

Tutshill C of E School
Minutes of the G4 Governors meeting,
Monday 21st March 2016

Chair of Governors: Mr Riordan
Clerk to Governors: Ms Linden

Present:

Miss Lane (Head), Mr Riordan (Chair of Meeting), Mrs Cooper, Mrs Fryer, Dr Evans, Ms Henderson, Mrs Clarke, Mrs Gilchrist, Mrs Watson.

1. Opening Prayer – Mr Riordan

2. Apologies for absence

Apologies were received and accepted from Mrs Dursley, Revd Treharne and Mr Foxall. Mr Foxall had also tendered his resignation from the Governing Body due to being unable to make a full commitment.

3. To agree items of Any Other Business (previously notified)

A governor reported back that a meeting was scheduled to take place with Gloucestershire County Council to discuss a review of their admissions policy. The Head confirmed that she had checked the deeds and it states that the school should “serve the Parish of Tidenham” Offa’s Mead and St Briavels both manage their own admissions and it was agreed unanimously that we should attend the meeting and ask to be able to prioritise families within the parish first and then widen out the catchment area after.

Action – The appropriate governor to attend the meeting with GCC.

4. Approve minutes of last meeting

The following amendments / corrections were notified

Item 11 – change “forward” to “foreword”

Item 17 – change “chairs” to “chair’s”

Item 18 – change “CRF” to “CFR”

The minutes were then approved, proposed by Miss Lane and seconded by Mr Riordan.

5. Matters arising from minutes (not covered by the agenda)

There were no matters arising.

6. Heads report

The Head had previously circulated her “Report to the Governing Body”. Spring 2016 for information. The format of the report had been updated to reflect the school’s strategic plan and be measurable against the school’s development priorities.

Specific highlights of the report included;

- Increased attendance, and

- An emerging priority on spelling as this affects the new standards required at the new end of key stage assessments.

A governor asked if the Head still carried out internal observations and the Head confirmed that she did. The governors gave positive feedback on the new format as being easy to read and able to provide a comprehensive catch up on the work of the Head.

7. Information

The Head circulated the Spring Data. All classes were progressing well despite some anomalies in the data e.g. yr 6 adjustments due to SATS, yr 5 new starter not “progressed” due to not being on previous data etc. Teachers were creating their own assessments at the end of terms 2, 4 and 6. This was a much better system for tracking progress particularly for Pupil Premium progress. The Head had been asked to advise several other schools within the local cluster for moderation purposes. A governor asked how this new format assessed gender. This was something to be addressed through the Teaching and Learning Committee

8. Parent Questionnaire

The Head reported that a parent questionnaire had not been completed for a while and that one was due. Governors were asked to think about what should be asked and how to best capture the feedback. The Head agreed to circulate the previous questionnaire for info and to ask for any suggestions from the FGB in drafting the next one.

Action - the Head to circulate the previous questionnaire, governors to feedback comments / suggestions.

9. Communication committee

The Chair circulated a table showing the different groups of people we need to communicate with, what sort of information needed to be shared and the best format. This information would be used to draw up a communication strategy. The FGB were asked to consider the table and suggest any additions for discussion at the next meeting.

Action - the Chair to email an electronic copy of the table and to put on the agenda for the next meeting.

10. Monitoring of the strategic plan and 17. Review of governor allocation to committees.

The Head stated that the governors sub committees should be aligned to match the strategic plan, to be able to monitor development, to know who is responsible for what and to report back. The Chair confirmed that the committees are responsible for the “groundwork” to feed back to the FGB meeting. It was agreed that a review on the different committees and their composition was needed for the next academic year. The FGB was currently short of 2 parent governors and 2 co opted governors and that a recruitment drive was underway.

Action - the Chair to conduct a review of the committee structure and the Head to co-ordinate governor recruitment.

11. Fairer Funding Consultation

The Head reported back on the Fairer Funding Consultation that was currently underway. A link to the consultation had already been emailed. The existing formula meant that some schools received significantly more funding than others. Tutshill School would be due to receive higher funding under the new system. The Head requested that the governing body read and comment on the consultation.
Action – FGB to read and comment on the online consultation.

12. Safeguarding

This item was covered under Item 6, Head's Report. In addition, a care plan meeting was scheduled the following week to discuss the final stage of where 2 children will now live.

13. Parents views / communication

Item 13 was taken in with Item 8 & 9.

14. Chairs comments and correspondence, Chair and Vice Chair.

One item of confidential correspondence had been received by the Chair.

15. Committee reports

Finance and Resources Committee

The Chair of the Finance and Resources Committee gave a verbal report from the last meeting and circulated the CFR for Period 11.

The sustainability bid to redesign the library area had been approved and work was due to be carried out within the year. A governor expressed concern about the short timescale but it was one of the conditions of the fund. Work was expected to start over the summer break which gave a realistic time scale. The Chair formally thanked the Head for developing the idea and successfully securing funding.

The Chair also reported on the need to replace the admin server, the broadband provider and renew the photocopier contract, all of which were committed spends within the surplus to be carried over into the new financial year. A governor queried where the surplus arose and it was confirmed that it was a combination of carrying forward committed funds yet to be invoiced, budgeting for expected increased pensions and national insurance contributions and careful savings across the board.

Action – The Head to include news of the sustainability bid in the next parents newsletter.

Personnel Committee

The Vice Chair of the Personnel Committee circulated the minutes of the last meeting and gave a verbal report. Several Policies had been reviewed and the School Health Bus was to be booked to visit the school. It was also reported that the School Business Manager, Mrs Davies was retiring in July.

The governors formally thanked Mrs Davies for her hard work and commitment to the school during her long career here.

16. Academy Status

The recent budget announcement that all schools should become Academies by 2022 was discussed. This has previously been discussed by the governing body and the decision at that time was for the school to remain within the local authority. It

was agreed that such an important issue needed full consideration and that a series of separate meetings was necessary. It was agreed that there should be three meetings per year for the next two years (one per term) so that the school would be fully prepared and best placed to cope with the inevitable changes ahead.

17. Review of governor allocation to committees

Item 17 was taken in with Item 10

18. Confidential – review of allegation

19. Any other business

DBS checks.

The Head reported that governors now need to undergo a DBC check and the relevant forms were circulated.

20. Date and Time of next meeting,

The date and time of the next meeting was Wednesday **18th May, from 4.30 to 6.30pm.**