

## FOREST MOOR SCHOOL

**Meeting of the Full Governing Body held on Monday 21 September 2015**

### MINUTES

**Present:** Philip Turnpenny – Chair (PT); Jim Brosnan (JB); Jon Hosegood (JH); John O’Garra (JO’G); Greg Richardson (GR); Louise Souter (LS); Andrew Coates (AC); Marc Peart – Headteacher (MP).

**In Attendance:** Paul Bradley – NYCC Clerk to Governors

		<b>Action</b>
<b>PART ‘A’ - PROCEDURAL</b>		
<b>1</b>	<p><b>Election of Chair and Vice-Chair</b>  <u>Resolved:</u> (1) that the usual procedure to be used for the election of Chair and Vice-Chair should be that set out in the school’s Standing Orders which had been circulated with the agenda; (2) that the term of office for the Chair and Vice-Chair should be two years in accordance with the Standing Orders i.e. until the first meeting of the Autumn term in 2017; (3) that Philip Turnpenny be elected as Chair for two years (unanimous); and (4) that Sue Welch be elected as Vice-Chair for two years (unanimous).</p>	
<b>2</b>	<p><b>Apologies for absence</b>            Governors consented to the apologies submitted by John Fort, Sue Welch and Jacqui Oversby.</p>	
<b>3</b>	<p><b>Confidentiality</b>            No items on the agenda were deemed to be confidential although it was noted that, on this occasion, the Headteacher’s report would be treated as a confidential document as it contained the names of individual pupils.</p>	
<b>4</b>	<p><b>Declarations of interest</b>            Andy Coates mentioned that he may have a conflict of interest in respect of a personal application which was set out in the Headteacher’s report. There were no other declarations of any conflict of interest in respect of matters on the agenda.</p> <p><b>Register of Governors’ Interests</b>            All governors present signed the new Register of Interests. The Clerk explained that the new form required governors to give more details e.g. business and personal interests, including those of close family members. The Clerk also explained that there is a requirement for information about governors’ interests to be included on the school website. In response to a query from a governor, the Clerk explained that the new requirements are to increase transparency and accountability.</p> <p><b>Hospitality Register</b>            The Chair reminded governors of the requirement to declare any offers of gifts or hospitality made in connection with their position as a governor and explained that the register was held by the School Business Manager</p>	

	in her office.	
5	<p><b>Standing Orders and Code of Practice</b></p> <p>Draft Standing Orders and Code of Practice were considered. The Clerk explained that he had personalised NYCC's model Standing Orders for this school and confirmed that the Governing Body would be asked to review them at the first meeting in the Autumn term each year. The Chair pointed out that paragraph 2 is confusing and that an amendment to reflect the agreed two year term of office for the Chair and Vice-Chair would be helpful. The Clerk also suggested that there should be a further amendment to the Code of Practice, in accordance with the recent guidance on the School Governance Constitution Regulations 2015, to make it clear what information about governors would be published on the school's website and that a governor's failure to provide such information could be a breach of the code of conduct and bring the governing body into disrepute.</p> <p><u>Resolved:</u> that the Standing Orders and Code of Practice, amended as proposed by the Chair and Clerk, be adopted for 2015-16.</p>	Clerk to amend
6	<p><b>Appointment of Committees</b></p> <p>Governors reviewed the number, composition and terms of reference of Committees as set out in the draft Committee booklet which had been prepared by the Clerk. In particular, governors discussed whether it was appropriate for the membership of the Staff Discipline, Staff Discipline Appeals and Complaints Appeals Committees to exclude the Chair of Governors. The Clerk advised that the NYCC model terms of reference excluded the Chair on the basis that he/she would frequently have knowledge of the specific issue. However, governors took the view that, if this was the case, the Chair would not be selected to sit on the Committee for that matter and that the Chair should not be excluded.</p> <p><u>Resolved:</u></p> <ol style="list-style-type: none"> <li>1. That the following governors be confirmed as members of Committees for a period of 12 months: <ul style="list-style-type: none"> <li><b>Resources Committee</b> – Philip Turnpenny, John Fort, Jacqui Oversby, Sue Welch, Jim Brosnan, Marc Peart.</li> <li><b>School Improvement Committee</b> – Jon Hosegood, Jim Brosnan, John O'Garra, Sue Welch, Greg Richardson, Louise Souter, Andy Coates, Marc Peart.</li> <li><b>Staff Discipline Committee:</b> Any three governors as available (excluding the Headteacher and staff governor).</li> <li><b>Staff Discipline Appeals Committee:</b> Any three governors as available (excluding the Headteacher, staff governor and governors involved in the issue through the Staff Discipline Committee).</li> <li><b>Pupil Discipline Committee:</b> Any three governors as available (excluding the Headteacher and staff governor).</li> <li><b>Complaints Appeals Committee:</b> Any three governors as available (excluding the Headteacher and staff governor)</li> </ul> </li> <li>2. That the terms of reference of each Committee be as set out in the Committee booklet except that the membership of the School Improvement Committee be amended to read 'At least four governors plus the Headteacher).</li> </ol>	Clerk to amend

	<p>3. That the election/appointment of chairs and clerks for each Committee be delegated to the Committees (It was noted that at present Jon Hosegood is the Chair of the School Improvement Committee, with John O’Garra as Vice-Chair; and that Philip Turnpenny is the Chair of the Resources Committee, with Sue Welch as Vice-Chair. It was also noted that Jo Sedgewick is the clerk of the School Improvement Committee; and Sue Welch clerks the Resources Committee, with Jo Sedgewick as notetaker).</p> <p>4. That each Committee be given delegated authority to act within its terms of reference.</p>	
<b>7</b>	<p><b>Appointment of Designated/Link Governors</b> Governors considered the roles which individual governors should undertake. <u>Resolved:</u></p> <ol style="list-style-type: none"> <li>1. That the following governors be appointed to deal with the <b>Headteacher’s Performance Management:</b> Philip Turnpenny, John O’Garra and Jim Brosnan.</li> <li>2. That the following governors be appointed as link governors: <b>Special Educational Needs</b> – John O’Garra <b>Child Protection</b> – Jim Brosnan <b>Teaching &amp; Learning</b> - Jon Hosegood <b>Curriculum</b> – Greg Richardson <b>School Business</b> – Sue Welch <b>Health &amp; Safety</b> – John Fort <b>Student Voice</b> – Jacquie Oversby</li> </ol>	
<b>8</b>	<p><b>Governing Body Delegation</b> The model delegation planner produced by the National Governors’ Association, was discussed. The Clerk explained that it is envisaged that this will be completed in order to clarify what decisions can be taken at various levels e.g. Full Governing Body, Committee, individual governor and Headteacher. The Chair went through each of the headings in the document to confirm which would be the most appropriate Committee to deal with an issue (where this is legally possible as shown on the Planner): Budgets – Resources; Staffing – Resources; Curriculum – SIC; Religious Education – SIC; Collective Worship – SIC; Extended Schools – SIC; Performance Management – Resources; Discipline/Exclusions – Pupil Discipline/SIC; Admissions – SIC; Premises – Resources; Health &amp; Safety – Resources; School Organisation – Resources (subject to Headteacher’s confirmation); Information for Parents – SIC; GB Procedures – Resources; Inclusion/Equality – SIC. <u>Resolved:</u> (1) that the NGA model Delegation Planner be adopted, with the inclusion of the above notes about the Committee which would have authority to deal with specific areas of work ; (2) that the Headteacher be asked to pull together this document with assistance from the Clerk as required.</p>	MP/Clerk
<b>9</b>	<p><b>Minutes of the meeting held on 22 June 2015</b> The minutes of the meeting held on 22 June 2015 were approved and signed by the Chair as an accurate record.</p>	

<p><b>10</b></p>	<p><b>Matters arising</b></p> <p><u>Page 2 – Educational Health &amp; Care Plans</u> – The proposed half-termly meeting with the LA had not yet taken place. The Headteacher indicated that there are concerns across the County about the quality of admissions/referrals and that, at this school, the information provided in recent weeks has been mixed. He confirmed that the admissions process, including home visits, which was set up by Simon Ashby, continues to operate. Governors asked whether we are getting an appropriate service from NYCC. The Headteacher explained that it was made clear at the last QA meeting what places the school has available, so the LA is aware of the capacity of the school. Governors queried whether the LA has yet formulated a long term strategy for the school and agreed that this should be raised at the forthcoming Strategy Day.</p> <p><u>Page 2 – School website</u> – The Headteacher indicated that Simon Ashby had checked the school website and was content that the majority of the content is compliant. The Headteacher confirmed that the School Business Manager will ensure that all the information is up to date. In response to a query from a governor, the Headteacher agreed to investigate whether the website should give more details about the SEND ‘offer’.</p> <p><u>Page 2 – Governor profiles</u> – The Headteacher agreed to check whether governor profiles are now complete and ready to be placed on the website.</p> <p><u>Page 2 – Pay Policy</u> – AC confirmed that Simon Ashby had informed staff that the revised policy would be implemented.</p> <p><u>Page 4 – Publication of Governors’ details</u> – the Headteacher confirmed that the School Business Manager was updating the website with all the necessary information. This would include details of governors’ interests when all governors have completed the new forms.</p> <p><u>Page 4 – Governance Annual Statement</u> – This had not yet been done. The Clerk offered to liaise with the School Business Manager to see if she had all the necessary information for the statement to be completed. It should then be sent to JB to finalise.</p>	<p>PT/MP</p> <p>MP</p> <p>Clerk/JB</p>
<p><b>PART ‘B’ – SCHOOL IMPROVEMENT</b></p>		
<p><b>11</b></p>	<p><b>Ofsted Inspection 30 June – 1 July 2015</b></p> <p>It was reported that there has been no parental reaction to the Ofsted report by parents. Governors were pleased that the school has come out of special measures and recognised that the school has made huge improvements over the last year. It was felt that the report is a good opportunity for some positive publicity/press coverage and the Headteacher agreed to liaise with the appropriate officers at NYCC. The Headteacher stressed the need for sustainable management and the right CPD, internal processes and strategic development. It is important that the current skills set of the staff is taken into account when making decisions about pupil admissions.</p> <p><u>Resolved:</u> that the School Improvement Committee should be responsible for monitoring progress on the actions recommended by Ofsted.</p>	<p>MP</p>

<p><b>12</b></p>	<p><b>Headteacher's Report</b></p> <p>Governors considered the Headteacher's report which had been circulated in advance.</p> <p>Governors discussed, in particular, the following:</p> <p><b>Page 2 – Recruitment</b> – It was noted that the KS2 teacher has resigned. Two new appointments are to be made – Deputy Head and Head of KS2. Adverts have been issued and a number of enquiries have already been made. It was agreed that the Headteacher should approach JO'G, SW and JF to confirm their availability to assist at interviews when the interview dates have been finalised.</p> <p><b>Page 2 – Professional Development</b> – the Headteacher stressed the need for staff to be aware of expectations. He proposes to introduce a CPD initiative called 'Team Teach' which will build on previous training.</p> <p><b>Page 2 – Pupil admissions</b> – It was noted that the first girl has been admitted (Year 6).</p> <p>Governors asked whether those pupils leaving the school last year have all found further training or work. It was confirmed that this is the case, although one former pupil is receiving assistance to motivate him to attend his further training. Governors asked the Headteacher to include an anonymised list of leaver destinations in his next report.</p> <p><u>Resolved:</u> (1) that the Headteacher's report be received and noted; and (2) that the Headteacher's report normally be treated as a publicly available document; but (3) on this occasion, the report be treated as confidential as it contains the names of individual pupils.</p> <p><i>Note: the personal application by AC to change his working conditions which was included in the Headteacher's report was not discussed. It was therefore unnecessary for AC to leave the room.</i></p>	<p>MP</p> <p>MP</p>
<p><b>13</b></p>	<p><b>Committee Reports</b></p> <ol style="list-style-type: none"> <li><b>School Improvement Committee – 15 June 2015</b> - The minutes were circulated. It was noted that there is a need to fix a schedule of dates for 2015-2016.</li> <li><b>Resources Committee – 17 September 2015</b> – No minutes were yet available. The Chair summarised the issues discussed: <ul style="list-style-type: none"> <li><u>Contracts</u> – Ground Maintenance will be the next contract to be reviewed.</li> <li><u>HR issues</u> – Simon Ashby had already carried out the performance management reviews of those staff who had reported directly to him. Other reviews are to take place this term. Governors were reminded that if the manager's proposal is for one increment to be awarded, then that decision may be implemented, whereas if the proposal is for no increment or more than one increment, then the matter must be referred to the Resources Committee for a decision.</li> <li><u>Head of Inclusion</u> – the LA has confirmed that Band 15 is the appropriate salary level. A 5% temporary retention payment is to be paid to the member of staff undertaking this work at present .</li> <li><u>Application</u> – an application to move onto the upper pay scale has been approved.</li> </ul> </li> </ol>	<p>JH</p>

	<p><u>Heat metering</u> – it has been discovered that the payback on the system is unlikely to be as attractive as originally thought. The Headteacher will be obtaining further advice from the Energy Systems Management Operation Department before a decision is made as to whether or not this should proceed.</p> <p><u>Playground</u> – a neighbour objected to the proposed skateboard facility and it was therefore necessary to submit a revised application for planning approval.</p> <p><u>Gate/CCTV</u> – The Headteacher will investigate both issues before a decision is taken as to whether these should be replaced.</p>	
14	<p><b>QA Monitoring Meeting</b></p> <p>The Chair summarised issues which had been discussed:</p> <p><u>LA Support Plan</u> – this will continue even though the school is now out of special measures, but there will be a ‘lighter touch’.</p> <p><u>Budget Recovery Plan</u> – the Resources Committee is not pressing for budget responsibility to be transferred back to the school because of the low number of pupils and relatively high level of funding at present.</p> <p><u>5 Year Vision</u> – Governors were pleased that senior LA officials have agreed to be involved in the Strategy Day.</p> <p><u>Admissions</u> – already discussed as part of agenda item 10 above.</p>	
15	<p><b>Strategy Day</b></p> <p>There is a need for governors to develop a clear strategy for the school. It was noted that the SLT has already met over the Summer to begin to develop a 3-5 year plan to move the school to ‘Outstanding’. The aim is to present a new School Development Plan to the next meeting of the Full Governing Body.</p> <p><u>Resolved:</u> that a working group consisting of GR, JH and MP be set up to plan the Strategy Day which should be held before the end of this term.</p>	MP Clerk (agenda)
16	<p><b>Health &amp; Safety Report</b></p> <p>There were no issues to report.</p>	
17	<p><b>Safeguarding Issues</b></p> <p>There were no issues to report.</p>	
18	<p><b>Governing Body Business</b></p> <ol style="list-style-type: none"> <li>1. <b>Governor vacancies</b> There is one vacancy for a co-opted governor. The Chair will contact JO to ascertain if she has been able to approach one person who may be suitable.</li> <li>2. <b>Governor induction</b> The Clerk advised that it would be beneficial to have a more formal induction process for new governors and indicated that a checklist of activities and information to be supplied is available from the Governor Support Unit. <b>Resolved:</b> that LS, as a new governor, be asked to comment on the suggested induction process and feedback her views to the Clerk. The Clerk will then personalise the suggested process before the next meeting.</li> </ol>	PT  Clerk/LS

	<p><b>3. Governor SIN meetings</b> The dates have already been circulated. Governors are encouraged to attend.</p>	
<p><b>PART 'C' - OTHER</b></p>		
19	<p><b>Correspondence</b> The Chair noted that he had received a letter from the school dealing with the exclusion of one boy for one day. The Chair indicated that he had received a letter from the LA inviting the school to participate in a Governance Health Check which is standard practice when a new Headteacher is appointed. The Chair, Headteacher and Clerk would be involved. <u>Resolved:</u> that support be given for the proposed Governance Health Check.</p>	
20	<p><b>Schedule of future meetings</b> It was noted that future meetings of the Full Governing Body will be held on: Monday 23 November 2015 at 4.30 p.m. Monday 18 January 2016 at 4.30 p.m. Monday 14 March 2016 at 4.30 p.m. Monday 9 May 2016 at 4.30 p.m. Monday 18 July 20165 at 4.30 p.m.</p>	
21	<p><b>Any other business</b> There was no other business.</p>	

The meeting ended at 6.00 p.m.

Chair:

Date: