



## Pinxton Village Infant Schools Governing Body

Minutes of the meeting of the Governing Body of Pinxton Village Infant Schools held on Wednesday 10<sup>th</sup> February at 6.00pm at the 4Derbyshire Training Centre in Ripley.

### Membership

'A' denotes absence

- Caroline Wilson (Parent Governor LW)
- A Mary Dooley (LA Governor)
- Graham Hall (Co-opted Governor)
- Sebrina de Veer (**Chair** & Co-opted Governor)
- Gavin Morris (Co-opted Governor)
- Jessica Knighton (Staff Governor)
- A Anisa Whitton (Co-opted Governor)
- A Sarah Allison (Co-opted Governor)
- Matthew Peat (Co-opted Governor)

### In attendance

- Jan Pierce (Headteacher & Ex-officio)
- Christine Avery (Associate Member & Minute Taker)
- Liz Hails (Associate Member )
- Anju Virdee (Strategic Manager, Synergy Teaching School Alliance - left the meeting at 7.00pm)

**Governors had received all associated documents and papers relating to the set agenda seven days in advance of the Governing Body meeting. It was expected that all governors had familiarised themselves with the content of the papers prior to the meeting.**

### 1/16 Welcome & Apologies for Absence

Apologies were received from Mary Dooley, Anisa Whitton and Sarah Allison and were **accepted** by governors.

A discussion took place about governor attendance and the importance of attending Governor meetings. It was clarified that absence at consecutive meetings for a 6 month period may lead to automatic disqualification from the Governing Body. However, individual circumstances would be considered.

As six governors were in attendance the meeting was quorate. However, as items on the agenda required members of staff to leave the room, decisions on these matters could not be agreed during the meeting.

### 2/16 Governing Body Membership update

As Claire Everitt's term of office has now expired a discussion about the vice chair's role took place. Sebrina asked if any Governors were willing to take on the role of vice chair. As there were no volunteers for this role Sebrina agreed to find

out what, if anything, would be required to happen for the rest of this academic year.

Jan confirmed that the John King parent governor election would take place after the half term.

The term of office for local authority governor, Mary Dooley, is due to expire on 12<sup>th</sup> February 2016. She has agreed to continue in this role and the process for reappointment by the LA is underway. This was accepted by Governors.

**3/16 Declarations of interest in any of the agenda items for this meeting/Confidentiality**

There were no declarations of interest in relation to the set agenda.

Governors were reminded by the Chair that all matters discussed at the meeting were confidential.

**4/16 Teaching School Alliance Update**

Anju gave an update about the current position of the Teaching School and 4Derbyshire Alliance. She informed the Governors that money owed from Park Federation is no longer likely to be recouped. The relationship between Governing bodies is no longer active. However, Anju emphasised that clearly Synergy Teaching School would be open to discussion in the future.

**Finance Update** – Anju discussed the paperwork that had been previously been circulated drawing the attention of Governors to being financially stable until July. She stated that she was aspiring to achieve £20,000 profit from CPD courses.

Q - A Governor asked how many courses were planned already and being advertised.

A - Anju identified that 7 were currently being marketed to take place before Easter and 10 were established (though not marketed) for after Easter. However, it was also established that schools will be reluctant to allow staff out during 'testing' periods.

Q - A Governor asked about the use of the building in the 'holiday periods'.

A - Anju confirmed that the space has not been used previously during 'holiday' weeks. She also said that it was unlikely to get teaching staff to attend training during the summer holiday period. It was discussed that potentially the building could be used by groups over the holiday period. However, following a previous enquiry it had been established that an additional level of insurance would be required in order to have children in the building.

Q – A Governor asked about the possibility of renting an alternative, cheaper,

space.

A - Anju confirmed that the rent of this building is already very good and therefore other alternatives would need to be considered. Anju talked about using schools or other buildings such as a hotel for courses. Pros and Cons of the use of alternative buildings were made. Anju also made Governors aware that closing down the building would accrue costs and impact on time.

**Spend Approval** – Governor's **approved** that the next lease costs of £2625 could be paid in February 2016.

Anju requested to share the budget spreadsheet with the executive board – this was **agreed** by Governor's.

## 5/16 **Minutes of the Governing Body meeting held on Tuesday 17<sup>th</sup> November 2015**

### **Amendments & Acceptance of Minutes**

Pg 4 SEN Policy – should have stated that the policy was approved by Governors. The amendment was agreed by governors and recorded on the official copy of the minutes to reflect this and signed by the Chair.

With the amendment above, the minutes of the Governing Body meeting held on 17<sup>th</sup> November 2015, having been circulated to governors prior to the meeting, were **confirmed** as an accurate record and **signed** by the Chair.

Matters arising from the Minutes

70/15 The SBO to source three quotes for the purchase, installation and after-sales service costs for the agreed IT equipment. – **To be discussed in detail as an agenda item.**

143/15 The clerk to update DCC Governor support about the new appointment – **completed.**

143/15 The school to hold parent governor elections at the beginning of January 2016. – **This has been planned for after half term.**

152/15 Christine Avery to email an electronic copy of 'Questions Governors may be asked....' to all governors to complete before the next meeting. **CA emailed Governors – completed forms to be considered later in the meeting.**

156/16 Clerk to contact DCC and advise course dates for Welcome to Governance course. - **Matt confirmed that he had received confirmation of this via contact from the local authority.**

157/15 Chair of Governors to complete a governor visit form and give to the Headteacher – **A number of Governors agreed to this – to be discussed later in the meeting.**

158/15 Claire Everitt to email the Governor Impact statement to Christine Avery to upload onto the school website. – **This was completed in the Autumn Term.**

160/15 SBO to email an electronic copy of Governor Induction Pack to the Lawn Primary School, Derby – **This was completed.**

#### 6/16 **Governing Body Terms of Reference Approval**

A Governor asked if this was a standard document – Liz responded that it started life as a standard document but that changes were required due to how PVIS had decided to run their Governor meetings.

**ACTION - Jan to action Anju to provide the terms of reference for the Teaching School to have as an appendix.**

Governors **approved** this document with the above action in place.

#### 7/16 **Safeguarding discussion**

- a) 3 Yearly DBS checks approval – Jan informed Governors that following their email confirmation PVIS would be continuing to check the DBS of every staff member every 3 years. Jan informed Governors that she had completed the request from the local authority in the Autumn Term.

Governors **formally agreed** that this had been their response via email at the time of the request from the Local Authority.

- b) Safeguarding guidance documents – Matt signed to agree that he had read the most recent updates.

**ACTION: Jan requires absent Governors to sign these documents.**

#### 8/16 **School Improvement**

- a) School Improvement Plan – Sebrina told Governors that she had worked on the plan with Jess. A discussion about the content took place. Jan requested that a couple of the statements were more explicit to ensure that the plan was achieved.

Amendments to the plan were made – specifying frequency of the actions. A governor requested confirmation of why some of the actions had been identified. It was confirmed that it was important that all Governors aspired to the same level.

- b) Governors parent questionnaire – Jan requested for Governor support to rework

the Parent Questionnaire – Gavin agreed.

**ACTION – Gavin and Jan to meet to prepare the Governor Questionnaire to parents.**

Matt agreed to support the John King Parent Consultations on Tuesday 15<sup>th</sup> March following a request by Christine.

- c) SES review – Jan reminded Governors what the document was used for.

Q - A Governor asked how the document was created and when it is reviewed.

A - Jan said that the document was reviewed annually.

Q – A Governor asked when the next Ofsted Data Dashboard document will be released.

A - Jan will bring updated version to next meeting.

Christine emailed ‘Questions Governors may be asked’ at the last meeting. However, Governors have not returned these.

**ACTION - Christine to re-email this again with the minutes of the meeting.**

**ACTION – Governors send responses from this to Jan before next meeting.**

## 9/16 Finance

- a) Repool of Early Help Offer Funding – Jan explained that the Government have told our LA that they are not allowed to top slice funding for the early help offer as done in previous years. The Local Authority are requesting that Longwood repool £1500 and John King £3594 of the 16/17 budget. Jan told Governors that she would be talking with the Local Heads at the South Normanton and Pinxton Cluster Heads Meeting. Jan identified the pros and cons of the current provision which were to be shared at the meeting with the other Head Teachers.

Jan informed Governor’s that potentially we would initially be paying to ‘work out’ how to successfully provide the Early Help Offer – rather than actually achieve anything in the first year.

Q – A Governor asked about Rachel’s current role in comparison to previous Family worker engagement.

A - Jan and Christine gave examples of effective practice and reminded Governors that Rachel is an experienced practitioner and therefore had resources and an understanding of the additional contacts needed which has ensured she has been effective from the start. Examples were also cited about the effectiveness of having a school based worker for immediate action, and also perhaps seen as less

intimidating than 'external' people being brought in.

- b) Sport's Funding Update – Christine informed Governors that the message she had received from the Sport's Partnership Briefing was in-line with our action plan, particularly our significant focus on health and wellbeing. Discussion about some of the additional experiences the children have had this year took place.

Q – Following further additional input on lunchtime provision would there be opportunities for training of play leaders.

A – Christine agreed that training opportunities were attempting to be sought but unfortunately lack of uptake often led to cancellations. Christine said that she is actively looking for opportunities.

- c) Finance Report – Liz drew the Governors attention to the following points  
JK £57,000 and LWo - £64,000 – Carry forwards both better than previously expected.  
17/18 Pupil numbers looking very good JK – 48 and LWo – 17  
The National Formula is changing in 2017 and at this stage we do not know what the effect on our budget would be. Liz strongly advised caution regarding spending.

Devolved Formula Capital – It is predicted that over £6000 across the Federation will be available in this pot.

Imprest account spend – information had been embedded within the main finance report in order to reduce further documentation.

- d) Virements/Approval of Spend -  
Liz requested formal minuting of Governor Approval of a number of Items which had been approved via email contact with governors between meetings. Original copies of all quotations were presented for Governors to view. The items, with successful quote identified, were –

Interactive Panels (2 supplied and installed at each school) – The best value quote was CBC Computers at £4230 per school. 4 quotes had been obtained in total, per school. The other quotes were from IDNS, £4979.88, NS Optimum £5082 and Edit Concepts £5438 – **Governors Approved the CBC quote.**

Broadband – KCOM, 3 year Fibre to the Cabinet contract, total cost £7523 for Longwood, for a 3 year contract and £7463 for John King – **Governors Approved.**

Longwood Electrical works identified on the buildings condition survey – DCC Corporate Resources quote for £2127 – **Governors Approved**

Liz also brought to the Governors attention that the John King boiler had failed just before the Christmas holidays and that 2 replacement parts, identified at different times during the repair work, were needed in order to fix the boiler. DCC Corporate

Resources had been tasked with solving the problems which incurred the total cost of £2125 – a breakdown of which was shown at the meeting. The Local Authority tasked a company called Midland Counties to complete the work – **Governors Approved payment of the invoice.**

Cost Centre Transfer Statement – total value of transfer – £56406.65 – It was confirmed that the transfer of teaching school money had taken place on 26<sup>th</sup> November 2015 between Longwood and Synergy.

No official virements to report. However, Liz stated that transfers between Longwood and Synergy will continue to be reported. This is particularly in light of the number of transactions made on behalf of the Teaching School through Longwood's Imprest Account, which will continue going forward.

- e) Disposal of inventory items  
Following recent upgrade of IT hardware **governors agreed** the list presented to governors of obsolete equipment could be disposed of.
- f) School uniform discrepancy write-off  
Liz highlighted that she was required to report that following a cash check, £2.20 could not be accounted for and was written off the school uniform spreadsheet to correct the spreadsheet value to the cash count. She was happy this was just human error. There are no concerns to raise. – **Governors Approved**
- g) School fund audit certificates  
The new auditor has completed the audit for both schools and the certificates presented show that no discrepancies were found. A statement to that effect will be published on the school website to advise parents.

**ACTION - Liz to add the school fund audit statement to the school website.**

- h) IT spend update  
Liz explained that at Longwood there was just the interactive panel for the Learning Lounge outstanding to buy from this year's original planned IT hardware spend. This will now be budgeted for next year as the proposed board is more expensive due to the type of board and mobile stand wanted for it.

John King has over spent the IT Hardware budget, after governor approval for the interactive panel spend. The classrooms computers in EYFS are an outstanding item which needs to be ordered – though this has been accounted for financially in the reported overspend. A further spend on the Network cabinet is required at John King due to failed equipment.

**ACTION - Liz to update and circulate the document after a calculation error was identified by a Governor and to include the network cabinet item.**

- i) Imprest Account Reconciliation

A governor queried the closing balance on one of Longwood's reconciliation statements which Liz said she would investigate after the meeting.

**ACTION – Liz to investigate Longwoods imprest reconciliation query and advise governors of the outcome.**

**10/16 SFVS for assessment and Sign off**

Governors confirmed they were happy with the content and **approved** for the document to be submitted.

**11/16 Premises/ Health and Safety**

**a) Premises and Health and Safety Report**

Liz provided a verbal report at the meeting.

**JK - Boiler**

Outdoor classroom – panels broken and splintered wooden seat tops to be replaced-£900, within Headteachers spend approval limit.

Front door – adjusted again.

Staffroom tap – now running water!

1 staff minor accident – reported to CAYA Health and Safety and the rescue kit bag which contributed to the accident was replaced.

**Longwood**

Fire/smoke detectors installed

The failing RSJ work in the cellar store room is still to be done and we are awaiting news of a start date for the work. The wall is propped up well.

There were no health and safety matters to report.

25<sup>th</sup> Jan 2016 – flood - £4686 for restoration work in toilets and office/corridors.

We only have £200 excess to pay of the costs.

**b)** Condition Survey works list update – Liz advised that she had been focusing on Longwood's items but would start working through John Kings after half term. Governors did not have any concerns about progress made.

**c)** Longwood's Technical Fire risk assessment – Liz advised that she was presenting the original document to governors showing actions completed after they had received an overview of the work required at the October 2015 meeting. Most of the items were complete with some items outstanding due to initial misinterpretation of the work required. Liz explained to governors that staff were all ensuring fire doors remained closed and appropriate signs were up around school. Governors did not have any concerns about the progress made.

**d)** Health and Safety Walk Round – **ACTION Caroline and Sebrina to agree a date to attend this and confirm the date with Liz.**

**12/16 Audit Update Plan**

Liz confirmed that all but one of the actions which she hadn't contested with Audit were complete. The remaining action which involves upgrading laptop operating

systems to Windows Enterprise to use Bitlocker will be trialled after half term following the failed attempt at using the Sophos encryption software product.

Q A Governor asked about individual documents being encrypted instead.

A – Governors were informed that previous attempts at using passwords for sharing documents had failed. Documents emailed to governors would be available to the public under the Freedom of Information Act and if they were sensitive or confidential then a confidential paper copy only would be provided. Christine informed Governors that the professional running the ESafety Course said that Bitlocker was simple and effective.

### 13/16 **Policy Review**

- a) Private Fostering Policy – **Governors Approved**
- b) School Support Staff Policy – the policy was discussed and it was agreed to improve this ready for Autumn/ next cycle of performance management.

**ACTION – Christine to review this policy before the next cycle of Performance Management.**

- c) Governors Expenses Policy – **Governors Approved**
- d) Governor Induction Pack – **Governors Approved**
- e) Emergency Plan – minor changes – **Governors Approved**
- f) Confidential Reporting Code - LA policy – **Governors Approved**

Liz temporarily left the meeting at 8.15pm.

### 14/16 **Personnel**

Staff members left the meeting during discussion of points a – c.

- a) Head Teacher's Performance Management Review – Please See Confidential Minutes
- b) Strategic Managers Performance Management Review and Pay– Please See Confidential Minutes
- c) Job Description Reviews – Please See Confidential Minutes
- d) JK staff contract hours change – Christine and Jan reported that Karen Radford had been trialling starting 25 minutes earlier each day to reduce the admin burden

before school on teaching staff. Due to part of her contract no longer being in action the increase was 1h 10mins a week. **Governors Approved**

e) Recruitment update –

Christine updated the Governors on the current position of the ‘cleaners’ roles across the Federation. It was noted that after a very long process of repeated adverts it was hoped the Longwood role would finally be filled by the end of the week.

Christine also informed Governors on the current position of the Clerk to Governors role. Unfortunately, the interview panel were not happy with the candidate at the last round of interviews and therefore the post had gone back out to advert. Christine explained that she had attempted to advertise in local newspapers until the cost implications became clear. We will have further information at the next Governors meeting.

Liz re-joined the meeting at this point.

**15/16 Governor Training**

a) Feedback from Governor Strategic Briefings – None attended

b) Feedback from recent training – None attended

c) Training requirements

**ACTION - Matt and Sebrina going to Glebe for Ofsted Training.**

**ACTION - Matt Welcome to Governance – March**

**ACTION - Safeguarding training – Mary and Caroline – 12<sup>th</sup> May 2016**

**ACTION - Sebrina to email absent governors to ask about Finance Training.**

**ACTION - Matt to email Liz to arrange a date about in-house finance training.**

**ACTION - Jan suggested that all Governors have a look at Chanel training – re PREVENT training.**

**ACTION - Christine to liaise with Sebrina re safer recruitment training.**

d) Induction Pack – All governors have received the updated Induction Pack via email. Governors present at the meeting signed to acknowledge receipt.

**ACTION – Liz to ensure Governors absent from this meeting also sign the signing sheet.**

**16/16 Governors’ visits to school**

a) Arrangements – **ACTION - Matt to see Christine Avery about enhanced Curriculum weeks.**

b) Feedback – Sebrina fed back information left by Claire Everitt regarding a visit to Rachel Epton. A discussion about late marks between Infants and Juniors took

place.

### **17/16 Governing Body Impact and Effectiveness**

SFVS Financial Skills Matrix – Liz clarified that only the first few pages of the document that relate to governors needs to be completed. She requested that governors complete both the governors financial skills matrix and governing body self-evaluation and return them at the next meeting.

**ACTION – Governors to complete self-evaluation forms and return them at the next meeting.**

**ACTION – Liz to email governors absent from the meeting to complete and return the forms.**

### **18/16 Correspondance**

A letter was received – content recorded in the confidential minutes.

Claire Everitt's end of term of office as John King parent governor was also discussed. It was agreed by governors that a gift to show the school's appreciation should be arranged.

**ACTION - Sebrina to liaise with Liz regarding a gift for Claire Everitt.**

### **19/16 Any Other Business**

#### **Agenda Items for next meeting**

In preparation for the meeting on 16<sup>th</sup> June 2016, Christine will update the Staff and Children's Acceptable Use of IT policies.

Ofsted Questions – particularly linked to the learning and curriculum.

Attendance questions

### **20/16 What have we achieved tonight that will make a difference to the children in our school?**

Approval of spend to ensure that the building and equipment are maintained to enhance the experiences of children.

Lots of policies agreed.

Levels of Safeguarding continue to be considered important– DBS decision

Training and visits planned to ensure that the curriculum and practice is effective.

**21/16 Date and Time of Next Meeting**

Governors were reminded that the next meeting is on Wednesday 9<sup>th</sup> March 2016 at Longwood.

The meeting closed at 9.35pm

Signed  
Date

(Chair)

**Pinxton Village Infant Schools  
Action List from the Governing Body Meeting  
Wednesday 10<sup>th</sup> February 2016**

<b>Minute</b>	<b>Action</b>	<b>Person</b>
<b>6/16</b>	Jan to action Anju to provide the terms of reference for the Teaching School to have as an appendix.	Jan
<b>7/16</b>	Jan requires absent Governors to sign the safeguarding documents	Jan
<b>8/16</b>	Gavin and Jan to meet to prepare the Governor Questionnaire to parents.	Gavin and Jan
<b>8/16</b>	Christine to re-email the Ofsted Questions again with the minutes of the meeting.	Christine
<b>8/16</b>	Governors to send responses from this to Jan before next meeting.	Governors
<b>9/16</b>	Liz to add the school fund audit statement to the school website	Liz
<b>9/16</b>	Liz to update and circulate the IT Spend Document and to include the network cabinet item.	Liz
<b>9/16</b>	Liz to investigate Longwoods imprest reconciliation query and advise governors of the outcome.	Liz
<b>11/16</b>	Caroline and Sebrina to agree a date and complete a health and safety walk round and confirm the date with Liz.	Caroline and Sebrina
<b>13/16</b>	Christine to review Support Staff Performance Management and Development policy before the next cycle of Performance Management in the Autumn Term.	Christine
<b>15/16</b>	Matt and Sebrina attend Glebe for Ofsted Training.	Matt and Sebrina
<b>15/16</b>	Matt to attend Welcome to Governance in March	Matt
<b>15/16</b>	Sebrina to contact Mary about availability for Safeguarding Training. Christine to book places for Caroline and Mary (as needed)	Sebrina and Christine
<b>15/16</b>	Sebrina to email Governors about their Finance Training Needs	Sebrina

<b>15/16</b>	Matt to email Liz to arrange a date about in-house finance training	Matt and Liz
<b>15/16</b>	Governors encouraged to look at Channel Training – a PREVENT COURSE.	Governors
<b>15/16</b>	Christine to liaise with Sebrina re safer recruitment training.	Christine
<b>15/16</b>	Liz to ensure Governors absent from this meeting also sign the signing sheet	Liz
<b>16/16</b>	Matt to see Christine about the enhanced Curriculum Weeks.	Matt and Christine
<b>17/16</b>	Governors need to complete the self-evaluation forms and return them at the next meeting.	Governors
<b>17/16</b>	Liz to email governors absent from the meeting to complete and return the forms	Liz
<b>18/16</b>	Christine to complete a confidential action.	Christine
<b>18/16</b>	Sebrina to liaise with Liz regarding a gift for Claire Everitt	Sebrina and Liz