



## Pinxton Village Infant Schools Governing Body

Minutes of the meeting of the Governing Body of Pinxton Village Infant Schools held on Tuesday 20<sup>th</sup> October 2015 at 6.00 pm at Longwood

### Membership

'A' denotes absence

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

### In attendance

- Jan Pierce (Headteacher & Ex-officio)
- Christine Avery (Associate Member )
- Liz Hails (Associate Member )
- Kim Meakin (Clerk to Governors)
- Anju Virdee (Strategic Manager, Synergy Teaching School Alliance - left the meeting at 6.50pm)

**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.**

### 121/15 Welcome & Apologies for Absence

Apologies were received from Caroline Wilson, Anisa Whitton and Gavin Morris and **accepted** by governors.

As six governors were in attendance, the meeting was quorate.

### 122/15 Governing Body Membership

The clerk advised there was one co-opted governor vacancy, which was advertised on the SGOSS website. An advert for the vacancy had been sent to Pinxton Parish Council for inclusion in the next Pinxton parish magazine. An expression of interest had been received by a parent from Longwood but at the time of the meeting had not been followed-up.

The clerk advised that the term of office for parent governor, Claire Everitt, was due to expire on 31<sup>st</sup> January 2016. The term of office for local authority governor, Mary Dooley, was due to expire on 12<sup>th</sup> February 2016.

### 123/15 **Declarations of interest in any of the agenda items for this meeting/Confidentiality**

Christine Avery declared an interest in agenda item 13e. All employees of the school would be asked to leave the meeting whilst agenda items 13b and 13e were discussed.

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

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

### 124/15 **Teaching School Alliance Update**

Governors had received a written update from Strategic Manager, Anju Virdee about the current situation regarding the 4Derbyshire collaboration following the breakdown of the partnership between Synergy and Alchemy (Park School Federation). Governors were advised that Park Federation were under investigation by the local authority audit department, following the suspension of the Headteacher. By association, Synergy Teaching School was also under investigation. Governors were asked to consider and approve the following:

**4Derbyshire Teaching School Alliance premises rental payment and on-going running costs** - The next quarterly rental amount (£2,625.00) for the 4Derbyshire training premises in Ripley was due for payment on 23<sup>rd</sup> November 2015. Given the Synergy Teaching School's expected financial outgoings exceeded the expected income for 2015/16 (excluding any raised income through its delivery/action plans) governors were concerned about committing to paying rental on the premises. Anju explained that without the premises, there would be nowhere to deliver courses, apart from sourcing external meeting space, and the work of the Synergy Teaching School would have to be scaled down. Alternative meeting space would also have to be secured for the regular School's Direct courses being delivered from the TSA premises. Additional income (potentially up to £15,000) could be available in subscription/membership charges from partner schools if the Memorandum of Understanding (MOU) was changed from '4Derbyshire Teaching Schools Alliance' to 'Synergy Teaching Alliance'. Governors were asked to vote by show of hands on the following question:

**“Do Governors of Pinxton Village Infant Schools approve payment of the next quarterly rental on the TSA premises in Ripley without giving the required 3 months' notice to terminate the rental agreement?”**

Governors **approved** the rental payment for the next three months without giving the required 3 months' notice to terminate the rental agreement by a majority vote of 5 to 1. Governors agreed to review the situation at the next Governing Body meeting.

**Approval of Anju Virdee, Strategic Manager as an approved SAP user for Longwood Synergy cost centre** - Governor **approval** given.

**Agreed Reporting requirements for Longwood Synergy grant expenditure and income** – Governors requested that a financial report be made available for consideration at every Governing Body meeting.

**Approval of the Longwood Synergy Teaching School Annex Financial Regulations and Procedures and Charges and Remissions** – Refer minute numbers 132c/15 and 132e/15.

## **125/15 Minutes of the Governing Body meeting held on Thursday 24<sup>th</sup> September 2015**

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

The minutes of the Governing Body meeting held on 24<sup>th</sup> September 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 – meeting arranged between SBO and Chair of Governors to discuss IT spend*

**86/15** *Headteacher to advise governors how many teaching days had been lost in school through staff absence – 11 days lost at John King (2 sick and 9 'other' days) 16 days lost at Longwood (12 days sick and 4 'other' days). The Headteacher had not included the staff members who had been absent due to long-term illness.*

**90/15** *Christine Avery to add a separate tab to the website to easily locate key documents and standardise the font size and style. – work in progress*

**92/15** *The Chair and Headteacher to adapt the Governing Body Terms of Reference to incorporate the no committee-meeting format. – ongoing*

**100/15** *Clerk to update the DCC Governor Support – completed*

**103/15** *Christine Avery to upload the updated Register of Pecuniary and Personal interest on the website - completed*

**105/15** *Clerk to update the Governor 'Master' induction pack – ongoing*

**113/15** *Headteacher to send governors the addendum to KCSIE – completed*

**115/15** *Mary Dooley to feedback from LA Governor Strategic Briefing at next meeting – refer agenda item 14a*

**116/15** *Sebrina de Veer to feedback from Chair's briefing at the next meeting –*

refer agenda item 14a

## **126/15 Governing Body Terms of Reference**

The Chair confirmed that this was still 'work in progress' and asked for the agenda item to be carried forward to the next meeting.

## **127/15 Finance**

### **a) Virements/Approval of Spend**

Governors would be asked to approve the virement of funds from the Longwood budget to the Longwood Synergy cost centre. The actual amount was still to be determined but would include the year 2 TSA grant of £50,000 plus £10,000 of funding previously received from supporting other schools and any residual amount remaining from the year 1 TSA grant.

**Action: The Headteacher to email governors the exact amount when known.**

The SBO confirmed that there were no approvals of spend for governor consideration.

### **b) Disposal of Inventory Items**

None.

### **c) Update of school private funds**

The SBO confirmed that an independent auditor would audit the private fund accounts for both schools. The school had agreed to pay the auditor £10 per hour and anticipated that it would take one day to audit the Longwood private fund account and two days to audit the John King private fund account. The school had agreed with the auditor that a written offer could be sent to all staff for a free financial consultancy review. A reduction in the auditor's fees would be given if any staff member arranged a financial review and followed up on advice given.

### **d) Update on Imprest account spending**

Governors had received detailed information about the Imprest accounts at both schools including bank statements prior to the meeting. The content of the information was noted. There were no governor questions or concerns about the Imprest accounts.

### **e) School Uniform money write-off**

The SBO confirmed there were no school uniform write-offs for governor authorisation.

**f) Finance Report**

The finance report had been distributed to governors prior to the meeting, containing detailed information about the budget. The SBO reported there were no concerns about the budgets for either school or the anticipated carry forward. Governors were reminded that a substantial amount of money (to be determined at the time of meeting) would be spent on premises and IT, which would be taken from the Devolved Formula Capital (DFC) budget.

**128/15 Audit update plan – Actions outstanding**

A copy of the updated audit plan had been distributed to governors prior to the meeting. The SBO confirmed that all outstanding action points had either been completed or were work in progress.

**129/15 Premises, Health and safety Report update**

**Condition survey works ‘to do list’ for John King and Longwood**

Copies of the condition survey works ‘to do list’ for both schools had been distributed to governors prior to the meeting. Governors noted the content of the health and safety report and work planned at both schools for this academic year.

**Health and Safety governor walk-around diary date**

It was requested that this agenda item be carried forward to the next meeting.

**130/15 Confirm arrangements for Headteacher appraisal review**

The date for the Headteacher Performance Management appraisal was arranged for Wednesday 25<sup>th</sup> November @ 6.00pm at Longwood. The meeting would be attended by governors on the Performance Management Committee and School Improvement Advisor, Debbie Tibble. In preparation for the meeting, the Headteacher asked governors on the PM committee to review her current Headteacher’s job description.

**131/15 Succession planning for Headship**

To fulfil the strategic vision for the school, governors were reminded of their duty to ensure continuity in school when a member of the Senior Leadership Team retired, resigned or were long-term absent from school. Governors agreed there was a good leadership structure in place in the school and Christine Avery, would take on the role of ‘acting temporary’ Headteacher if the Headteacher in post was absent for any significant length of time. In the event of the current Headteacher either resigning or retiring the position would be advertised externally.

Governors questioned who would take over the Director’s role of the Synergy Teaching School in the event of long-term absence, retirement or resignation.

Action: The Headteacher to refer the question to the Synergy Teaching School Executive Board.

## 132/15 Policy Review

### a) Keeping Children Safe in Education

Governors present at the meeting confirmed they had read part one of the DfE safeguarding publication 'Keeping Children Safe in Education'. They were asked to sign a control sheet to evidence the section had been read. The Headteacher to retain the control sheet in the Safeguarding portfolio.

### b) Review Admissions Policy

The Governing Body reviewed and **approved** the Admissions policy.

### c) Financial Regulations Annex Policy

The Governing Body **approved** the Longwood Synergy Teaching School annex to the PVIS Financial Regulations policy subject to the following amendments:

Section B6 – School lettings policy **replaced by** local authority lettings policy  
Section C3 - £5,000 **replaced by** £2,000

### d) Financial Roles and Responsibilities Policy

The Governing Body **approved** the Financial Roles and Responsibilities Policy on the basis that the content was unchanged from the previous year.

### e) Charges and Remissions Policy

The Governing Body **approved** the Charges and Remissions Policy and noted the slight increase in the dinner money charges. The Governing Body **approved** the Longwood Synergy Teaching School annex to the Charges and Remissions Policy.

### f) Supporting Children with Medical Conditions Policy

The Governing Body **approved** the Children with Medical Conditions Policy.

### g) Governor Expenses Policy

Governors were asked to consider the content of the Governors' Expenses Policy. Governors agreed to include the following allowances:

**Travel** – mileage rates in line with Inland Revenue approved mileage

**Subsistence** – Allowances linked to local authority

**Childcare** – with prior approval from either the Chair or Vice-Chair

**Governor Assistance** – subject to Governing Body approval and whether financially viable

Action: The SBO and Chair of governors to draft a final copy of the policy incorporating the agreed allowances and present to governors at the next Governing Body meeting for consideration and formal approval.

**h) Teachers Pay Policy**

The Governing Body **approved** the local authority recommended Teachers Pay Policy.

**133/15 Personnel**

**a) TSA – Strategic Manager**

The Headteacher confirmed that Anju Virdee had completed her 6-month probationary period and requested governor approval to confirm her three-year temporary contract as Strategic Manager for Synergy Teaching School. The Headteacher advised that Anju's performance management objectives would be set after her own Headteacher Performance Management appraisal. Governor concern was raised about the financial viability of continuing to employ Anju on a full-time basis given the financial uncertainty of the Synergy Teaching School.

The Governing Body **approved** Anju Virdee as Strategic Manager for Synergy Teaching School, but requested that a Teaching School update be included in every Governing Body agenda so the financial situation and affordability of Anju's salary could be closely monitored.

**b) Temporary to Permanent Contracts**

Refer **confidential** minutes

**c) Family Resource Worker**

Christine Avery updated governors about the appointment of the part-time Family Resource Worker. Whilst only in post since September, the appointment had had an effective impact in both schools. Duties included monitoring pupil absence, unannounced visits to parents at home and the offer to help and advise parents about dealing with issues and concerns. She also worked closely with the Senior Leadership Team, teachers and other professionals, including social workers, educational psychologists and education welfare officers.

**d) Caretaker and Cleaner Hours**

Governors were updated about the revised caretaker/cleaner hours at both schools. The current caretaker would continue her role over both sites, but relinquish her cleaning duties. A cleaner would be appointed to John King for 10

hours per week and 7.5 hours at Longwood during term-time. In addition to these term-time hours there would be an extra two weeks of cleaning provided over both sites in the school holidays to carry out 'deep cleans'.

**e) Teachers Performance Management pay increase**

Refer **confidential** minutes

**134/15 Governor Training - Training Feedback & Requirements**

Mary Dooley feedback from the LA Governor Strategic Briefing to be included as an agenda item at the next Governing Body meeting.

**Briefing for Chairs** – Wednesday 30<sup>th</sup> September 2015 – The Chair confirmed her attendance at the Chair's briefing, but advised that it was of limited benefit as the main topic discussed was the proposal for small schools to federate. She reported that it was considered 'good practice' for all governors to have completed DBS checks. Governors agreed to discuss this at a future Resource Management Governing Body meeting.

**Preparing for Ofsted Workshop** – Wednesday 14<sup>th</sup> October 2015 – The Chair had to cancel this training due to work commitments.

Governors were advised to contact the Clerk if they wanted to attend any local authority governor training courses.

**135/15 Governor Visits into school – Feedback and arranging visits**

**Agree Named governor to Leadership and Management**

Sebrina de Veer was appointed the named governor for Leadership and Management.

**Arrange Governor Visits into school**

Governors were asked to refer to the governor visit timetable and make the necessary arrangements with staff members to visit school. Governors were asked to complete a governor visit form post-visit and report back to governors at the next Governing Body meeting.

**Action:- Clerk to email governor visit form to all governors**

**Feedback from Governor visits into school**

No governor visits since the last Governing Body meeting

**136/15 Governing Body Impact and Effectiveness**

Vice-Chair, Claire Everitt agreed to compile a governor annual statement to be posted on the governor section of the school website.

**137/15 Governor Induction Pack update handouts**

Governors would be sent a copy of the revised governor induction pack once it had been updated.

**138/15 Correspondence**

The Chair reported that the Clerk to Governors had tendered her resignation with effect from 30th November 2015. Governors **approved** the vacancy to be advertised on the local authority jobsite.

**139/15 Any Other Business**

The Governing Body gave permission to publish the approved minutes from Governing Body meetings on the school website.

Christine Avery asked for governor assistance at the Nursery parents open day on 10<sup>th</sup> November 2015

**Agenda Items for next meeting**

- Behaviour Principles written statement policy review
- School Behaviour policy review
- Special Education Needs policy review
- Health and Safety Walk around – diary date
- Feedback from LA Governor Strategic Briefing – Mary Dooley
- Governing Body Terms of Reference

**140/15 What have we achieved tonight that will improve outcomes for the children at Pinxton Village Infant Schools?**

- Governors fully aware of the content of the DfE safeguarding publication 'Keeping Children Safe in Education'
- Update on the impact in both schools of the Family Resource Worker
- Health and Safety update
- Governor visit timetable to ensure governors fulfil their core functions

**141/15 Dates and Time of the next meeting.**

- Tuesday 17<sup>th</sup> November 2015 (School Improvement Focus)

The meeting would be held at the Longwood school and start at 6.00pm.

The meeting closed at 8.30pm

Signed

(Chair)

Date

**Pinxton Village Infant Schools  
Action List from the Governing Body Meeting  
Tuesday 20<sup>th</sup> October 2015**

<b>Minute</b>	<b>Action</b>	<b>Person</b>
<b>70/15</b>	The SBO to source three quotes for the purchase, installation and after-sales service costs for the agreed IT equipment.	SBO
<b>92/15</b>	The Chair and Headteacher to adapt the Governing Body Terms of Reference to incorporate the no committee meeting format.	Chair/HT
<b>105/15</b>	Clerk to update the Governor 'Master' induction pack	Clerk
<b>115/15</b>	Mary Dooley to feedback from LA Governor Strategic Briefing at next meeting	MD
<b>127/15</b>	The Headteacher to email governors the exact amount of money to be moved into the Longwood Synergy cost centre.	HT
<b>136/15</b>	Claire Everitt to compile a governor annual statement to be posted on the governor section of the school website.	CE
<b>137/15</b>	The Headteacher to refer the question about succession planning to the Synergy Teaching School Executive Board.	HT