st JANUARY 2017

The minutes from the meeting of the committee held on 31st January 2017 were approved as a true record of the meeting, subject to it being noted that Roxy Rashid had not attended the meeting.

Matters Arising from the Minutes

Schools Partnership Programme. Reported to full governing body.

Achievement for All meeting had been attended by Jo Kervick and reported at the full governing body meeting.

Power of reading. Teeny Reid had circulated her report at the full governing body meeting. She informed the committee that she had spoken with teachers across school about the impact of Power of Reading. Children enjoyed the programme and were enthused with writing. The children developed skills from foundation stage through the whole school. The story telling she had seen in F1 had been inspirational.

The deputy head informed the governing body that the school was investing in training on the Power of Reading. It had been identified that there was separate training for the early years and so she was considering a member of staff attending the training and then cascading the knowledge to colleagues.

It was recognised that there would be value in Teeny Reid continuing to inform the committee about the impact of Power of Reading, and therefore she would attend the work scrutiny looking at the impact of it on extended writing.

TR

PPC/04/16-17 FEEDBACK FROM MOST RECENT PUPIL PROGRESS MEETINGS

The deputy head informed governors that the school was on track to achieve the attainment and progress targets. The data was affected by the changes to systems and the end of levels. Mobility of pupils, both into and out of school, also affected the data. It was recognised that the resource needs of children entering with EAL would need to be taken into account as the school grew.

As a result of the changes to the new curriculum, with children all expected to work within their year group, the systems in use were being refined and staff were being supported in their understanding of where to place a child. Provided a pupil was working on the standard single objective then they should be judged to be operating within the year group, either at emerging, developing, secure or mastery. Each band was recognised to be relatively broad. The school was aiming to have 80% at secure and 10% at mastery in all years.

Governors asked whether there was a risk that a more able child would not be extended by being limited to the objectives for their year and were informed that it was the responsibility of each teacher to ensure the more able pupils were challenged. From lesson observations, book scrutiny and data analysis the deputy said that she was confident that the teaching met the needs of the more able. Following the improvements in the foundation stage the spectrum of attainment in the younger year groups was now less wide. The knowledge that the staff had of pupils enabled responsive support to be put in place where needed.

Governors questioned why children left the school and were informed that it was because the family moved house. Some parents chose to keep their child in school and travel to Mellers.

Governors were reminded that the peer review had focused on vulnerable learners. As a result the school had strengthened systems around Pupil Progress meetings, to ensure that these pupils were carefully monitored. Parental engagement was being enhanced, with open mornings being very successful. Coherent data systems were being further developed to include the information from SIMS, learning ladders, attendance and safeguarding, so that the school was effective in identifying the vulnerable pupils and then ensuring that their progress was a priority in school.

PPC/05/16-17 DATA SNAPSHOT AND PROJECTED OUTCOMES FOR BOTH KEY STAGES

The deputy informed governors about the current targets:

KS2

Reading – 86%

Maths 82%

Writing 80%

Spelling, punctuation and grammar – 80%. The Headteacher advised that this last target was ambitious and that a number of the year 6 had been weaker at spelling. The test had been difficult.

Year 5 had previously been of concern, but the teaching had accelerated pupil progress through the focus on high ambitions for each pupil. At the end of the previous year 50% had been at expected, whereas now this had extended to 77%. Years 3 and 4 continued to excel, with the high expectations of staff ensuring strong progress.

KS1

The ambitious targets were for 75-80% in reading, writing and maths, which would match national results. Two pupils had needed to do the phonics retest and the school was confident

both would pass.

Year 1 phonics – target 80%.

Governors commended the strong targets and asked that their thanks be passed to staff.

PPC/06/16-17 GOVERNOR MONITORING VISITS LINKED TO SCHOOL DEVELOPMENT PLAN

Teeny Reid had reported on her visit under item PPC/03/16-17.

The Chair would visit to attend Pupil Progress meetings in May and the final meetings for the year. In addition she would attend the leadership reviews in June and September.

Chair

PPC/07/16-17 LEADERSHIP RESTRUCTURING FOR PUPIL PROGRESS

The deputy head informed governors that Grace Atherton, foundation stage lead, would take over full responsibility for the Pupil Progress meetings for FS staff from September. In preparation for this she had attended Pupil Progress meetings for a variety of staff and would be leading the next meetings for FS, with the deputy attending to provide coaching support. The deputy would have oversight of the whole foundation stage by carrying out a Pupil Progress meeting with Grace Atherton focused across the whole FS.

The model of distributed leadership of Pupil Progress meetings would then be extended up through school, covering KS1, lower KS2 and upper KS2. The next areas for development would be KS1, with it likely a year 2 teacher would take on the responsibility for the phase. The Chair offered to attend the coaching meetings with the staff who were developing the skills.

PPC/08/16-17 ITEMS FOR NEXT MEETING

The committee would next meet in the autumn term. Key agenda items:

End of year data

Vulnerable learners

School improvement plan.

The Chair would be chairing the meeting of the full governing body. It was agreed that there would be value in her leading a session on the school improvement plan and governing body improvements.

PPC/09/16-17 DATE OF NEXT MEETING

Dates for 2017-18 yet to be agreed.

PPC/10/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 12pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-	
Person	Action
Chair	Visit to attend Pupil Progress meetings in May and the final meetings for the year. In addition she would attend the leadership reviews in June and September.
Teeny Reid	Attend the work scrutiny looking at the impact of Power of Reading on extended writing.

Mellers Primary School Governing Body

Pupil Progress Committee meeting held at the school on 9th May 2017 at 11 am

MEMBERSHIP (A denotes absence)	Lesley Lyon, chair of the committee Liaqat Ali A Sharon Pratt Teeny Reid Amanda Dawson, Headteacher
IN ATTENDANCE	Clare Colmore, clerk to the governing body Laura Patel, Deputy Head

The Chair was pleased to inform the committee of two new members, Liaqat Ali and Sharon Pratt. They're involvement would strengthen the membership and ensure that the committee effectively monitored pupil progress

PPC/01/16-17 APOLOGIES FOR ABSENCE

ACTION

Apologies from Sharon Pratt (health reasons) were received and approved.

PPC/02/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

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The deputy head informed the governing body that the school was investing in training on the Power of Reading. It had been identified that there was separate training for the early years and so she was considering a member of staff attending the training and then cascading the knowledge to colleagues.

It was recognised that there would be value in Teeny Reid continuing to inform the committee about the impact of Power of Reading, and therefore she would attend the work scrutiny looking at the impact of it on extended writing.

TR

PPC/04/16-17 FEEDBACK FROM MOST RECENT PUPIL PROGRESS MEETINGS

The deputy head informed governors that the school was on track to achieve the attainment and progress targets. The data was affected by the changes to systems and the end of levels. Mobility of pupils, both into and out of school, also affected the data. It was recognised that the resource needs of children entering with EAL would need to be taken into account as the school grew.

As a result of the changes to the new curriculum, with children all expected to work within their year group, the systems in use were being refined and staff were being supported in their understanding of where to place a child. Provided a pupil was working on the standard single objective then they should be judged to be operating within the year group, either at emerging, developing, secure or mastery. Each band was recognised to be relatively broad. The school was aiming to have 80% at secure and 10% at mastery in all years.

Governors asked whether there was a risk that a more able child would not be extended by being limited to the objectives for their year and were informed that it was the responsibility of each teacher to ensure the more able pupils were challenged. From lesson observations, book scrutiny and data analysis the deputy said that she was confident that the teaching met the needs of the more able. Following the improvements in the foundation stage the spectrum of attainment in the younger year groups was now less wide. The knowledge that the staff had of pupils enabled responsive support to be put in place where needed.

Governors questioned why children left the school and were informed that it was because the family moved house. Some parents chose to keep their child in school and travel to Mellers.

Governors were reminded that the peer review had focused on vulnerable learners. As a result the school had strengthened systems around Pupil Progress meetings, to ensure that these pupils were carefully monitored. Parental engagement was being enhanced, with open mornings being very successful. Coherent data systems were being further developed to include the information from SIMS, learning ladders, attendance and safeguarding, so that the school was effective in identifying the vulnerable pupils and then ensuring that their progress was a priority in school.

PPC/05/16-17 DATA SNAPSHOT AND PROJECTED OUTCOMES FOR BOTH KEY STAGES

The deputy informed governors about the current targets:

KS2

Reading – 86%

Maths 82%

Writing 80%

Spelling, punctuation and grammar – 80%. The Headteacher advised that this last target was ambitious and that a number of the year 6 had been weaker at spelling. The test had been difficult.

Year 5 had previously been of concern, but the teaching had accelerated pupil progress through the focus on high ambitions for each pupil. At the end of the previous year 50% had been at expected, whereas now this had extended to 77%. Years 3 and 4 continued to excel, with the high expectations of staff ensuring strong progress.

KS1

The ambitious targets were for 75-80% in reading, writing and maths, which would match national results. Two pupils had needed to do the phonics retest and the school was confident both would pass.

Year 1 phonics – target 80%.

Governors commended the strong targets and asked that their thanks be passed to staff.

PPC/06/16-17 GOVERNOR MONITORING VISITS LINKED TO SCHOOL DEVELOPMENT PLAN

Teeny Reid had reported on her visit under item PPC/03/16-17.

The Chair would visit to attend Pupil Progress meetings in May and the final meetings for the year. In addition she would attend the leadership reviews in June and September.

Chair

PPC/07/16-17 LEADERSHIP RESTRUCTURING FOR PUPIL PROGRESS

The deputy head informed governors that Grace Atherton, foundation stage lead, would take over full responsibility for the Pupil Progress meetings for FS staff from September. In preparation for this she had attended Pupil Progress meetings for a variety of staff and would be leading the next meetings for FS, with the deputy attending to provide coaching support. The deputy would have oversight of the whole foundation stage by carrying out a Pupil Progress meeting with Grace Atherton focused across the whole FS.

The model of distributed leadership of Pupil Progress meetings would then be extended up through school, covering KS1, lower KS2 and upper KS2. The next areas for development would be KS1, with it likely a year 2 teacher would take on the responsibility for the phase. The Chair offered to attend the coaching meetings with the staff who were developing the skills.

PPC/08/16-17 ITEMS FOR NEXT MEETING

The committee would next meet in the autumn term. Key agenda items:

End of year data

Vulnerable learners

School improvement plan.

The Chair would be chairing the meeting of the full governing body. It was agreed that there would be value in her leading a session on the school improvement plan and governing body improvements.

PPC/09/16-17 DATE OF NEXT MEETING

Dates for 2017-18 yet to be agreed.

PPC/10/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 12pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-	
Person	Action
Chair	Visit to attend Pupil Progress meetings in May and the final meetings for the year. In addition she would attend the leadership reviews in June and September.
Teeny Reid	Attend the work scrutiny looking at the impact of Power of Reading on extended writing.

Mellers Primary School Governing Body

Minutes of the special meeting held at the school on 11th May 2017 at 2pm

Membership		Miss J Wood, chair
(A denoted absence)	A	Mr M Gilmore, Vice-Chair
		Mrs L Lyon, Vice-Chair
		Cllr L Ali
		Ms J Kervick
	A	Mrs C McCrone
		Cllr A Peach
		Miss T Reid
	A	Mrs S Munir
	A	Mrs S Pratt
		Miss A Dawson

In Attendance Mrs C Colmore, Clerk to the governing body
Mrs M Holton, Business Manager and Associate Member

01 Apologies for Absence

ACTION

Apologies for absence were received and approved from Mr Gilmore, Mrs McCrone, Mrs Munir and Mrs Pratt.

02 Declaration of Interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

03 Nottingham Schools Trust (NST)

Documents providing information about the proposed Nottingham Schools Trust (NST) had been circulated prior to the meeting.

The Headteacher and chair, who had attended a meeting about the proposed NST, provided governors with the background and intentions of the Trust, including that:

- Pat and Sarah Fielding had been appointed as the joint CEOs of the Trust
- The Trust provided a mechanism for Nottingham maintained schools to have a structure which enabled mutual support and improvement, without converting to academy status. The strong history of collaborative working between city schools would be maintained, and the fragmentation of schools into various multi academy trusts would be halted
- Membership required an annual charge, which would be dependent on numbers joining, but would be between £4k - £6K annually, guaranteed for the first 18 months
- The minimum number of schools joining was 25
- Commitment required was 5 years of membership
- The board would have representation from headteachers and 1 governor
- There would be no impact on staffing contracts
- A decision on joining was required by 15th May 2017
- The school would remain a maintained school with the governing body retaining its statutory duties.

Governors queried:

- The financial sustainability of the Trust
- The long term costs
- The involvement of member schools in developing the Trust
- Links with multi-academy trust
- Potential duplication of services with existing excellent providers, for example the school improvement offer through Transform teaching school
- The haste required for making the decision.

Governors agreed by majority an in principle commitment to joining Nottingham Schools Trust, subject to the following assurances:

- i) The constitution of the Trust to be agreed by majority by the member schools
- ii) The mechanism for appointment to Trustee posts to be agreed by majority of member schools
- iii) The Trustees to be in place prior to appointment of all remaining posts
- iv) A break clause after three years
- v) Financial contribution after initial 18th months to remain less than £6k. If above £6k then option to withdraw from the Trust
- vi) Trust to be apolitical
- vii) The Trustees to agree any aligning / association with multi-academy trusts
- viii) The Trust take account of the value of the excellent services already used by Nottingham city schools for school improvement and avoid duplication.

The chair would inform the LA of the decision of the governing body.

04 Confidentiality And Communication

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.30pm

Signed by the Chair:

Date:

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the Summer Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 2nd May 2017 at 10am

MEMBERSHIP
(A denoted absence)

Mr Mark Gilmore, Chair of the Committee
Miss Judy Wood
Ms Jo Kervick
Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Mrs Clare Colmore, Clerk to the governing body
Senga Cannop, Family Support Worker

P&C/25/16-17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

P&C/26/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C/27/16-17 MINUTES OF MEETING 24th JANUARY 2017

The minutes of the meeting held on 24th January 2017 were approved as an accurate record of the meeting.

Equality governor – link roles to be reviewed at full governing body meeting.

P&C/28/16-17 PARENTAL ENGAGEMENT – SENG A CANNOP

The Chair welcomed Senga Cannop, the school's family support worker and deputy designated senior lead for safeguarding to the meeting, and invited her to tell the committee about her role in school and in particular in parental engagement.

Senga Cannop informed governors about her role and about parental engagement in school. She considered herself the visible face of parental engagement, but informed governors that all staff were involved. Parental engagement had many strands, including:

- Courses for parents. Due to the building work these had recently been reduced, but from September she would be developing a whole programme of courses. Recently the school had hosted a DfE course for the parents of pupils in F2 with EAL to run. Delegates had to fit a strict criteria which had restricted numbers attending to three, but it had been very useful in developing strong relationships with those parents, and in understanding the breadth of skills of parents. She arranged for courses to be run which supported parent in helping their child's learning. New providers were being investigated as funding for courses had changed. ESOL courses would be of benefit for some parents, but unfortunately there was no funding available. Consideration to be given to using school staff to deliver ESOL.
- Support for parents. Senga informed governors that she lived in the community and was very supportive of parents where they needed assistance. She had strong relationship with parents and families, built on trust, which enabled her to deliver tough messages where necessary. She expressed a strong commitment and pride in the school and the whole community.

- Safeguarding. As part of the safeguarding team and as DSL, she had a key role in safeguarding in school. A review of practice, taking into account the Headteacher being off site undertaking executive headship roles, had resulted in changes so that outcomes were recorded following any action taken. The Headteacher had final oversight of all safeguarding issues and would be contacted if a serious issue arose in her absence.
- Attendance. Involvement in attendance was important, as it was often a signal of safeguarding and was important in ensuring attendance continued to improve.
- Gates. Senga was visible on the school gate in the morning and therefore known to the school's community, developing strong relationships with parents.
- Achievement for All.
- International Food Days. Parents brought in traditional foods with all parents invited to sample them
- Open Classrooms. Parents welcomed in and invited to see the school in action.
- Fun Days in the Foundation Unit. Developing strong engagement with parents from when children joined the school was key to success.
- Developing Parental Support. Parents were invited to be involved in supporting swimming, skating and other events.
- Marvellous Me App.

Governors asked how effective the school was in engaging parents and were advised that virtually all parents were involved in the structured conversations. Engagement of parents in other ways was high, with Senga estimating that 80% of parents were actively engaged with school.

Jo Kervick added that her research group around Growth Mind-Set was looking at parental engagement and how to share the principles of Growth Mind-Set with parents.

Senga informed governors that her expertise was recognised externally, with the DWP contacting her about local employment opportunities. She said that her focus was on the needs of families and getting them what was rightly theirs. She had a mutually respectful relationship with families and a love and commitment to the whole community.

Governors thanked her for all her work, describing her as 'virtually indispensable'.

Senga Cannop then left the meeting.

P&C/29/16-17 TRANSITION

The chair of the governing body had attended a workshop on transition at the governors' conference and asked the Headteacher to inform the governing body about how transition was managed in school.

The Headteacher said that transition to secondary school was a recognised issue in Nottingham City. Pupils left Mellers to go to a wide variety of schools, with the majority going to 5 schools. The school engaged with all secondary schools, met with their staff, and passed on information about each pupil. Confidential files were passed on and signed for.

Key concerns were that secondary schools did not value the data from primary schools and re-tested children. Pupils often spoke about repeating work they had done at primary school when they went to secondary. Interviews with children had shown that before transfer their concern was bullying, but post transfer they reported that the work was boring, but they had not experienced bullying.

Governors expressed concern at the lack of emotional support for pupils at secondary, particularly as they were transferring from a highly supportive environment to one where their pastoral needs were a lesser

focus. It was agreed that it was critical to ensure effective transition so that children could continue to make progress emotionally and academically.

Work was ongoing in Nottingham City to improve the transfer systems so that children continued to make good progress. The common transfer form had been reviewed and all secondary schools had agreed to use the same form.

Class to class transition was described, with teachers and children both being involved in preparation for the change of class. The key area of focus was from F2 to year 1, where the year 1 teacher developed relationships with the F2 children in the second half of the summer term through spending time in F2.

P&C/30/16-17 SPECIAL NEEDS

SEN link governor to be appointed at the full governing body meeting.

P&C/31/16-17 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 11.20am

Signed by the chair:

Date:

Mellers Primary School Governing Body

Pupil Progress Committee meeting held at the school on 9th May 2017 at 11 am

MEMBERSHIP

(A denotes absence)

A

Lesley Lyon, chair of the committee

Liaqat Ali

Sharon Pratt

Teeny Reid

Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body

Laura Patel, Deputy Head

The Chair was pleased to inform the committee of two new members, Liaqat Ali and Sharon Pratt. Their involvement would strengthen the membership and ensure that the committee effectively monitored pupil progress

PPC/01/16-17 APOLOGIES FOR ABSENCE

Apologies from Sharon Pratt (health reasons) were received and approved.

ACTION

PPC/02/16-17 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC/03/16-17 MINUTES FROM THE MEETING 31st JANUARY 2017

The minutes from the meeting of the committee held on 31st January 2017 were approved as a true record of the meeting, subject to it being noted that Roxy Rashid had not attended the meeting.

Matters Arising from the Minutes

Schools Partnership Programme. Reported to full governing body.

Achievement for All meeting had been attended by Jo Kervick and reported at the full governing body meeting.

Power of reading. Teeny Reid had circulated her report at the full governing body meeting. She informed the committee that she had spoken with teachers across school about the impact of Power of Reading. Children enjoyed the programme and were enthused with writing. The children developed skills from foundation stage through the whole school. The story telling she had seen in F1 had been inspirational.

The deputy head informed the governing body that the school was investing in training on the Power of Reading. It had been identified that there was separate training for the early years and so she was considering a member of staff attending the training and then cascading the knowledge to colleagues.

It was recognised that there would be value in Teeny Reid continuing to inform the committee about the impact of Power of Reading, and therefore she would attend the work scrutiny looking at the impact of it on extended writing.

TR

PPC/04/16-17 FEEDBACK FROM MOST RECENT PUPIL PROGRESS MEETINGS

The deputy head informed governors that the school was on track to achieve the attainment and progress targets. The data was affected by the changes to systems and the end of levels. Mobility of pupils, both into and out of school, also affected the data. It was recognised that the resource needs of children entering with EAL would need to be taken into account as the school grew.

As a result of the changes to the new curriculum, with children all expected to work within their year group, the systems in use were being refined and staff were being supported in their understanding of where to place a child. Provided a pupil was working on the standard single objective then they should be judged to be operating within the year group, either at emerging, developing, secure or mastery. Each band was recognised to be relatively broad. The school was aiming to have 80% at secure and 10% at mastery in all years.

Governors asked whether there was a risk that a more able child would not be extended by being limited to the objectives for their year and were informed that it was the responsibility of each teacher to ensure the more able pupils were challenged. From lesson observations, book scrutiny and data analysis the deputy said that she was confident that the teaching met the needs of the more able. Following the improvements in the foundation stage the spectrum of attainment in the younger year groups was now less wide. The knowledge that the staff had of pupils enabled responsive support to be put in place where needed.

Governors questioned why children left the school and were informed that it was because the family moved house. Some parents chose to keep their child in school and travel to Mellers.

Governors were reminded that the peer review had focused on vulnerable learners. As a result the school had strengthened systems around Pupil Progress meetings, to ensure that these pupils were carefully monitored. Parental engagement was being enhanced, with open mornings being very successful. Coherent data systems were being further developed to include the information from SIMS, learning ladders, attendance and safeguarding, so that the school was effective in identifying the vulnerable pupils and then ensuring that their progress was a priority in school.

PPC/05/16-17 DATA SNAPSHOT AND PROJECTED OUTCOMES FOR BOTH KEY STAGES

The deputy informed governors about the current targets:

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Reading – 86%

Maths 82%

Writing 80%

Spelling, punctuation and grammar – 80%. The Headteacher advised that this last target was ambitious and that a number of the year 6 had been weaker at spelling. The test had been difficult.

Year 5 had previously been of concern, but the teaching had accelerated pupil progress through the focus on high ambitions for each pupil. At the end of the previous year 50% had been at expected, whereas now this had extended to 77%. Years 3 and 4 continued to excel, with the high expectations of staff ensuring strong progress.

KS1

The ambitious targets were for 75-80% in reading, writing and maths, which would match national results. Two pupils had needed to do the phonics retest and the school was confident both would pass.

Year 1 phonics – target 80%.

Governors commended the strong targets and asked that their thanks be passed to staff.

PPC/06/16-17 GOVERNOR MONITORING VISITS LINKED TO SCHOOL DEVELOPMENT PLAN

Teeny Reid had reported on her visit under item PPC/03/16-17.

The Chair would visit to attend Pupil Progress meetings in May and the final meetings for the year. In addition she would attend the leadership reviews in June and September.

Chair

PPC/07/16-17 LEADERSHIP RESTRUCTURING FOR PUPIL PROGRESS

The deputy head informed governors that Grace Atherton, foundation stage lead, would take over full responsibility for the Pupil Progress meetings for FS staff from September. In preparation for this she had attended Pupil Progress meetings for a variety of staff and would be leading the next meetings for FS, with the deputy attending to provide coaching support. The deputy would have oversight of the whole foundation stage by carrying out a Pupil Progress meeting with Grace Atherton focused across the whole FS.

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PPC/08/16-17 ITEMS FOR NEXT MEETING

The committee would next meet in the autumn term. Key agenda items:

End of year data

Vulnerable learners

School improvement plan.

The Chair would be chairing the meeting of the full governing body. It was agreed that there would be value in her leading a session on the school improvement plan and governing body improvements.

PPC/09/16-17 DATE OF NEXT MEETING

Dates for 2017-18 yet to be agreed.

PPC/10/16-17 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 12pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-	
Person	Action
Chair	Visit to attend Pupil Progress meetings in May and the final meetings for the year. In addition she would attend the leadership reviews in June and September.
Teeny Reid	Attend the work scrutiny looking at the impact of Power of Reading on extended writing.

MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the summer term meeting of the governing body
held at the school on 30th June 2016 at 5.00 pm

Membership		Miss J Wood, Chair of the governing body
(A denotes absence)	A	Mrs L Lyon, Vice-Chair
	A	Mr M Gilmore, Vice-Chair
	A	Mrs C Kelly
		Mrs C McCrone
		Cllr A Peach
		Miss R Rashid
		Miss T Reid
		Cllr L Ali
		Miss A Dawson, Headteacher

In Attendance	Mrs C Colmore, Clerk to the governing body
	Ms M Holton, Business Manager

The Chair welcomed everyone to the meeting and thanked them for attending despite the changes to date and time which had been unavoidable.

GB/01/15-16 PRELIMINARIES

1.1 Apologies for absence

Apologies for absence were received and approved from Mrs Lyon, Mr Gilmore and Mrs Kelly.

ACTION

1.2 Declaration of interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

1.3 Financial Reports

The business manager was attending the meeting to present to the governing body the three year financial plan, which she circulated. Governors discussed the following:

- Income was based on projected numbers on roll, taking into account the reduction in nursery places for 2016-17 as a result of the delay to the building work. In response to a question from governors about whether the school would be able to claim from the LA for the loss of income, the Headteacher advised that the school had elected not to have temporary classrooms on site and instead to have internal works undertaken
- The carry forward from the current year was projected to be £11,991. The budget for 2017-18 would be for an in year deficit, resulting in a deficit of £13,041; however with the additional numbers on roll for the following year the projected out-turn from 2018-19 was £51,811.
- Governors asked whether the school could charge parents for the provision of full time places and were informed that 25 hours provision was funded.
- The school had capacity for 60 reception children; however numbers from September were for there to be 47 on roll. It was expected that additional pupils would join, but

that reception would not be full for the October census, which would impact on income for 2017-18. It was agreed that the staffing structure would require review to mitigate the budget position.

- A national funding formula could impact adversely on income.
- Governors expressed concern that the result of the referendum could adversely affect numbers on roll.
- Local plans for additional housing, for example on the Sandfield site, could increase numbers.
- A three year financial forecast was of value in strategic leadership.

Governors **approved** the three year financial plan, which was then signed by the chair.

The chair signed the School Fund audit report.

The business manager left the meeting.

1.4 Membership

A document listing current membership of the governing body, copies of which had been circulated previously, was received and noted.

Attendance requirements

No issues to address.

Vacancy update

Vacancies would be reviewed in the autumn term.

The Headteacher would arrange for a staff governor election to be held.

End of terms of office

No issues to address.

1.5 Minutes of the last meeting

Minutes of the meeting held on 10th March 2016, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action points

Ref	Action	Responsible	Action taken / further action
1.3	Arrange staff governor election	Headteacher	Carried forward
1.4	Check Cheryl Kelly's details on membership list	Clerk	Completed
1.4	Clarify roles of chair / vice-chairs	Chairs	Carried forward
1.4	Review induction	Chair / new governors	Carried forward
1.4	Arrange visioning event	Headteacher	To be held in autumn term
1.4	Provide governor safeguarding training	Headteacher	All members of the governing body had attended training on safeguarding

HT

HT

Chair /
new
govs

1.4	Safer recruitment training	Headteacher and Mark Gilmore	Completed. Carol McCrone and business manager to undertake.
2.5	Investigate nail length standards	Headteacher	Nail length included in staff Code of Conduct.

CM
BM

Committee reports

Finance and Resources – 25th February 2016 Minutes had been circulated prior to the meeting. It was noted that Lorna Dermody was no longer at Bluecoat Primary every Monday morning.

Finance and Resources – 25th April 2016 Minutes had been circulated prior to the meeting.

After school childcare had been running since the Easter holidays, from 3.15-5.15 daily, at a cost of £5 per child per day or £20 per week. At present 6 or 7 children were attending. Financially this resulted at breakeven, or at worst an annual deficit of £500. Governors agreed that the service was of value to parents, but that it should not be at a cost to the school. It was agreed to continue providing the service, with a termly review by the Finance and Resources Committee – Cllr Peach and Carol McCrone to develop a balance sheet for termly reporting to the governing body.

F&RC

AP/CM

Swimming

The Headteacher was pleased to inform governors that Quackers style swimming for F2 and KS1 was now being delivered at John Carroll, led by staff from Lenton Baths. The Headteacher would prefer the older pupils to also receive the Quackers style tuition. Cllr Peach to arrange for the manager from John Carroll and the Headteacher to share email addresses to enable a discussion to happen.

AP

Traffic management

Cllrs Ali and Peach reported that traffic calming on Hartley Road was being considered.

Pupils and Curriculum – 23rd May 2016 Minutes had been circulated prior to the meeting.

The Headteacher advised that Tamba Roy had come into school during the week before the SATs to work with the pupils on emotional health and wellbeing, which had been of value to the pupils.

Pupils and Curriculum – 14th June 2016 Minutes to be circulated.

Clerk

1.6 Chair's or Vice Chair's emergency action since last meeting

No emergency decisions reported.

1.7 Correspondence items

From Chair

The chair informed governors that the school would be closing on the following Tuesday for one day due to the NUT strike, as a result of which 8 teachers would be absent from school.

From Clerk: DBS Checks – Now Mandatory for all Governors

In February 2016 the DfE introduced legislation so that all governors will be required to have a DBS check.

- Where a governor has been elected or appointed **before 1st April 2016** and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1st September 2016;
- Where a governor is elected or appointed **on or after 1st April 2016** and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate

in respect of that governor within 21 days after his or her appointment or election.

GB/02/15-16 SCHOOL PROGRESS

2.1 Headteacher's Report

The Headteacher's report on the work and progress of the school since the spring term meeting of the full governing body had been circulated in advance of the meeting. Governors were invited to ask any questions about the content of the report or the work of the school.

Governors asked about the schedule for the building work and were informed that the work would begin during the school holiday so that the school was ready for pupils returning in September. The nursery would be delaying the start of the autumn term by three days to allow for the building to be prepared for the children.

Governors commended the improvement in attendance and questioned whether the High Court case where a parent had successfully challenged a penalty notice would have implications for the school. The Headteacher assured governors that the school's policy was secure and that the LA had advised that there was no risk of a challenge being successful. The improvement reflected a cultural change to parental expectations around attendance.

Governors requested information about whether the 9 persistent absentees represented children from the same families, and if so what work was being done to provide support to the families. Headteacher to report to next meeting.

HT

Governors asked about the use of rewards for attendance and were informed that they ranged from being entered into a draw for a bike, for pupils with 100% attendance in a term, to class rewards.

Governors thanked the Headteacher for the information on safeguarding, which highlighted the level of both need and vigilance in the school.

Governors asked about the residential visits and were informed that they had been brilliant. The governing body expressed its commitment to enrichment and to ensuring that it was affordable. The use of Pupil Premium income for enrichment was applauded. Governors discussed the need to ensure parents had an accurate understanding of what the residential provided to remove any concerns which might prevent children accessing the residential.

Governors asked about pupil achievement in writing and were informed that it was an area of development; however the end of year data was showing considerable progress had been made. Writing would be a whole school appraisal target.

Governors commended the impact of the programme to encourage reading at home and asked that their thanks be passed to staff. The Headteacher advised that the school considered itself to be a reading school, with the next focus to be on becoming a writing school. Children were already saying they felt more confident in writing. The school was committed to exciting writing, not to just providing pupils with the technical knowledge and skills.

The Headteacher's report was received with thanks.

2.2 Pupil Premium: How funding is spent and its impact on the achievement of targeted children

Included within the Headteacher's report. Governors would review the outcomes from 2016 to ensure that the gap between disadvantaged and other pupils reflected the excellent work done

to support pupils.

2.3 Mellers Primary School – Future Opportunities

The chair advised that she and the Headteacher would be attending meetings with the Directors of Education regarding the LA's development of a Multi-Academy Trust.

Governors agreed that:

- All options should be considered
- There was no rush and no decisions should be made in haste
- Expressing 'interest' in the LA MAT would not commit the school to join the MAT
- The governing body needed to define a set of criteria for selection of any MAT, which would include non-negotiables
- The governing body would meet on 15th July from 11am – 1pm to consider the options.

GB/03/15-16 GOVERNORS REPORTS

3.1 Reports from Governors' committees

Covered under item 1.5.

3.2 Governor training and development

The chair had attended the health and Safety conference which she described as very useful. It was agreed to set up a health and safety working party, with the chair, Teeny Reid, business manager and site manager as members, to meet termly and report to the governing body. They would seek to hear the views of pupils about health and safety.

The chair asked about developing the travel plan. The Headteacher advised that the builders would be responsible for reviewing it. It was **agreed** that, as health and safety during the build was critical, the builders be asked to report to the Finance and Resources committee termly

HT

All members of the governing body had completed safeguarding training.

The Headteacher and Mark Gilmore had completed safer-recruitment training.

3.3 Reports from Governor visits

Cllr Peach and Mark Gilmore had attended the School Development Plan (SDP) session which had been led by vice-chair Lesley Lyon. Governors discussed using the SDP as a focus for the governing body and agreed that:

- A session on the SPD be held in October, with a focus on how the governing body would use the plan as a key strategic document, informing them about school progress. Consideration to be given to key questions for link governors to ask and developing a schedule for reporting on the plan to the committees.

HT /
Chair

Teeny Reid had met with pupils from all classes to talk about the schools ethos. The FS and KS1 pupils had been asked what they liked about school – playing, maths, making things, knowing what to do, being taken care of, that the teachers are great, school visits and being helped to learn.

KS2 pupils had said they liked: the fun lessons, outdoor activities, welcoming new children, the school always being welcoming to new children, wanting to learn, the chance to be who you are, the confidence school gave them, respect for everyone, the great lessons and being encouraged never to give up.

Governors were pleased to hear that welcoming new pupils was a strength, following an

incident in the past. The Headteacher advised that the policy for induction of new pupils had been revised.

The chair and Lesley Lyon had attended the session with Tamba Roy.

Lesley Lyon had attended an Achievement For All meeting.

GB/04/15-16 REPORTS TO GOVERNORS

4.1 Public Sector Repayment of Exit Payments Regulations

The report outlines the introduction of new regulations making it compulsory for those who have earned more than £80,000 in the past year and who have received an exit payment from a public sector employer to repay that payment to their former employer if they return to public sector employment within one year.

Action for Governors

- Note the regulations regarding repayment of public sector exit payments for those earning more than £80,000 per year who return to public sector employment within one year.
- Note further likely developments in relation to public sector exit payments.

4.2 Complaints Policy, including the Process for Unreasonable Complainants

In accordance with Section 29 of the Education Act 2002, all local authority (LA) maintained schools must have and make available a procedure to deal with all complaints relating to their school and to any community facilities or services that the school provides.

The DfE has produced a document, Best Practice Advice for Schools Complaints Procedure 2016, this non-statutory guidance shares best practice and helps schools avoid common pitfalls. It is for school leaders, school staff and governing bodies in all LA maintained schools and maintained nursery schools, Local Authority and Dioceses. Please note that the policy has been updated to include the procedure for dealing with unreasonable complainants and while it is not designed for academies, free schools or independent schools, a complaints policy is required and must be publicised for academies, free schools or independent schools.

Action for Governors

Following the publication in January 2016 of the Best Practice Advice for Schools Complaints Procedure 2016, governors are required to consider and adopt the draft Complaints Policy.

The Governing Body adopted the Complaints Policy.

4.3 Determined Admission Arrangements for Nottingham City Community Schools 2017/2018

The Executive Board, at its meeting held on 23rd February 2016, approved that the school admission arrangements for the 2017/18 school year, they remain unchanged from those previously approved for the 2016/17 school year.

Action for Governors

- Note the determined admissions arrangements and oversubscription criteria for 2017/2018 set out in the report (and in Appendices 1 and 2), which are unchanged from the 2016/2017 admission arrangements;
- Note the planned admission number for their own school (set out in Appendix 3);
- Note the timelines for the 2017/2018 co-ordinated admissions process (as set out in Appendix 5);
- Ensure that this information appears on your school's website for the 2017/2018 school

year.

GB/05/15-16 CONCLUDING ITEMS

5.1 Safeguarding and child protection

Safeguarding was reported within the Headteacher's report.

Governors expressed concern at the national and local rise in racist incidents following the referendum and expressed a firm commitment to the school being a flagship for inclusion and multicultural harmony. There was no place for racism or hatred in school or the school's community.

The school would be participating in the #learningsharedtogether response to racism, by celebrating the diversity of the community it served.

5.2 Equality incidents reported since the last meeting

None reported.

5.3 Evidence of Governing Body impact on school improvement

The governing body was increasing its focus on school improvement, evidenced by the meetings to be held on future options for the school and on the School Development Plan.

5.4 Arrangements for Chair to inspect school records

Chair to view records.

GB/06/15-16 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

It was **agreed** that meetings of the full governing body be held on:

Autumn Term 2016: 22nd November at 4pm
 Spring Term 2017: 28th March at 4pm
 Summer Term 2017: 11th July at 4pm.

Committees would meet in the first half of each term. The committee chairs would set the meeting dates.

GB/07/15-16 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minute. Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 5.55pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
1.5	Arrange for staff governor election to be held	Headteacher

1.5	Review specific roles and responsibilities for chair and vice-chairs	Chairs group
1.5	Review new governor induction	Chair and recent governors
1.5	Complete safer recruitment training	Carol McCrone Business manager
1.5	Develop balance sheet for reporting on child care Receive report on child care	Cllr peach / Carol McCrone Finance and Resources Committee
1.5	Liaise between John Carroll manager and Headteacher	Cllr Peach
1.5	Pupils and Curriculum – 14 th June 2016 Minutes to be circulated with papers for next full GB meeting	Clerk
2.1	Report on persistent absentees	Headteacher
3.2	Arrange for builders to report to F&R Committee termly	Headteacher
3.3	Arrange session on SDP in October	Headteacher and Chair

Mellers Primary and Nursery School Governing Body

Minutes of the spring term meeting held at the school on 13th July 2017 at 4pm

Membership (A denoted absence)

Miss J Wood, chair
Mr M Gilmore, Vice-Chair
Mrs L Lyon, Vice-Chair
Cllr L Ali
Ms J Kervick
Mrs C McCrone
A Cllr A Peach
Miss T Reid
Mrs S Munir
Mrs S Pratt
Miss A Dawson

In Attendance

Mrs C Colmore, Clerk to the governing body
Mrs M Holton, Business Manager and Associate Member

As agreed at the previous meeting Lesley Lyon would chair the meeting. She welcomed everyone to the meeting and invited all members of the governing body to introduce themselves.

The meeting would be preceded by a review of governance, in particular looking at the impact of the governing body.

To enable the business manager to leave the meeting early it was agreed to consider agenda item 2.4 – Finance – as the very first item.

2.4 Finance

The business manager led governors through the following items, which would be considered in greater detail by the Finance and General Purposes Committee:

**F&GP
Comm**

- School fund audit – signed by the chair.
- Virements for previous year – signed by the chair.
- Three year plan for submission to the LA – signed by the chair. It was noted that whilst the forecast for the current year was based on accurate knowledge, the income and expenditure for future years were based on a number of assumptions.
- Outturn report at period 3. It was noted that the projected carry forward at year end had reduced to £4K – variance report included with outturn report. It was noted that the school had incurred costs for setting up all classrooms in the new building and that the existing building was being refreshed to ensure parity between the old and new classrooms. The Headteacher advised that there were further capital works needed, including work to the outdoor areas. **Parent governors said that parents were talking about the impact of the build on the outdoor space** and were reassured that the outdoor space would be increased through the removal of the old foundation unit.
- The opportunity to enter into a contractual arrangement with 'Pebble', a company

focused on generating income through placing bids. The cost of £3,500 would be reimbursed should Pebble not reach an agreed income target. They also took 10% of income generated. To be invited to make a presentation to the Finance and General Purposes Committee.

- Benchmarking data 2015-16.

4.25pm The business manager left the meeting.

REVIEW OF GOVERNANCE INCLUDING THE IMPACT OF THE GOVERNING BODY OVER THE PREVIOUS YEAR

Lesley Lyon led the governing body through the DfE definition of the role of governing bodies, and also the school's mission statement and aims, which had been developed with the children.

Governors in committee groups then reviewed the work of the committees over the previous year, with copies of the school development plan, including the child friendly version to enable governors to reflect on strategic leadership. In particular governors considered what had been done, what was monitored, links with the school development plan and what had been the impact.

Following the exercise governors gave feedback, including that:

- The committee structure was effective
- Communication from the governing body with parents / carers could be developed
- Hearing the voice of pupils was critical for effective governance.
- First-hand knowledge of the school enabled governors to see the impact of strategic leadership
- Visits also had a soft impact, by valuing the stakeholders in school.

Areas for further development for the governing body:

- Hearing the views of parent
- Communication with parents
- Hearing the views of staff. It was recognised that the review session Lesley Lyon ran with staff at the end of the year provided for the development of strong relationships
- Development of the governing body section of the website – all members of governing body to send a photograph and brief pen portrait to Lesley Lyon. Lesley Lyon to develop the governance section.

Govs
LL

Governors discussed the sharing of reports from visits into school and agreed to set up a blog on the website, to be supported by the administration team. The clerk would provide committee summaries for the blog.

The next full governing body meeting would focus on the 2017/18 school development plan priorities. Governor links would be incorporated into the School Development Plan.

Lesley Lyon would produce an impact report for the blog from the activity undertaken where impact had been reviewed.

LL

Governors thanked Lesley Lyon for leading the review of the effectiveness of governance.

GB/01/16-17 PRELIMINARIES

1.1 Apologies for Absence

Apologies for absence were received and approved from Cllr Peach.

ACTION

1.2 Declaration of Interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

1.3 Membership

A document listing current membership of the governing body, copies of which had been circulated previously, was received and noted.

Vacancy Update

The governing had two vacancies for parent governors and therefore a parent governor election would be held – business manager and Headteacher to arrange. It was noted that, should the election be unsuccessful, the two newly co-opted governors could be appointed to the parent governor vacancies should the governing body wish to do so, which would then convert the vacancies to co-opted governor vacancies.

BM/HT

Attendance Requirements

No issues to address.

End of Terms of Office

No issues to address.

1.4 Minutes of the Last Meeting

Minutes of the meeting held on 30th March 2017, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action Points and Matters Arising from the Minutes

Ref	Action	Responsible	Action taken / further action
1.3	Write to Cheryl Kelly	Clerk	Actioned
1.3	Organise parent governor election	Headteacher / business manager	Carried forward
1.4	Have oversight of After School Club, including costs and pupil ratios	Finance and General Purposes Committee	Actioned
1.5	Review specific roles and responsibilities for chair and vice-chairs	Chairs Group	Autumn term Full GB meeting
1.5	Review new governor induction	Chair	Carried forward
1.5	Liaise between John Carroll manager and Headteacher	Cllr Peach	No longer required
1.5	Draft Impact Report for consideration by the GB	Chairs Group	LL to produce
2.1	Provide: <ul style="list-style-type: none"> A list of staff and their responsibilities Details of the work carried out for Transform by the Headteacher Trend data for safeguarding concerns. 	Headteacher	In Headteacher's report and to F&GP
2.1	IT expenditure plan	F&GP	Actioned

Agenda

Chair

F&GP

2.1	Consider dinner monies debt	F&GP	Chair to speak with business manager	Chair
2.1	Approve final financial arrangements for secondment role	F&GP	Actioned	
2.2	Approval of budget and services	F&GP	Actioned	
2.3	Circulate SFVS	Chair	Actioned	Clerk
2.6	Arrange for Fair Workload Charter details to be sent to all members of the governing body	Clerk	Clerk to repeat	
3.1	Carry out visit linked to safeguarding	Mark Gilmore	Actioned	PCC
3.2	Consider transition and questions on special educational needs	Pupils and Curriculum Committee	Carried forward	

Chair
C Mc

After school club – the chair and Carol McCrone would liaise with the manager of the after school club regarding her role, for which she now had a separate contract.

1.5 Chair's or Vice Chair's Emergency Action Since Last Meeting

Neither the chair nor the vice chairs reported any actions or decisions undertaken using emergency authority.

1.6 Correspondence Items

Nottingham Schools Trust

The chair had circulated a response from the CEO of NST to the queries raised at the special meeting held on 11th May 2017 (minutes approved).

Whilst it was recognised that not all queries had been answered in full, the governing body were pleased that the school had joined NST. The questions submitted and the responses provided a framework for the school to be able to ensure that membership of NST was on the terms that the governing body had deemed critical for future success.

GB/02/16-17 SCHOOL PROGRESS

2.1 Headteacher Report

The Headteacher reported on the work and progress of the school since the spring term meeting of the full governing body.

The Headteacher led governors through the SATs results:

- KS2
 - Reading – 67%
 - Punctuation, grammar and spelling – 73%
 - Maths – 73%
 - Writing – 70%
 - Combined 63% (national 61%).
- KS1
 - Reading – 70%
 - Writing 67%
 - Maths 70%
- Phonics
 - Year 1 – 80%
- Early years
 - Good level of development – 71%

Governors requested that their thanks be passed to all staff.

Governors asked about the LA's Education Welfare Service and were advised that the work around attendance was now done entirely by the Deputy Head and the Family Support Worker.

Governors asked whether the work with Bluecoat was charged and were informed that the school now worked with Bluecoat in partnership, at no cost, for example they were involved in moderation alongside Blue Bell Hill and Glade Hill primaries.

Governors asked about how long the Headteacher would be working with Netherfield Primary. The Headteacher responded that she expected to work with the school until it came out of special measures. The system of invoicing for work done was working well. **Governors agreed that for the future it was important to adhere to the principle that the school support one other school only.** Any requests for long term support would need approval from the governing body.

The chair informed governors about the quality of writing she had seen when attending the Founders Day assembly.

Governors requested copies of the school newspaper – Headteacher to action.

HT

Governors asked about the impact of the increasing percentage of pupils with special educational needs and were advised that the school had in place increased support; however the school's reputation for excellence in supporting children with high levels of SEND could have budgetary implications.

The school's reputation in the community was reported to be very strong, with one parent telling the Headteacher that 'Mellers was like a private school'.

Governors thanked the Headteacher for her open and transparent leadership, including sharing her appraisal objectives.

The Headteacher was thanked for her report.

2.2 Pupil Premium: How Funding is Spent and its Impact on the Achievement of Targeted Pupils

The Headteacher reported that pupil premium pupils had outperformed others for progress.

It was agreed that there would be value in having a governor linked with Pupil Premium – autumn term full governing body agenda.

2.3 Policies for Review

No policies submitted for approval.

2.4 Finance

See first item in the minutes.

2.5 Arrangements for the Headteacher's Appraisal 2017-2018

Appointment of External Advisor

It was agreed to continue to use Carol Norman as external advisor.

Appointment of Appraisal Governors

Appraisal governors agreed as chair and vice-chairs.

GB/03/16-17 GOVERNORS REPORTS

3.1 Reports from Committee

Minutes had been circulated from all committees.

Finance and General Purposes Committee – meeting date 25th April 2017.

Pupil Progress Committee – meeting date 9th May 2017.

Pupils and Curriculum Committee - meeting date 2nd May 2017.

Governors were provided with a brief overview of the work of each committee.

Committee membership to be reviewed in the autumn term.

3.2 Governor Training and Development

Carol McCrone had attended training on the governing body role in special education needs and disabilities.

Saima Munir had attended induction training.

3.3 Reports from Governor Visits and Monitoring Visits

Governors had discussed visits as part of the review of the effectiveness of the governing body at the start of the meeting.

GB/04/16-17 REPORTS TO GOVERNORS

4.1 30 Hour Offer

Discussed at committee.

4.2 Admission Arrangement 2018-2019

Report noted.

GB/05/16-17 CONCLUDING ITEMS

5.1 Safeguarding and Child Protection

No issues raised.

5.2 Health and Safety

The Headteacher informed governors about a serious incident in school. The chair and Lesley Lyon had been informed immediately about the incident. A hot beverage had been spilt on a child in a corridor, which had resulted in the child being taken to hospital. There had been no lasting damage to the child and the parents had been very supportive of the school. Ofsted, the HSE and the LA including the LADO had been informed.

There had been immediate changes to school procedures, the code of conduct had been amended and the health and safety policy had been amended.

5.3 Equality Incidents Reported Since the Last Meeting

No incidents reported.

5.4 Evidence of Governing Body Impact on School Improvement

Undertaken as part of the review.

5.5 Arrangements for Chair to Inspect School Records

The chair would review the school's records.

GB/06/16-17 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

It was **agreed** that dates for meetings be agreed at a planning meeting, with all members of the governing body invited, to be held on 20th September at All Souls Community Centre from 11am to 1pm.

GB/07/16-17 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 5.58 pm

Signed by the chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Responsibility of:
2.4	Consider financial items in detail, including presentation from Pebble	G&GP
Review	All members of governing body to send a photograph and brief pen portrait to Lesley Lyon. Lesley Lyon to develop the governance section of the website.	Governors / Lesley Lyon
Review	Produce an impact report for the blog	Lesley Lyon
1.3	Arrange parent governor election	Headteacher / business manager
1.4	Review governor roles	Agenda
1.5	Review new governor induction	Chair
1.5	Receive details of work carried out for Transform by the Headteacher.	F&GP Comm
1.5	Liaise with business manager regarding dinner money debts	Chair
1.5	Arrange for Fair Workload Charter details to be sent to all members of the governing body	Clerk
1.5	Consider transition and questions on special educational needs	PCC
1.5	Liaise with the manager of the after school club regarding her role	Chair and Carol McCrone
2.1	Circulate pupil newspaper	Headteacher

MELLERS PRIMARY SCHOOL GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE

Held at the school on 5th October 2017 at 1.30pm

MEMBERSHIP
(A denotes absence) A Miss J Wood, Chair of the Committee
 Cllr A Peach
 Mrs C McCrone
 Miss A Dawson, Headteacher

IN ATTENDANCE Mrs C Colmore, clerk to the governing body
 Ms M Holton, business manager and associate member

F&GP/01/17-18 APOLOGIES FOR ABSENCE
There were no apologies for absence.

ACTION

F&GP/02/17-18 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declarations of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

**F&GP/03/17-18 PRESENTATION FROM TAMARA HEALY ON THE FUNDING
 DEVELOPMENT SCHEME FROM PEBBLE**

The Chair welcomed Tamara Healy to the meeting and invited her to inform the governing body about the services provided by Pebble to schools to support them in income generation.

Tamara Healy informed governors that:

- The school already purchased a school fund management system from Pebble
- Pebble provided three packages for income generation, with each package coming with a guarantee that if income generation did not exceed the costs then the package costs would be refunded
- The minimum package, which the school was considering, provided support with grant applications, donations and gift aid. It cost £3,500 plus 10% of income generated
- Pebble sourced the grants and wrote the grant applications, using school information, with the school to submit the bids
- Pebble also contacted all school contacts inviting them to share marketing information for the school and asking permission for further information to be sent to them
- Pebble provided social media support for income generation
- Pebble provided access to the UK's largest grants database
- Pebble would support the school in getting gift aid income.

Tamara Healy advised that the school make annual bids to Awards for All – Headteacher and business manager to action.

HT/BM

Governors asked a number of questions:

- Would all grant bodies require evidence of future sustainability – TH responded that this was bid specific; however Pebble would support with providing the right evidence for compliance with bid requirements
- Did bids require match funding? TH – again bid specific. As part of the initial information gathering visit Pebble would investigate which bids were appropriate for the school and

whether the school would be interested in bids requiring match funding

- Did Pebble have other local customer schools? TH – probably; however customer information would not be shared without prior approval
- How much income do other schools typically generate? TH – income took time to generate. She would not expect the school to generate income in excess of £30,000 in 24 months
- Governors queried contractual arrangements, including the 12 month contract start date and the period for recoupment of 10%. TH – contract starts when the school met the team, which would be after a period of preparation. 10% period for recoupment to be clarified.

Governors agreed to the purchase of the 12 month service at a cost of £3,500.

Tamara Healy left the meeting

F&GP/04/17-18 MINUTES OF THE MEETING HELD 25th APRIL 2017

Governors had received the minutes at the previous meeting of the full governing body.

Matters arising from the minutes

After School Club

The Headteacher advised that:

- Lorna Walters was on a specific permanent contract for the role, which had been job evaluated as equating to her main role in school
- LW was developing an After School Club policy
- Numbers attending were strong and the After School Club was thriving
- A payment system, requiring payment at the start of the week, was in place
- The After School Club was currently operating out of the available year 2 classroom
- Children not collected by 3.35pm, and whose parents had not contacted school to advise of difficulties with collection, were now placed in the After School Club, and parents were charged
- Fines for late collection from the After School Club were in place.

F&GP/05/17-18 UPDATE OF THE BUDGET 2017-18

Governors commended the capital work done in school which had refreshed the existing building and aligned it with the new build. The new spaces in school, including meeting spaces, provided a fit for purpose environment for leadership, teaching and learning.

Governors gave consideration to the variances against the original budget, noting that income for the early years was as yet unclear and that additional income was expected. The school had one family who were eligible for the 30 hour offer. The Headteacher had written to ministers regarding the 30 hour offer, expressing concern that it was based on child care rather than educational need. She would forward the letter to governors.

The school currently had a projected outturn of -£20K, but it was agreed that all expenditure had been necessary. It was expected that the additional income for the early years would reduce or eradicate the deficit.

The Headteacher recommended expenditure of £9,000 on audio visual equipment for the hall. Three quotes had been obtained, and whilst the £9,000 quote was the most expensive it provided best value for money, as the quotes were not for comparable equipment.

Following discussion the expenditure was approved, subject to sufficient income being received so that the school was no longer in a deficit budget position. Final approval delegated to chair and Headteacher.

Benchmarking

Benchmarking data had been circulated at the meeting of the full governing body. It was noted that it related to the financial year 2015-16. Areas of exception included:

- Expenditure of teaching staff being relatively high – reflecting the strategic decision to ensure high quality teaching
- Supply costs low – through effective use of resources
- Administrative support middle to low it was noted that a review of administrative support would be needed at some point in the future with the growth of the school
- Cleaning and caretaking – the site management and cleaning team worked exceptionally well, ensuring a lovely environment for the pupils and staff. The site manager had worked over the holidays and would be taking time off to ensure that he received his holiday entitlement. With growth additional cleaning staff would be needed. Succession planning for the site manager was already in place.

F&GP/06/17-18 PAY POLICY

Carol McCrone led governors through the draft Pay Policy which was based on the LA draft policy and included the 2% increase for all main scale points. The modifications to make the Policy bespoke to the school reflected changes previously agreed.

Governors gave consideration to all areas for modification and approved all aspects of the Policy.

Pay Policy approved and signed by the chair.

Governors received a copy of the leadership pay range documents and approved the pay ranges as presented. It was noted that the lead practitioner also received a pay enhancement. It was agreed that:

- The leadership pay ranges were accurate and appropriate
- Pay ranges and leadership structure be reviewed annually.

F&GP/07/17-18 STAFF APPRAISAL

The Finance and General Purposes committee acted as the Pay Committee.

The Headteacher advised that the evidence presented was based on a rigorous appraisal system which was fully moderated. Governors received and discussed the incremental progression advice from the Headteacher and approved incremental pay increases for teachers and leadership team members, in line with the Pay Policy.

The Headteacher would speak with relevant staff about seeking accelerated progress, including through the threshold to the upper pay range for the next year.

The Chair signed the letters for teachers informing them about their pay.

The committee also received a request to regrade the business manager post. The Headteacher advised that the work being done reflected the needs of the school and Grade H post. Request approved, with the business manager expected to provide strategic leadership including seeking additional income for school. Governors considered that the post would not require further review. The Headteacher would respond to the request for the regrade on behalf of the governing body.

It was noted that the Headteacher addressed capability and competency issues in school according to the agreed policies.

F&GP/08/17-18 HEALTH AND SAFETY

The chair would undertake a health and safety visit.

F&GP/09/17-18 PREMISES

Governors commended the quality of the premises and asked that their thanks be passed to the site team.

F&GP/10/17-18 SAFEGUARDING

The Headteacher reported that Mark Gilmore had visited and attended a safeguarding meeting. Governors had agreed at the previous meeting of the full governing body that a blog to record visits would support stakeholder engagement; however a formal report from the safeguarding link governor would be welcomed for the records.

F&GP/11/17-18 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.50pm

Signed by the Chair:

Date:

ACTIONS FROM THE MEETING		
REF	ACTION	PERSON(S) RESPONSIBLE
03	Submit bid to Awards for All	Headteacher and Business Manager

MELLERS PRIMARY SCHOOL GOVERNING BODY

PUPILS AND CURRICULUM COMMITTEE

Minutes of the Autumn Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 12th October 2017 at 1.30pm

MEMBERSHIP (A denotes absence)

Mr Mark Gilmore, Chair of the Committee
Miss Judy Wood
Mrs S Munir
Ms Jo Kervick
Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Mrs Clare Colmore, Clerk to the governing body
Joy Buttress

P&C/01/17-18 APOLOGIES FOR ABSENCE

There were no apologies for absence.

P&C/02/17-18 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C/03/17-18 MEETING WITH SCHOOL COUNCIL TO HEAR THE VIEWS OF PUPILS ABOUT GENDER IMPLICATIONS IN LEARNING

Governors were reminded that on average on entry to school data showed that girls outperformed boys; however by year 6 boys attainment had overtaken girls.

The Chair welcomed the school council to the meeting and explained the role of the committee. Pupils were not told that this was about gender.

The school council were asked a number of questions:

Favourite subject	
Girls	Boys
Drawing English IT Topic Maths	Maths Topic English Science
Notes: Boys answered first, with girls reticent to answer	

Best topic ever?	
Girls	Boys
	Fractions Journeys and planes
Notes: No girl gave an answer	

Which of these topics do you think you would enjoy		
	Girls	Boys
Fire	0	0
Harry Potter	3	2
Titanic	2	2
Dinosaurs	0	2
Outer space	2	2

Why does the school have a link with China? Boys responded that the school had a sister school in China.

What they you like to learn about China	
Girls	Boys
How they speak	The famous bridge The great wall What Chinese people celebrate.
Notes: Boys answered first, with girls again slow to answer	

What topic would you like to learn about	
Girls	Boys
MV Empire Windrush – it would be interesting as they came from another country How the earth began	The history of language Radford – the local area and its history How meteors killed the dinosaurs Dinosaurs Before anything, what was here What if I wasn't born Animals
Notes: Girls started to develop more confidence	

Favourite things	
Girls	Boys
Gymnastics Coming to school and learning Learning about history from the internet Animals	Radford – walking around History of the earth Sports Maths
Notes:	

Are girls more clever than boys	
Girls	Boys
All equal Yes	All equal Depends on each individual
Notes:	

Boys are stronger than girls	
Girls	Boys
Not always No That is opinion	Depends on age Can be Not always
Notes:	

Boys mess around too much and stop girls from learning	
Girls	Boys
Yes – boys are annoying Girls are more sensible and help boys learn Sometimes, but sometimes girls can be silly	Girls are fussier Boys laugh and get distracted Some girls are like boys Older boys can be sensible and help their younger brothers and sisters to learn
Notes:	

If Mellers was an all girl school it would be better?	
Girls	Boys
If there are just boys and no girls then all they do is laugh and be silly Girls calm things down and are more sensible Boys fight and can't control themselves	That's sexist There is a girls academy but no boys academy
Notes:	

Does it help to have girls to control boys?	
Girls	Boys
Sometimes, but some girls are like boys When girls try to help boys they get into trouble for talking	
Notes:	

Is the cleverest person in your class a girl or a boy?	
Girls	Boys
Don't know Both Girl Boy	Both Girl Don't know
Notes:	

What do you think are girls topics	
Girls	Boys
Not make-up / selfies	Make up Selfies

Notes:	

What could we do to help girls learn faster? Put all the silly boys in a separate class.

Do you prefer a male or female teacher? Both, male teacher and female assistant, we need more male teachers to have balance, the best teacher whether male or female.

Task for school council – to investigate what pupils would like to have for the topics and feedback to the committee in the spring term. The head boy and head girl would write up the outcomes. The minutes from the school council meetings would be sent to the chair of the committee

The school council left the meeting and governors discussed their initial impressions, including that:

- The boys had been more confident, particularly the older boys
- The group was not necessarily representative
- Girls became equally creative in their responses after a period of time.

P&C/04/17-18 DEVELOPING FLUENCY IN READING

Joy Buttress provided governors with a presentation on the work being done to address fluency in writing, which had impacted on the KS2 SATs reading result, with pupils not completing the tests in time. A number of pupils had missed the expected standard by 1 or 2 marks.

She informed governors that she was trialling a fluency intervention programme, which was being adapted to meet the needs of the school and the time and resources available. At present it was focused on a small group of pupils who it would help to reach the expected level. Their reading speed had been assessed so that the impact of the programme could be checked, together with using the Cracking Comprehension scheme to ensure that fluency had not affected understanding.

The programme would be expended to other year groups, with Joy Buttress to liaise with the year 3 teacher in the first instance.

Governors agreed that it was important for children to be good, fluent effective readers, able to comprehend what they were reading. They requested that the impact of the programme be reported at the end of the year.

Governors asked what was being done for the good readers and were advised that it would be valuable for all readers for them to increase their fluency.

Governors thanked Joy Buttress for her interesting presentation and for her work in addressing the issue of fluency in reading.

P&C/05/17-18 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.00 pm

Signed by the chair:

Date:

Mellers Primary School Governing Body

Pupil Progress Committee - 19th October 2017 at 1.30pm

MEMBERSHIP
(A denotes absence)

A	Lesley Lyon, chair of the committee
A	Liaquat Ali
	Sharon Pratt
	Teeny Reid
	Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body
Laura Patel, Deputy Head

PPC/01/17-18 APOLOGIES FOR ABSENCE

ACTION

Apologies from Liaquat Ali were received and approved.

PPC/02/17-18 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC/03/17-18 MINUTES FROM THE MEETING 9th MAY 2017

The minutes from the meeting of the committee held on 9th May 2017 were approved as a true record of the meeting.

Actions and Matters Arising from the Minutes

Committee chair to attend pupil progress meetings – deferred as meeting dates had not been convenient.

Teeny Reid to attend work scrutiny – deputy head to inform Teeny Reid of dates for review of impact of Power of Reading on extending writing.

**DHT /
TR**

Projected outcomes – the Headteacher advised that the outcomes in maths and writing had been close to the aspirational projections; however in reading 67% of year 6 pupils had achieved the expected standard against a projection of 86%. The results had been affected by a change to the thresholds. The school had immediately looked at the underlying causes and identified speed of reading as an issue. The Pupils and Curriculum Committee had received a report on the actions being taken to address fluency.

PPC/04/17-18 FEEDBACK ON PROGRESS AND ATTAINMENT 2017.

Reports circulated prior to meeting – attainment and progress report, FFT ASPIRE Dashboard and School Development Plan (SDP), Self- Evaluation Form (SEF).

Foundation Stage

Governors commended the outcomes, noting that the school was in line with national results and that pupils achieved consistently across all areas of learning. The Headteacher advised that continuous provision enabled children to be holistic learners and that data was used effectively to ensure children covered the breadth of the curriculum. Key areas for further development were noted.

Phonics and Key Stage 1

Year 1 results had been very close to national. . Key stage 1 results similarly close to national. Governors commended the impact of the school in closing the gap with national for children who were significantly below national on entry to school at 3 years old.

Key Stage 2

Governors recognised that reading had impacted on the combined result of 63%, but recognised that it was above the national and local average. The maths result showed the impact of the maths scheme.

Governors commended the strong results for all pupils and identified that pupils working at greater depth was now a priority. The Headteacher reminded governors that this was in the SDP and agreed that would be added as a specific priority to the list of priorities.

Governors asked whether class teachers were aware of the specific pupils who should be working at greater depth and were informed that they did and that it was a focus for pupil progress meetings.

PPC/05/17-18 FFT ASPIRE DATA

Governors were led through the data, and questioned whether lower performing cohorts were cohort specific or whole school issues. The Headteacher advised that it was cohort specific.

The impact of the mastery programme in ensuring all pupils made strong progress was commended.

The difference between progress of pupil premium and others was noted.

It was agreed that all governors be provided with a login to ASP.

HT

Governors requested that the apparent underperformance of the white cohort be investigated, recognising that ethnic data was based on parental disclosure.

The Headteacher assured governors that the data had been rigorously analysed and all issues were reflected in the SDP.

PPC/06/17-18 COMMITTEE REMITS AND STRUCTURE FOR MONITORING

The remits were reviewed.

It was agreed that the committee chair, together with the chairs' group, review how the SDP should be monitored through the committee structure and develop a recommendation for any changes to the remits to be taken to the full governing body meeting.

Chair /
Chairs

Monitoring structure:

Reading, writing, spelling, phonics – Teeny Reid.

Maths – Sharon Pratt

Vulnerable pupils including the more able – Liaquat Ali

Assessment and attainment – Lesley Lyon.

The committee chair would prepare a monitoring plan for the committee. She would also meet with the foundation stage lead and the deputy head.

It was agreed that there would be value in the remits being included with the agendas for meetings.

PPC/07/17-18 SCHOOL DEVELOPMENT PLAN

Governors discussed the SDP and agreed that it dovetailed with the identified areas for development.

School Development Plan targets approved.

It was noted that the targets for the current year 6 reflected turbulence in their learning earlier in school.

The Headteacher informed governors that she was optimistic about recruitment to the additional KS1 post needed for the next year. At present an excellent supply teacher was working in school.

PPC/08/17-18 SELF-EVALUATION

The Headteacher advised that it was structured in line with the Ofsted framework. Governors to review, with it to be an agenda item for the next meeting.

Agenda

PPC/09/17-18 PUPIL PROGRESS MEETINGS

The deputy head informed governors about progress in the delegation of leading the pupil progress meetings. The foundation stage lead now had full responsibility for her area and reported to the deputy head. Initial problems with data were being resolved, with the expectation that all staff must be fully prepared for the meetings to be embedded. In response to a question about whether the deputy head was confident that the delegation of the meetings had been effective, she responded that she was confident that it was working well as she had reviewed the meeting notes and spoken with the FS coordinator.

Governors asked whether appraisal targets reflected leadership responsibilities and were advised that phase leaders had progress of pupils across the phase included in their targets.

Governors discussed the development of phase leadership and the value of further rolling out the delegation of pupil progress meetings, with the deputy to retain her strategic and oversight role. The peer review through Transform had resulted in pupil progress systems being reviewed and adapted.

The Headteacher advised that the school was also reviewing the transition of pupils from a teacher perspective with data analysis of end of year gaps to be used to support the new teacher.

Governors placed on record thanks to all staff for the excellent results from the previous year and for the strength of leadership in school, which ensured a culture of continuous improvement.

PPC/10/17-18 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.50 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-	
Person	Action

TR / LP	Teeny Reid to attend work scrutiny – deputy head to inform Teeny Reid of dates for review of impact of Power of Reading on extending writing.
Headteacher	Arrange for governors to have access to ASP
Chair of committee and chairs group	<p>Review how the SDP should be monitored through the committee structure and develop a recommendation for any changes to the remits to be taken to the full governing body meeting.</p> <p>Prepare a monitoring plan for the committee. She would also meet with the foundation stage lead and the deputy head.</p>
Chair	Add SEF to agenda for next meeting