

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
HARTLIP ENDOWED C.E PRIMARY SCHOOL  
held on WEDNESDAY 14 October 2015 from 6.30pm – 9.45pm**

Present: Mr J Morgan (Chair), Mrs T Jerome (Headteacher), Mrs D Brazier, Mrs L Fordyce, Mrs C Fisher, Mrs E Hadley, Mrs J Kemp, Mr S Taylor, Mrs J Warncken and Mrs K Weller.

Mr John Truman - John Truman Education Ltd

Absent: Reverend Staniforth, Mr A Crawford, Mrs S Fowler, Miss McCabe and Mrs S Podolsky.

Notes: Mrs S Bourne.

<b>Key Priorities:</b>			
<i>Increase the role of subject leaders as key stakeholders in the improvement of standards in teaching and achievement.</i>	<i>Secure teaching profile to 100% good or better with over 50% showing regular outstanding elements.</i>	<i>Ensure Personal Development, Behaviour &amp; Welfare is outstanding.</i>	<i>Develop a highly creative cross curricular programme ensuring best outcomes for all.</i>

		<b>ACTION</b>
<b>1.</b>	<p><b>Ofsted Readiness</b> Training delivered by John Truman - materials attached.</p> <p>Next steps agreed:</p> <ul style="list-style-type: none"> <li>- Collation of a 'Governor Grab File'</li> <li>- Monitoring cycle for Governor visits</li> <li>- Nominate Key Governors for inspection (see item 9)</li> </ul>	
<b>2.</b>	<p><b>Apologies for absence and approval by Governors</b> Apologies were received and accepted from Reverend Staniforth, Mrs Fowler and Mrs Podolsky.</p>	
<b>3.</b>	<p><b>Appointment of Chair and Vice Chair</b> The Clerk confirmed that two nominations were received to appoint Mr Morgan as Chair. Mr Morgan has been Acting Chair since April.</p> <p>Two nominations for Vice Chair were received, one for Mr Taylor and one for Reverend Staniforth.</p> <p>All three nominees expressed concerns regarding providing the time required from the roles whilst juggling career constraints.</p> <p>It was agreed that the work of the governing body needs to be conducted more effectively with more delegation throughout the body. Ways of easing the governor workload with less formal email discussions etc. were discussed. To this end Mr Morgan has agreed to continue as Chair and it was suggested that Mr Taylor shares the Vice Chair role with Reverend Staniforth. All Governors agreed.</p>	

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<b>4.</b>	<p><b>Declaration of Business Interests</b> Governors were reminded to declare any interests during the meeting. No interests were declared. New declaration forms were signed by all present and Governors were reminded that their details would be available on the website.</p>	
<b>5.</b>	<p><b>Minutes of previous meeting held on 1<sup>st</sup> July 2015</b> The minutes of the previous meeting were agreed and signed as a true record of the meeting.</p>	
<b>6.</b>	<p><b>Matters Arising</b> The school recently received a compliance visit and it appears that although the minutes of the special meeting to agree the budget ratification were agreed, the Chair was yet to sign them. These were signed during the meeting.</p> <p>A meeting to discuss the structure of the Governing Body has not yet taken place. It was agreed to continue with the three committees and that meetings need to be arranged around termly commitments such as progress meetings in order to have current information readily available. The HT agreed to organise these dates.</p> <p>The website has been updated with current requirements and is being kept up to date on a weekly basis. Governors who had not completed their pen profiles were reminded to do so.</p> <p>The Governor Development Plan still needs incorporating in to the School Plan.</p> <p>It was agreed that due to changes to the Ofsted inspection format inspections are likely to be specifically tailored to the school and therefore it would be hard to draw on other schools experiences.</p>	HT
<b>7.</b>	<p><b>Governing Body Construct</b> Mrs Brazier and Mrs Kemp were welcomed to their first meeting.</p> <p>The Clerk distributed copies of the current committee structure and Governors were amended/added as per the attached list.</p>	HT/Chair
<b>8.</b>	<p><b>Head Teacher's Report</b> Monitoring has been undertaken by the HT and Deputy and judged to be 100% good, with 66% outstanding. There have been many changes within the classroom with the new curriculum and assessment changes. Teachers are still exploring best ways to measure progress effectively. A new assessment, Target Tracker, package is being introduced after Mrs Jerome, Miss McCabe and Mrs Bourne attend training on 5 November.</p>	

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	<p>The staffing structure is currently stable with the positive impact of appointments already apparent.</p> <p>There is a parent forum meeting being held on 23 October following a request from a parent after the behavioural meeting. These will be held at the end of each term to address concerns and plan further improvements.</p> <p>The 6 month budget monitoring has been completed. The school is likely to exceed its BCM limit, therefore School Financial Services will need to be informed of the projects the school has planned in order to ensure that funds are not clawed back. It was explained that extra funds have been received for pupil premium.</p> <p>As previously mentioned a compliance visit was successfully completed and recommendation are likely to be received in a report which will follow.</p> <p>It was warned that as roll numbers were lower than normal on census day this will have an effect on funds for the forthcoming year.</p> <p><b>9. School Improvement &amp; Strategy</b> Folders have been prepared for all governors containing the School Plan and Ofsted Inspection documentation. This is intended as a working document for Governors to make notes and changes as required. Governors were asked to read and digest at least the following term before the next meeting.</p> <p>Mrs Jerome recently held an Ofsted presentation to staff following Tribal training. The slides from this have been emailed to governors.</p> <p>Key governors who would attempt to make themselves available during an Ofsted inspection were nominated. They were: Mr Morgan, Mrs Fordyce, Reverend Staniforth, Mrs Kemp, Mrs Hadley and Mrs Brazier.</p> <p>Mrs Kemp and Mrs Hadley expressed a wish to spend a day observing in school.</p>	
<p><b>10.</b></p>	<p><b>Safeguarding</b> The safeguarding policy has been amended to include requirements regarding extremism. Mrs Brazier requested a copy be emailed to her.</p>	<p><b>Clerk</b></p>

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<b>11.</b>	<p>It was agreed that, although not essential, it was governors' preference to have DBS checks. Mrs Warncken was asked to arrange this.</p> <p>It was noted that each interview panel needs to include at least one person with up to date safer recruitment training. Mrs Jerome currently fulfils that requirement.</p> <p><b>Governor Training &amp; Development</b></p> <p>It was noted that the Local Authority are offering funding for bespoke training. It was agreed that this could be used for safeguarding training for all governors.</p> <p>An up to date record of governor training needs collating. It was agreed that a file could be uploaded onto KLZ in which all Governors could add any training they have received.</p>	<b>JW</b>
<b>12.</b>	<p><b>Any Other Urgent Business</b></p> <p>Nothing to report.</p>	
<b>13.</b>	<p><b>Confidentiality</b></p> <p>None.</p>	
<b>14.</b>	<p><b>Dates for Future Meetings</b></p> <p>It was agreed that the next Full Governing Body meeting will be held on Thursday 12 November.</p> <p>Following meeting dates will be arranged to follow pupil progress meetings and Mrs Jerome will email governors the dates agreed.</p> <p>A Curriculum meeting is to be arranged via email.</p> <p>A Finance meeting is to be arranged via email.</p> <p>The need for an Admissions meeting was discussed in order to decide whether the admissions policy will need amending to reflect the advice received by the Diocese. It was agreed that this was a full governing body decision which to be discussed at the next meeting. Relevant documents are to be emailed to governors.</p>	<b>Clerk</b>

The meeting closed at 9.45pm.

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2 Parents:	Mrs Weller and Mr S Taylor (Vice Chair)
1 LEA Governor:	Mrs D Bazier
1 Head Teacher:	Mrs T Jerome
1 Staff Governor:	Mrs J Warncken
7 Foundation Governors:	Mr J Morgan (Chair)
	Rev. J Staniforth (ex-officio) (Vice Chair)
	Mrs S Podolsky
	Mrs C Fisher
	Mrs L Fordyce
	Mrs S Fowler
	Mrs J Kemp
Associate Governors:	Mr A Crawford
	Mrs E Hadley
	Mrs E McCabe

Curriculum/Improvement Committee

Mrs Fordyce (Chair)  
Mrs Brazier  
Mrs Hadley  
Mrs Jerome  
Mrs Kemp  
Miss McCabe  
Mrs Weller

Finance and Resources Committee

Rev. Staniforth (Chair)  
Mr Crawford  
Mrs Warncken  
Mrs Podolsky  
Mrs Jerome  
Mrs Fisher

Admissions Committee

Rev. Staniforth (Chair)  
Mrs Jerome  
Mr Taylor

Mr Morgan, as FGB Chair, will be an ex-officio member of all committees.

Governors were also given individual responsibilities as follows:

Literacy: Mrs Podolsky

Numeracy: Mrs Weller

Science: Mrs Fordyce

PE: Mrs Fisher

RE and SMSC: Rev. Staniforth and Mrs Kemp

Early Years: Mrs Brazier

SEN: Mrs Hadley

Training and Development: Mr Taylor

Safeguarding: Mrs Weller and Mrs Brazier

Gateway Alliance: Mr Morgan