

# Gilmorton Chandler C of E (Aided) Primary School

Minutes of a meeting of the Full Governing Body held at the school on 8 July 2015 at 7pm.

## PRESENT

Mrs H Christie (Chair)  
Mr A Shields  
Revd E Davies  
Mrs J Smith  
Mrs K Morgan  
Mrs D Moore

Mrs M Sandford (Headteacher)  
Mr N Robbins  
Mr J Bone  
Mrs D Hone  
Mr P Bell

In attendance: Gordon Grimes (Clerk to Governors).

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| <b>1</b> | <p><b>Welcome and Prayer</b></p> <p>The Chair welcomed everyone to the meeting. As Rev Emma Davies was joining the meeting later it was agreed to ask her to close the meeting with a prayer.</p>  |                                       |
| <b>2</b> | <p><b>Apologies</b></p> <p>Apologies were received and accepted from Mr G Read, Mrs S Baigent and Dr L Gillies.</p>  |                                       |
| <b>3</b> | <p><b>Declarations of Interests re agenda items</b></p> <p>Governors were asked to make a declaration of any personal interests in any of the items that were on the agenda for discussion. There were no interests declared. See item 7 for a subsequent declaration of interest.</p>   |                                       |
| <b>4</b> | <p><b>Confirmation of Minutes of Previous Meeting</b></p> <p>The minutes of the meeting held on 17 March 2015 were confirmed as a true record of the meeting and were signed by the Chair.</p>   |                                       |
| <b>5</b> | <p><b>Matters arising from the minutes</b></p> <p>Item 10, page 151: The SEF will be finalised with the latest results and then will be circulated to Governors (see item 10 below) .</p> <p>Item 12, page 152: A chain has now been fitted to the gate to the field used for PE.</p> <p>After the last meeting Dr Gillies reviewed the effectiveness of the meeting and noted that not all Governors had received committee meeting minutes (see item 7 below).</p> | <p><b>Action:</b><br/>Headteacher</p> |

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| <p><b>6</b></p> | <p><b>Headteacher's Report</b></p> <p>The Headteacher's comprehensive report had previously been circulated to all Governors.</p> <p>The Headteacher highlighted the following points:-</p> <ul style="list-style-type: none"> <li>• Details of pupils leaving and joining the school were shown in the report. The leavers are now 1 x current reception, 1 x year 2 and 2 x year 5, the number of overall leavers remain the same.</li> <li>• Attendance was discussed. As of 23 June 2015 attendance is 98%. 41 pupils have a 100% attendance record.</li> <li>• The hall has now been decorated and there is now carpeting at the back of the hall. Both sets of doors have now been replaced and there is now a door at the top of the stairs.</li> <li>• The awards assemblies were very good with Governors attending. The KS2 performances were outstanding on a very hot day.</li> </ul> <p>Mrs Smith joined the meeting at 7.10pm.</p> <ul style="list-style-type: none"> <li>• The 50th birthday party was a great success. Governors recorded their thanks to Mrs Baigent for providing teddy bears for all children. Mr Robbins made presentations to children who were also provided with a free lunch.</li> <li>• The year 1 phonics screening pass rate was 84% compared to the national average of 78%.</li> <li>• The year 2 results as shown in the report were exceptional.</li> <li>• The SATS results had just been received and are as follows, Reading: level 4+ = 97%, level 5+ = 58%. Spelling, Punctuation and Grammar: level 4+ = 68%, level 5 = 45%, level 6 = 6%. Maths: level 4+ = 90%, level 5 = 32%, level 6 = 13%. Governors fully discussed the results and concerns were noted in spelling, etc at level 4+ and maths at level 5. The results were as expected due to the nature of the cohort. The Headteacher has arranged a review to be undertaken on 17 September 2015 to be conducted by an Ofsted Inspector (not in an official capacity but acting as an independent advisor).</li> </ul> <p>Governors recorded their thanks to the Headteacher for her report and for her excellent work during the year.</p> |  |
| <p><b>7</b></p> | <p><b>Committee Reports</b></p> <p><b>Pay Policy</b></p> <p>The draft Teacher's Pay Policy had previously been circulated to all Governors. Consultation had now take place and there were no comments made by staff at the school.</p>  |  |

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| <p>Mrs Moore joined the meeting at 7.25pm.</p> <p>Teaching unions had made comments and as a result a minor amendment to the wording relating to TLRs had been made.</p> <p>Rev Emma Davies joined the meeting at 7.30pm.</p> <p>Governors agreed the Pay Policy which was signed by the Chair of Governors and Headteacher.</p> <p><b>Business Management</b></p> <p>The Business Management Committee met on 24 June 2015. Minutes of the meeting have been circulated to committee members. Governors agreed that it future minutes of all committee meetings would be circulated to all Governors.</p> <p>The committee did not consider the position regarding additional payments to Mrs Sandford and Mr Shields to reflect their responsibilities and this was now to be considered by the Full Governing Body. Mrs Sandford and Mr Shields had an interest in this matter and both left the meeting at 7.35pm.</p> <p>Governors fully discussed the matter and agreed that Mrs Sandford would receive 2 points on the pay scale for her dual headship of Gilmorton and Ullesthorpe. Governors agreed that Mr Shields would receive one point on the pay scale for his additional responsibilities at Gilmorton during Mrs Sandford's dual headship. Both awards were only for the duration of the dual headship and costs were already agreed and contained in the budget. Payment was also being received into the school budget from Ullesthorpe for Mrs Sandford's services as Headteacher.</p> <p>Mrs Sandford and Mr Shields rejoined the meeting at 7.40pm.</p> <p>Governors fully discussed the 2015/16 budget forecast having been given a copy and agreed this following a recommendation by the members of the Business Management Committee as detailed in the minutes of the meeting.</p> <p><b>Teaching and Learning</b></p> <p>The Teaching and Learning Committee met on 16 June 2015. Minutes of the meeting have been circulated to all Governors. Governors noted the contents of the minutes and discussed the PE report (see also item 9 below).</p> <p><b>Admissions and Community</b></p> <p>The Admissions and Community Committee met on 16 June 2015.</p> | <p><b>Action:</b><br/>Clerks to<br/>Committees</p> |
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|   | <p>Minutes of the meeting have been circulated to committee members.</p> <p>The revised 5 year neighbourhood plan was discussed and a display will be held at the school. A representative of the school, who will be a resident of Gilmorton, will join the neighbourhood plan committee.</p> <p>A community speedwatch was taking place in Gilmorton for a 4 week period. The school was still pursuing alterations to the parking arrangements for school buses but there was little chance of funding being available. Help will be sought in drawing up a proposed plan for the Local Authority to consider.</p> <p>A planning application has been made to increase the vehicle movements to and from Gilmorton Lodge farm.</p> <p><b>Complaints and Pupil Exclusions</b></p> <p>The committee has not met but the Headteacher reported that a pupil had been excluded for a fixed term of 3½ days. Governors were given details of the reason for the exclusion which was the first at the school for many years. Governors were also given details of support being put in place for the child who was excluded and were also given details of the impact on another pupil and their parents. All matters relating to the exclusion have now been satisfactorily concluded.</p> <p><b>Headteacher Performance Management</b></p> <p>A meeting took place on 26 March 2015.</p> <p><b>SEN Report</b></p> <p>Mrs Hone's comprehensive report was circulated to Governors prior to the meeting. Mrs Hone reported that she and Jane Simons had successfully completed an Educational Health and Care Plan (EHCP) for a pupil. This was in readiness for the pupil when they transfer to the high school. This was useful in gaining experience of the new process.</p> |  |
| 8 | <p><b>Strategic Development Plan (SDP)</b></p> <p>Details of the themes in the SDP were shown in the Headteacher's report. Mrs Christie gave an update of ongoing actions.</p> <p>The school has been approached by Fleckney C of E Primary School to participate in international school development to explore the global learning environment.</p> <p>The school received a 'Beyond Bullying' award which was presented at the Space Centre in Leicester and pupils were interviewed by Radio Leicester.</p>   |  |

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| 9  | <p><b>Raising Attainment and Progress Plan</b></p> <p>A copy of the PE plan was circulated to Governors ahead of the meeting. All subject co-ordinators have prepared similar plans. The overall plan will be updated by the Headteacher who will include data analysis of different groups of pupils.</p>   |   |
| 10 | <p><b>School Self Evaluation (SEF)</b></p> <p>The SEF is updated at the end of each term. The Headteacher will e-mail the updated SEF to Governors.</p>  | <p><b>Action:</b><br/>Headteacher</p>               |
| 11 | <p><b>Governing Body Vacancies</b></p> <p>There were currently no vacancies on the Governing Body. Mrs Christie stated that she will be resigning as a Governor at the end of the 2015/16 academic year. Mr Bone indicated that he would not be seeking re-election as Vice Chair in September 2015. Governors discussed succession planning for the roles of Chair and Vice Chair of Governors.</p> <p>Mrs Christie will send an e-mail to all Governors relating to the need to undertake succession planning in order to prepare for undertaking the roles of Chair and Vice Chair. Elections for these posts will take place at the next Full Governing Body meeting to be held on 29 September 2015. The length of office for both of these roles are determined by Governors and traditionally have been for one year.</p> | <p><b>Action:</b><br/>Mrs Christie</p>              |
| 12 | <p><b>Governor Visits</b></p> <p>Mr Bone and Mrs Moore, Mrs Smith and Rev Emma Davies and Dr Gillies and Mrs Christie have all undertaken visits in their linked areas. Mrs Morgan and Mrs Baigent will be undertaking a PE visit.</p> <p>Following the Business Management Committee meeting Mrs Morgan and Mr Robbins will undertake an internal health and safety audit, Mr Bone will provide support if required.</p>  | <p><b>Action:</b><br/>Mrs Morgan<br/>Mr Robbins</p> |
| 13 | <p><b>Governor Learning and Development</b></p> <p>The Headteacher had received training in the new Headteacher standards. No other Governors had received training since the last meeting.</p> <p>Governors were informed about the information on the website regarding the 15 questions relating to learning which are used to identify gaps in knowledge. It would be useful for Governors to sign up for Ofsted newsletters.</p>  | <p><b>Action:</b><br/>Governors</p>                 |

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| <p><b>14</b></p> | <p><b>Documents Received by the Chair</b></p> <p>The Chair had received a document from the NASUWT relating to industrial action which outlines the action they are taking which does not involve a strike.</p> <p>It is a now a statutory requirement for Governors register of business interests to be published on the school website together with what roles they have within the Governing Body. Failure to agree to publication of this information will be treated as a breach of the code of conduct for Governors.</p> <p>Parent questionnaires have been issued and 45 have been returned and are available for inspection by Governors. A summary of the results have been issued to parents by the Headteacher.</p> |  |
| <p><b>15</b></p> | <p><b>Date and time of next meeting and Prayer</b></p> <p>Tuesday 29 September 2015 at 7pm.</p> <p>Rev Emma Davies closed the meeting with a prayer.</p>  |  |

With there being no further business to discuss the meeting closed at 8.50pm.

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_