

**Tutshill C of E School**  
**Minutes of the G2 Governors Meeting**  
**Wednesday 7<sup>th</sup> December 2016 at 6pm**

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

**Present:**

Miss Lane (Headteacher), Dr Evans (Vice Chair), Ms Henderson, Mrs Clarke, Mrs Watson, Mrs Fryer, Mrs Dursley, Rev'd Treharne.

Dr Rowe attended as a visitor before being appointed.

Dr Evans chaired the meeting in Mr Riordan's absence.

**1. Opening prayer – Rev'd Treharne.**

**2. Apologies for absence**

Apologies were received and accepted from Mr Riordan (Chair) and Mrs Cooper.

**3. To agree items of Any Other Business previously notified**

The FGB were notified that Dr Rowe had expressed an interest in becoming a governor. A nomination was put forward by Rev'd Treharne and seconded by Mrs Dursley. The FGB formally appointed Dr Rowe as a parent governor.

**Action:** Dr Rowe to complete DBS.

**4. Approve minutes of last meeting**

The minutes of the AGM, were approved subject to the class and curriculum links papers being amended.

The minutes of the last meeting were still outstanding.

**Action:** Clerk and Head to revise subject and curriculum link papers and re-circulate.

**Action:** Clerk to complete outstanding minutes.

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

There were no matters arising.

**6. Annual Governor's Report**

The Headteacher and Chair of Governors have completed the report and it is awaiting proof reading.

**Action:** Headteacher and Chair to complete and distribute report to all stakeholders.

**7. Head's Report including Performance**

The Headteacher circulated the report for the autumn term. The school attendance figure as a whole was 97%. Through working with parents, providing certificates to children, involving GCC if needed, we have shown how attendance can be approved. The governors discussed the school's SEN provision and the Headteacher clarified the different funding types i.e. My Plan, My Plan + and EHCP. It was felt among the teaching staff that although the numbers of children with SEN was similar to previous years the type of needs

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were becoming greater and more complex. A governor asked if a child's needs and funding can develop through their school life or if a child could come off a plan. The Headteacher confirmed that it can change throughout school. Another governor asked if this is having a greater impact on the school as a whole. The staff governors reported that it is becoming harder to make progress and maintain the school's good data standards, if the right support for individuals is not obtained.

#### **8. SDP**

The Headteacher circulated the School's Development Plan, SDP, for the academic year 2016-17 which outlines the school's priority areas, success criteria and steps to success. The Senior Leadership Team and all the teachers are aware of the plan and will use this to monitor progress. Current progress is already detailed in the Headteacher's Report from Item 7 and a member of the SLT stated that a big impact would be shown in the next report. A parent governor reported noticeable progress in her child's writing. The Chair requested that any specific questions about the SDP be emailed to the Head.

#### **9. SEF**

The Headteacher reported on the Inspection Data Dashboard. The Data Dashboard is data that Ofsted look at to inform their lines of enquiry and it is drawn from Raise Online. Several concerns over the recent dashboard were raised such as;

- It raises more weaknesses than strengths,
- It doesn't take into account the small size of the school were a single child can equal 3%,
- The data originally presented in September / October 2016 had already changed.

The Headteacher had also analysed the data and produced her own report which highlighted several strengths to show where our school is performing well. The Headteacher also acknowledged the weaknesses and referred to where they were being addressed in the SDP.

#### **10. Teaching and Learning Committee, T & L**

The Headteacher reported that the Teaching and Learning Committee is now established and had met twice. The committee was looking at revising the existing governor class visits. It was suggested that;

- Subject and curriculum links remain,
- Class links be removed,
- The T & L Committee would conduct a learning walk 3 times a year.

The teaching governors asked for clarification on

- How many members of the Committee would visit?
- What they were looking for?
- How the feedback would be presented?

The Headteacher confirmed it would be either an individual or no more than two members and suggested re-circulating the guidance notes on governor visits.

**Action:** Clerk to circulate the guidance on governor class visits and the updated list of subject and curriculum links.

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#### **11. Safeguarding**

The Headteacher reported that a child had been removed from the Child Protection Register. One child is at risk of exclusion and the Headteacher had notified GCC to secure possible funding. A second request has also been placed for another child with behavioural concerns. The SBM and the Designated Safeguarding Lead (DSL) teacher had also met to ensure all safeguarding annual reports and checks are in place, in particular the Single Central Record containing recruitment and vetting checks. The FGB expressed their thanks to the DSL. It was noted that the guidance for safeguarding is getting bigger and concerns were raised over safeguarding policies becoming unreadable. The Headteacher suggested drafting a Statement of Intent with reference to the full policy.

**Action:** Headteacher and Safeguarding lead teacher to review policy as and when appropriate.

#### **12. Website update - governor details and FGB minutes**

The Headteacher reported that work was still ongoing on the new website to ensure the school governance pages were compliant. Digital photographs were required and governors were asked to email one or have one taken using the school camera.

**Action:** FGB to provide digital photographs.

Clerk to liaise with SBM to ensure compliant information is uploaded.

#### **13. Annual declaration of interest form**

The Chair reminded the FGB of the requirement for them to complete an annual declaration of interest form. These would be emailed to all governors for completion

**Action:** Clerk to email the annual declaration of interest form for all governors to complete and return.

#### **14. Managing Violent and Abusive Visitors / Parents to School - policy update**

The Chair reported back on several amendments to the policy. These had been actioned as a result of the findings of a recent complaints panel review conducted by the Vice Chair. The FGB adopted the new policy amendments.

#### **15. Parents views/communication**

The Headteacher reported back on the findings of a recent complaint. The Chair had asked the Vice Chair to conduct the investigation and as a result made several recommendations, a copy of which had also been passed to the claimant.

The Headteacher had received a phone call from another parent raising some concerns. The parent had been reassured at the end of the conversation. The Headteacher also reported that she had received a very positive email from a parent with three children at the school who had recently attended the parental consultations. The parent felt that the teaching staff knew her children really well and that the children were progressing well as a result.

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**16. Chair's comments & correspondence**

The Chair had received no further comments or correspondence to report back.

**17. Committee reports**

Personnel

The Personnel Committee Convenor circulated the minutes of the meeting held in Oct and reported back the following main points

- Several policies had been reviewed,
- The Health Bus had visited the school in September 2016 and information regarding mental health would be available soon,
- The Committee felt the Local Authority had not fully addressed boundary issues in their recent correspondence and they agreed to now follow it up through the diocese.

Another meeting had been held that afternoon and would be reported back at G3.

Finance and Resources

The Finance and Resources Committee reported back the following main points;

- The sustainability build was progressing well,
- The work on the drains and the fencing had been completed,
- The new SBM was managing and presenting the budgets well after the handover,
- The school fund audit / inspection had been undertaken by a parent accountant and presented to the FGB. The FGB accepted the report.

Teaching and Learning

The Teaching and Learning Committee reported back the following main points;

- They would be analysing more thoroughly the school's data contained in Raise Online,
- They would be looking into the 2014 curriculum in more depth,
- They had suggested changes to governor visits as detailed in Item 10.

**18. Any Other Business**

No other items were reported under any other business.

**19. Date & Time of next meeting**

The date of the next meeting is G3 Tuesday 7<sup>th</sup> February 2017 at 4.30pm.

The meeting closed at 7.50pm.