

INSPECTION COPY

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HATFIELD SHEEP DIP LANE PRIMARY SCHOOL GOVERNING BODY

Minutes of the Hatfield Sheep Dip Lane Primary School Governing Body's Meeting held at the school on Wednesday 17 July 2019, commencing at 3.30 pm.

Present:		D Wright (Chair)
	KH	K Holland (Vice-Chair)
		F Parish (Headteacher)
		A Parkhurst
		M Steeper
		P Rajasutharsan
		M Melenciuc
		J Upson
		S Bradley
In attendance:		Wendy Heath – Clerk

1	<p>PART 1 - HOUSEKEEPING</p> <p>WELCOME</p> <p>The Chair opened the meeting and welcomed Governors to the meeting particularly M Steeper, new Staff Governor.</p>	Action
2	<p>TO AGREE A FINISHING TIME FOR THE MEETING</p> <p>RESOLVED (1)</p> <p>That the finishing time for the meeting be agreed as 5.30 pm.</p>	
3	<p>INTRODUCTION</p> <p>The Chair explained that she had emailed Governors prior to the meeting explaining that there was a need to reduce the length of the termly Governing Body meetings and that there was also a need for the meetings to be focused on the questions from Governors.</p> <p>Paperwork had been circulated to Governors prior to the meeting with the expectation that all Governors had read and prepared questions to ask. Governors' challenge would be included in the minutes and all of this was with the core aim of school improvement.</p> <p>A meeting was scheduled to take place with Mark Coppel NLG on 4 September 2019 5.00 pm to 7.00 pm.</p>	

4	<p>APOLOGIES</p> <p>There were no apologies to record.</p>	
5	<p>GOVERNING BODY MEMBERSHIP</p> <p>Governors were informed of the following change to the Governing Body's membership:</p> <p>Co-opted Governor Representative</p> <p>Mrs A Dewsnap had resigned from the Governing Body.</p> <p>The Chair explained that there was a need to consider the appointment of Governors to some of the vacant positions following recent resignations. The following were proposed;</p> <p>School Improvement Committee (SIC) S Bradley to join</p> <p>Finance, Facilities and Human Resources Committee (FFHR) M Melenciuc to replace P Rajasutharsan</p> <p>Inclusion and Safeguarding Committee D Wright to join and K Holland to be substitute</p> <p>RESOLVED (2)</p> <p>a) That the change in membership be noted.</p> <p>b) That further consideration be given to the Co-opted Governor vacancy at the next meeting.</p> <p>c) That changes to the committee structure identified above be agreed and the Clerk update this.</p>	Clerk to update the Committee Structure
6	<p>DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS</p> <p>All Governors had signed the Declaration of Interest book for this meeting.</p> <p>RESOLVED (3)</p> <p>That it be noted that there were no declarations of any business or personal interest raised in connection with any items on the agenda.</p>	

	BUSINESS	
7	<p>URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR</p> <p>It was reported that no urgent action had been taken since the last Governing Body meeting.</p>	
8	<p>MINUTES OF MEETINGS</p> <p>The Chair explained that the Minutes of Committee meetings had already been circulated and for the benefit of new Governors explained that the minutes which were on pink denoted the confidential nature of the content and therefore were not available to the public. Governors were also reminded of the need for confidentiality. The Chair asked that all confidential Minutes be left at the meeting.</p> <p>Governors were also informed that the minutes of Committee meetings were brought to the full Governing Body meeting for information only as they had already been approved by the relevant committee.</p> <p>Governors were asked if they had any questions on any of the minutes circulated.</p> <p>8.1 MINUTES OF THE LAST GOVERNING BODY MEETING HELD ON 11 APRIL 2019 AND ANY MATTERS ARISING FROM THE MINUTES/ACTION SHEET</p> <p>Level 1 Safeguarding Training M Melenciuc had completed this S Bradley would be completing this online J Upson was yet to complete it P Rajasutharsan would be supported on completing this online M Steeper had completed this as a member of staff in school</p> <p>Whistle Blowing Policy K Holland (KH) reported that although the LA Policy had been adopted by school, it failed to identify any school specific procedures. She had looked at Exceed Whistleblowing Policy, which once adopted by school would be a more appropriate policy document.</p> <p>8.2 MINUTES OF THE SCHOOL IMPROVEMENT COMMITTEE MEETING HELD ON 5 JUNE 2019 AND ANY MATTERS ARISING.</p> <p>There were no questions raised in respect of these minutes</p> <p>8.3 MINUTES OF THE FINANCE, FACILITIES AND HUMAN RESOURCES COMMITTEE MEETINGS HELD ON 15 MARCH, 11 APRIL, 9 MAY AND 6 JUNE 2019 AND ANY MATTERS ARISING.</p>	

	<p>There were no questions raised in respect of these minutes.</p> <p>RESOLVED (4)</p> <p>a) That the Minutes of the last Governing Body meeting held on 11 April 2019 be agreed and signed as a correct record.</p> <p>b) That Governors note the Minutes from the Committee meetings as detailed.</p> <p>c) That the matters arising from the action sheet 11 April 2019 be received and noted.</p>	
9	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher requested her report to be minuted as confidential.</p>	
10	<p>FEEDBACK ON ANY LINK GOVERNOR VISITS</p> <p>There were no visits to report. The reports for any visits undertaken would be presented at the Autumn term meeting.</p>	
11	<p>GOVERNANCE PLAN AND UPDATE ON PROGRESS AGAINST GOVERNOR ACTION PLAN – MID YEAR REVIEW BY GILL AYRE</p> <p>A mid-year review had been undertaken by Gill Ayre and an updated Action Plan had been circulated which identified the areas actioned. Further discussion took place on the following;</p> <p>Skills Audit</p> <p>This had been completed and a summary would be shared with Governors.</p> <p>Induction Pack</p> <p>New Governors would be involved in the compilation of the Induction Pack</p> <p>Raising the Profile of Governance – Pupil and Parent Surveys</p> <p>Surveys had been undertaken and thanks were extended to M Melenciuc and P Rajasutharsan for their work at the Parents evening. The results of the survey was available and KH provided a brief overview at the meeting. 97% of parents would recommend the school and 100% felt that their child was safe at school.</p> <p>Meet with Subject Leaders</p> <p>The Headteacher agreed to circulate dates for Governors to meet with</p>	<p>Skills Audit Summary to be shared with Governors</p> <p>Dates to be circulated for</p>

	<p>Subject Leaders in the Autumn term.</p> <p>RESOLVED (5)</p> <p>a) That the information be received and noted.</p> <p>b) That the skills audit summary be circulated to Governors.</p> <p>c) That the results from the survey be made available to parents.</p> <p>d) That the Headteacher arrange dates for subject leaders to meet with Governors in the Autumn term.</p>	<p>Governors to meet with Subject Leaders by the Headteacher</p> <p>Survey results made available to parents</p>
12	<p>PERFORMANCE MANAGEMENT OF HEADTEACHERS – APPOINTMENT OF GOVERNOR REVIEWERS</p> <p>Governors were asked to;</p> <ul style="list-style-type: none"> • Appoint two or three Governors to undertake the Headteacher’s performance management review on behalf of the Governing Body • Appoint the External Adviser to assist the Governing Body in the review <p>RESOLVED (6)</p> <p>a) That D Wright and K Holland be appointed to act as reviewers for the Headteacher’s Performance Management.</p> <p>b) That H Bellinger be appointed as the External Adviser.</p> <p>J Upson left the meeting at 4.50 pm</p>	
13	<p>GOVERNOR TRAINING</p> <p>Update against Governor training plan KH confirmed that Governors had had the opportunity to attend training with Exceed and that training would also be provided by the External Consultant and Governors would also have access to this. Training had been identified from the skills audits which Governors had completed.</p> <p>Headlines and Impact from any training report provided by a Governor who has undertaken training since the last meeting KH circulated a training report and Governors were asked to read it. Twilight sessions would be offered to Governors on the Ofsted Inspection Framework.</p> <p>Governor Update from Future Directions in Doncaster Seminar D Wright and K Holland had attended the seminar on 16 July 2019, which was on the new Ofsted Inspection Framework and the Clerk agreed to email the presentation slides.</p>	

	<p>RESOLVED (7)</p> <p>a) That the report be received and noted.</p> <p>b) That a copy of the slides from the Seminar be emailed to D Wright and K Holland by the Clerk.</p>	Seminar slides emailed to the Chair and Vice-Chair
14	<p>LOCAL AUTHORITY (LA) SUMMER TERM BRIEFING PAPER</p> <ul style="list-style-type: none"> • Safeguarding – Safer Schools App <p>Q Are we insured with Zurich and do we have access to the App?</p> <p>A Yes we are insured with Zurich and can access the App.</p> <ul style="list-style-type: none"> • Gypsy, Roma and Traveller Children (GRT) and Children with English as an Additional Language (EAL) <p>Q Do we have a member of staff who has been allocated for these groups of pupils?</p> <p>A No.</p> <p>It was suggested that a working party group be established for this role instead.</p> <p>RESOLVED (8)</p> <p>a) That Governors receive and note the information.</p> <p>b) That the Headteacher access the Safer Schools App.</p> <p>c) That a working party group be established to undertake the EAL/GRT role.</p>	<p>Safer Schools App be accessed</p> <p>Working Party established for EAL/GRT</p>
15	<p>FINANCE UPDATE</p> <p>The Headteacher provided an update on the budget. The budget had been approved on 11 April 2019 and submitted. There was an end of year surplus and currently an in-year deficit with a deficit plan in place.</p> <p>The SFVS (Schools Financial Value Standard) had been submitted by the required date.</p>	
16	<p>TO CONFIRM ANY CONFIDENTIAL ITEMS</p> <p>Governors identified the items which were confidential and these were minuted accordingly.</p>	

17	<p>DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2019/2020</p> <p>RESOLVED (9)</p> <p>That the Governing Body meetings for the 2019/2020 academic year be held as follows:</p> <table border="1" data-bbox="236 450 1264 882"> <thead> <tr> <th></th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Autumn term 2019</td> <td>Wednesday 6 November 2019</td> <td>3.30 pm</td> </tr> <tr> <td>Spring term 2020</td> <td>Wednesday 25 March 2020</td> <td>3.30 pm</td> </tr> <tr> <td>Summer term 2020</td> <td>Thursday 9 July 2020</td> <td>3.30 pm</td> </tr> </tbody> </table>		Date	Time	Autumn term 2019	Wednesday 6 November 2019	3.30 pm	Spring term 2020	Wednesday 25 March 2020	3.30 pm	Summer term 2020	Thursday 9 July 2020	3.30 pm	
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Autumn term 2019	Wednesday 6 November 2019	3.30 pm												
Spring term 2020	Wednesday 25 March 2020	3.30 pm												
Summer term 2020	Thursday 9 July 2020	3.30 pm												
18	<p>DATE AND TIME OF NEXT MEETING</p> <p>RESOLVED (10)</p> <p>That it be noted that the Governing Body's next meeting would be held at the school on Wednesday 6 November 2019 commencing at 3.30 pm.</p>													
	<p>Prior to the close of the meeting discussion took place on the format of the meeting and Governors felt that the meeting was more focused and discussion was generated through questions asked.</p> <p>The Chair re-iterated the need for Governors to be prepared for the meetings by reading the paperwork in advance. She offered to meet with any Governors prior to each Governing Body meeting in order to go through the paperwork. It was agreed that this would take place at 3.00 pm prior to the Governing Body meeting at 3.30 pm.</p> <p>Governors also suggested having a discussion following each Governing Body meeting to raise any issues that they may have. The Chair agreed to consider this.</p>	<p>Interested Governors meet with the Chair at 3.00 pm prior to the Governing Body meeting to go through the agenda.</p> <p>Chair consider meeting for a general discussion after each meeting.</p>												

Chair 

Date 6.11.19

The meeting ended at 5.20 pm.

