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EYNESBURY Church of England (C) SCHOOL

MEETING OF GOVERNING BODY

HELD ON MONDAY 6 December 2016 at 7pm

Present:

Stewart Martin (Chair)	SM
Helen Rouse (Head teacher)	HR
Barbara Churms	BC
Kate George	KG
Debbie Noonan	DN
Eileen Raggatt	ER
Andrew Underwood	AU
Karl Wainwright	KW
Sonia Wilson (joined at 7.30pm)	SW

In attendance:

Tracey Crawshaw (Clerk)	TC
Caroline Truman (Associate Governor)	CT

The meeting opened at 7.00 pm

The meeting was quorate

S Martin welcomed everyone to the meeting. D Noonan opened in prayer.

Housekeeping

Apologies for Absence

With Governors agreement: Michael Freeman (MF), Mandy King (MK), Sue Lea (SL), Sharie Neale (SN)

Without Governors agreement: None

No apologies given: None

Minutes from last meeting

The minutes from the meeting held on 26 September 2016 were signed and agreed with minor amendments.

Matters arising not on the agenda

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The clerk has not yet forwarded the Governor Self Audit to the Chair. **Action: Clerk**

D Noonan has circulated the report on Christian Values to governors

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There are 2 vacancies for governors to join the Head teachers performance review. A Underwood and B Churms agreed to join the panel and the clerk will advise them of suitable training opportunities.

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The Clerk has forwarded previous governor action plans to the chair and will be discussed at the next meeting, including incorporating the action plan within the school SEF: **Action: Clerk and Chair.**

Correspondence

A letter has been received from the Diocese appointing S Neale as a Foundation Governor.

The Clerk advised governors that she has passed The Accredited Clerk.

Committee Minutes

The Finance, Premises and Personnel Committee (FPP) met on the 10 October 2016 (minutes have been circulated). The Policy and Curriculum Committee (P&CC) met on the 12 October 2016 (minutes have been circulated) and 30 November 2016 (minutes not yet circulated).

The Terms of Reference for both committees were recommended for approval. Governors agreed the Terms of Reference for the P&CC and FPP committees and they were signed by the chair.

School Newsletter

All governors confirmed they are receiving the newsletter.

Any Other Business

1. Cash payments to the school office.
2. Meeting management to include timings for agenda items and after action review.

MAIN AGENDA ITEMS

1. **Register of Pecuniary Interests**

None declared.

2. **Governing Body Membership**

S Neale has been appointed as a Foundation Governor commencing 10 November 2016 for the term of 4 years.

The Governing Body has the following vacancies:

1 x Parent governor (an election will be held in January)

1 x co-opted governor.

The clerk has advised the Chair of the SGOSS service for recruiting

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governors and he will advertise the vacancy. **Action: Chair**

SM

Governors discussed requirements for Co-opted governors and the any skills gaps a new governor could fill. The Clerk has been provided with some updated governor audits and will forward them to K Wainwright.
Action: Clerk

S Wilson joined the meeting.

3. **Head's report including School Development Plan SDP (Top Line), RAP and TOP**

The Head teacher presented a written report to governors which was circulated prior to the meeting and the following were noted:

- The demographics of the school are changing, with the needs of some of the school population changing. **Governors discussed the changing school population and any impact on behaviour of children within school.**
- Attendance is 96.4% and governors reviewed the breakdown of attendance groups. One child has been attending school part time due to medical needs and 4 children have been absent due to exclusions from school last week. The situations are being managed in school and behaviour has been more positive this week. **Governors enquired if teaching assistants working with one of the pupils who have been excluded are coping with the behaviours and is the support sustainable? There are two members of staff supporting the child and the workload is shared. The Head teacher is called if necessary. The school and the child are being supported by the Local Authority to ensure the child's needs are being met by the school. The paperwork for an Educational Health Care Plan is being prepared and staff are undertaking physical restraint training. Governors asked if there is any impact of the behaviour of the child on the rest of the class. The impact is minimal as the child is offered the opportunity to work in the classroom or in the dining hall. The impact is mostly on the staff and this is being managed by the Head teacher.**

There were no further questions on the Head teachers report.

4. **School Self Evaluation (documents previously circulated)**

The RAISEonline summary was circulated to governors and will be emailed to them. The key actions outlined in the summary are now part of the School Development Plan (SDP). Governors were allocated link governor roles at the last meeting; B Churms has filled the vacancy for science.

Curriculum Responsibilities

Subject

Governor

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SDP Priority and Target	Lead/link governor
1 (Maths)	S Lea
2 (Progress in Spelling)	E Raggatt
3 (Science)	B Churms
4 (Parental Engagement)	M Freeman
5 (ICT)	K George
6 (Outdoor learning)	K Wainwright/D Noonan

After item 10 governors will be breaking into groups to discuss available evidence against the OFSTED judgements of good and outstanding for the SEF.

5. Keeping Children Safe in Education

Governors signed to say they have received the updated Safeguarding documents including Keeping Children Safe in Education September 2016 update and understood the implications.

6. Edubase

The Clerk advised governors of the recent White Paper 'Educational Excellence Everywhere' set out the DfE's plans to implement a national database of all those involved in governance by extending the information collected via Edubase. It is part of the DfE's drive to increase transparency on who governs in our schools and will enable them to more quickly and accurately identify individuals who have a role in governance.

TC

Further information for schools about the database, the reasons for establishing it and the new requirement to keep it up to date from September 2016 can be located at:

<https://www.gov.uk/government/news/national-database-of-governors>

Governors requested further information regarding the information to be made publically available. **Action: Clerk.** A template of information required is to be brought to the next meeting for governors to complete.

7. Local Partnerships

The Head teacher reported on the St Neots Schools Forum activities (also outlined in the Head teachers report) including:

- Childrens University graduation.
- New co-ordinator appointed.
- Grammar project with Years 6 & 7, to look at application of grammar to writing not for the SPAG test.

K Wainwright reported on St Neots Learning Partnership:

- OFSTED have visited Ernulf Academy and the publication of the result is awaited.
- **Governors enquired if there is a third Secondary school planned for St Neots other than the proposed Free School. The current plan is for 2 secondary schools until at least 2036. If the**

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Free School is given funding then the impact on the 2 secondary schools in St Neots would be significant.

8. **Governor Visits including governor monitoring of the SEF**

C Truman collates the visit reports in a file in the school office; the clerk will ensure she receives the reports.

K Wainwright and D Noonan undertook an outdoor learning visit on the 2 December 2016.

A Underwood attended a Learning Walk on the 18 November 2016.

9. **Foundation Governor update: Church School Distinctiveness**

The Foundation Governors have met and are working on the Action Plan which will be brought to the next meeting. **Action: Foundation Governors.**

DN/SN/BC

Governors were reminded that the joint school and St Marys church carol service will be held on Wednesday 14 December 2016 at 6pm.

10. **Academy Conversion Model**

The working group, composed of H Rouse, S Lea, D Noonan and M Freeman (proxied by Stewart Martin at the first meeting), have met and are looking at the information required to become an academy or to join a Multi Academy Trust (MAT) and what are the present options available. Academy conversion is not mandatory and the school can spend time considering the benefits or disadvantages. It was agreed that by the Spring term the working party will produce a set of requirements for academy conversion including a priority list (SEF, school identity, financial support and collaboration) and secondly a review of potential MATS to join and to begin informal discussions. **Action: Academy working group**

Academy working group

As the school is a church school it will need to seek approval from the Bishop of Ely as part of the conversion process. D Noonan will seek confirmation if approval will be given for a MAT outside of DMAT the diocesan MAT. **Action: D Noonan.**

DN

10. **AOB**

Cash payments made to the school office.

Governors were advised of an issue with a cash payment made to the school. There is no record in the office cash book and the parent does not have a receipt for the payment. Governors discussed the procedures for receipt of cash payments. Any amount above £20 is recorded and a receipt provided. The process for reminding parents of debts to the school was also discussed. Parents are sent 3 letters with a follow up call

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from the Head teacher. If no payment is received it a debt collection agency can be used (for a fee) or if it is a small amount it is written off. Governors enquired how much money is written off in a year from unpaid parental debts. Most of the debts are unpaid dinner monies at the end of term and miscellaneous amounts and is usually no more than £100.

The school has the systems in place to be cashless and parents without bank accounts can use the Paypoint system at the local Post Office. Governors agreed to discuss the matter of cash payments to the school and the write off of parental debts at the FPP meeting on the 14 December 2016.

11. **SEF review**

Governors broke into groups for 20 minutes to discuss the SEF outlined in item 4. The three groups reviewed:

- Effectiveness of Leadership and Management
- Quality of Teaching, Learning and Assessment
- Personal Development, Behaviour and Welfare

12. **After Action Review**

The governors agreed the meeting went well with timings added to the agenda facilitating a smoother meeting. The discussion on the SEF helped governors with a greater depth of understanding of school priorities and evidence required. This will also support devolved/ delegated ownership and responsibility of the SEF focus areas among the school leadership and governors.

Date of next meeting: Wednesday 1 February 2017

The meeting closed at 9:10 pm

Signed

Date