



## Pinxton Village Infant Schools Governing Body

Minutes of the meeting of the Governing Body of Pinxton Village Infant Schools held on Thursday 24<sup>th</sup> September 2015 at 6.00 pm at John King School

### Membership

'A' denotes absence

- A Claire Everitt (**Vice-Chair** & Parent Governor JK)  
 Caroline Wilson (Parent Governor LW)  
 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)  
 Anisa Whitton (Co-opted Governor)  
 A 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)

**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.**

### 100/15 Welcome & Governing Body Membership Update

The clerk welcomed governors to the meeting. Following staff governor elections, Jessica Knighton was elected staff governor for a four-year term of office with effect from 1<sup>st</sup> September 2015. As Jessica was an existing co-opted governor, she resigned from the co-opted governor category. Graham Hall had expressed an interest in the co-opted governor vacancy when his staff governor term of office expired on 31.08.2015. It was widely acknowledged that Graham was a very committed and pro-active governor of PVIS and the Governing Body unanimously **approved** the appointment of Graham Hall as a co-opted governor, with effect from 24<sup>th</sup> September 2015, for a 4-year term of office.

#### Action – Clerk to update the DCC Governor Support

There remained one co-opted governor vacancy, which was advertised on the SGOSS website. Liz Hails agreed to draft an advert for the Pinxton parish magazine and display the vacancy on parish noticeboards around the village.

### 101/15 Apologies for Absence

Apologies were received from Claire Everitt and Sarah Allison and **accepted** by governors.

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

### **102/15 Election of Chair/Vice-Chair of Governors**

Governors had received advance notice of the elections of Chair and Vice-Chair of Governors and been given the opportunity to nominate a serving governor or self-nominate for the vacant posts prior to the meeting.

One self-nomination for the post of Chair of Governors had been received from Sebrina de Veer. One self-nomination for the post of Vice-Chair of Governors had been received from Claire Everitt.

Following a show of hands open ballot, It was **unanimously agreed** that Sebrina de Veer be appointed Chair of the Governing Body for a one-year term of office.

Following a show of hands open ballot, It was **unanimously agreed** that Claire Everitt be appointed Vice-Chair of the Governing Body for a one-year term of office.

To ensure good succession planning in response to planned and unplanned changes in membership, Anisa Whitton agreed to 'shadow' the Vice-Chair to gain experience with a view to taking on the Vice-Chair role in the future.

### **103/15 Register of Pecuniary and Personal Interest**

The clerk reminded governors that they were required to annually review and update the register of Pecuniary and Personal Interest held in school. An "interest" was explained as a situation where a person may be affected either financially or in some other way by a decision made at the meeting where he/she is present. In other words, any governor must withdraw from a decision from which he/she or a partner or close relative stands to gain or where he/she is too involved to be objective.

Register of Pecuniary and Personal Interest forms were completed by all governors present at the meeting. As per the new statutory guidelines, the information from the forms would be uploaded on the school website.

The original forms would be retained in a confidential file in school for audit purposes.

**Action – Christine Avery to upload the updated Register of Pecuniary and Personal interest on the website**

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

The Headteacher declared an interest in agenda item 10 "Headteacher

Remuneration". All school employees would be asked to leave the meeting when agenda items 8 and 10 were discussed. (Approval of confidential minutes and Headteacher Remuneration).

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

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

#### **104/15 Any Other Urgent Business**

##### **Teaching School Alliance Update**

The Headteacher confirmed that written communication had been received from the Chair of Governors at Park Junior School to advise that they would be suspending all Alchemy Teaching School activity with effect from 21<sup>st</sup> July 2015. An urgent meeting to address the outstanding invoices was arranged, however before the meeting could take place the local authority audit department had intervened and Alchemy Teaching School was currently under investigation for alleged confidential reporting issues. Synergy Teaching School continues to operate 'business as usual', student teachers were still being supported, but a decision had been made to suspend the subscription fee to alliance members until further notice. The PVIS Chair and Vice-chair of governors had been kept up to date with events throughout the summer months.

**Q: "Who will be liable to pay Teaching School salaries, rent, on-going costs etc. if the Park Junior School refuse to pay the outstanding invoices?"**

*A: "As no legal agreement was drawn up between the two schools, Longwood School will be liable for any outstanding payments, however, there was a verbal agreement and draft document. Park Junior School also signed the lease so there is some liability there."*

**Q: "Is your workload sustainable given all the problems with the TSA?" (to Headteacher)**

*A: "Another Headteacher has been appointed to the TSA to assist with ITT and ease the workload."*

#### **105/15 Review 'Working Together' - Code of Practice: How is the Governing Body going to operate?**

Governors were asked to read and sign the revised "Working Together" Code of Practice prior to the meeting. The Code of Practice was **unanimously approved** during the meeting.

**Action – Clerk to update the Governor 'Master' induction pack**

#### **106/15 Minutes of the Governing Body meeting held on Tuesday 7<sup>th</sup> July 2015**

## Amendments & Acceptance of Minutes

The minutes of the Governing Body meeting held on 7<sup>th</sup> July 2015 having been circulated to governors prior to the meeting were **confirmed** as an accurate record subject to the following corrections and **signed** by the Chair.

### Corrections:

**85/15** 93% of Year 1 pupils had met the phonics screening threshold at Longwood and 85% at John King **corrected** to **85%** of Year 1 pupils had met the phonics screening threshold at Longwood and **93%** at John King

**86/15** 'absence' **corrected to 'attendance'**

**99/15** Tuesday 19th November 2015 **corrected to** Tuesday **17th** November 2015

### 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 actioned in the autumn term*

**86/15** *Headteacher to advise governors how many teaching days had been lost in school through staff absence. – to be discussed at the Governing Body meeting – Resources Management focus*

**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*

**97/15** *Chair of Governors to send a thankyou card to staff on behalf of the Governing Body – completed.*

The Headteacher and staff members left the meeting whilst the **confidential** minutes were discussed

The **confidential** minutes of the Governing Body meeting held on 15<sup>th</sup> June 2015 were tabled at the meeting, **confirmed** as an accurate record and **signed** by the Chair.

**107/15** **Accept and Approve Confidential Minutes from the Performance Management Committee meeting – 22<sup>nd</sup> July 2015 (Tabled at the meeting)**

The **confidential** minutes of the Performance Management committee meeting held on 22<sup>nd</sup> July 2015 were **confirmed** as an accurate record by those governors who

had attended the meeting and were **signed** by the Committee Chair and the Chair of Governors.

Staff members re-joined the meeting.

#### **108/15 Approve School Improvement Plan 2015-2018**

The Headteacher presented the draft copy of the School Improvement Plan 2015-2018. The school's key priorities were explained under the new four Ofsted framework headings:

- Outcomes for children and learners
- Effectiveness of leadership and management,
- Quality of teaching, learning and assessment
- Personal development, behaviour and safety

For future meetings governors would be presented with an abbreviated version of the SIP for ease of understanding.

#### **Q: "How do you know what to put in the SIP?" (to Headteacher)**

*A: "Some of the objectives are imposed by changes in education by the DFE, like Prevent and Diversity others are a result of school monitoring like maths progress, ideas from staff meetings, other schools and parent questionnaires."*

#### **109/15 Headteacher Remuneration**

(refer **confidential** minutes of PM committee)

#### **110/15 Appointment of Link/Named Governors**

**SEND and Safeguarding Governor** – Mary Dooley & Caroline Wilson  
**Quality of teaching, learning and assessment** – Sarah Allison  
**Personal development, behaviour and safety** - Claire Everitt  
**Outcomes for children and learners** – Gavin Morris  
**Sports Premium/Pupil Premium** – Anisa Whitton  
**Finance** – Sebrina de Veer

#### **111/15 Suggested Schedule of Work for the Governing Body**

The Headteacher and Chair of Governors to discuss a Governing Body action plan 2015-2016, to include governor objectives, governor visits and training opportunities linked to the SIP.

#### **112/15 Policy Review**

This agenda item was deferred to the next Governing Body meeting (Resource Management) focus

**113/15 Safeguarding Update**

The Headteacher advised Governors that there was a new addendum to the first chapter of the DfE publication "Keeping Children Safe in Education. Governors would be asked to re-read the publication and sign the register at the next meeting to confirm the first chapter including the addendum had been read. The register would be retained in school.

**Action – Headteacher**

The Headteacher gave information about the local authority Children's Safeguarding Board initiative called 'Starting Point' an organisation which included representatives from the Derbyshire Constabulary Child Abuse Central Referral Unit, the Domestic Violence Central Referral Unit and Derbyshire Community Health Services, each with access to their own information systems. This system of referral offered a more effective 'teamwork' approach to safeguarding in the county.

The Headteacher to attend a safeguarding training course called 'Prevent' to cover radicalisation and female genital mutilation in November.

**114/15 SEN&D Code of Practice**

SENCO, Christine Avery, confirmed that the SEN&D Code of Practice was available for parents to view on the school website and was updated on a regular basis.

**115/15 Governor representation at the Autumn Governor Strategic Briefings**

Mary Dooley confirmed her attendance at the LA Autumn Governor Strategic Briefing on Monday 12<sup>th</sup> October 2015 at County Hall Matlock, and agreed to report back to governors at the next meeting.

**Action – Mary Dooley to feedback from LA Governor Strategic Briefing at next meeting****116/15 Governor Training - Training Feedback & Requirements**

Briefing for Chairs – Wednesday 30<sup>th</sup> September – Sebrina de Veer  
Preparing for Ofsted Workshop – Wednesday 14<sup>th</sup> October – Sebrina de Veer

**117/15 Governor Visits into school – Feedback and arranging visits**

No governor visits to school in the new academic year.

**118/15 Correspondence**

None

**119/15 What have we achieved tonight that will improve outcomes for the children at Pinxton Village Infant Schools?**

- Governing Body Chair, Vice-Chair and link governors appointed, giving stability and strong governance to the school and an equal share of responsibility and workload between governors.
- Governor approval of the School Improvement Plan
- Governor representation at local authority governor briefings

**120/15 Dates and Times of future Governing Body meetings 2015**

- Tuesday 20<sup>th</sup> October 2015 (Resource Management Focus)
- Tuesday 17<sup>th</sup> November 2015 (School Improvement Focus)
- Wednesday 10<sup>th</sup> February 2016 (Resource Management Focus)
- Wednesday 9<sup>th</sup> March 2016 (School Improvement Focus)
- Wednesday 27<sup>th</sup> April 2016 (Budget Approval)
- Thursday 16<sup>th</sup> June 2016 (Resource Management Focus)
- Wednesday 29<sup>th</sup> June 2016 (School Improvement Focus)

All meetings would be held at the Longwood school and start at 6.00pm.

The meeting closed at 7.45pm

Signed

(Chair)

Date

**Pinxton Village Infant Schools  
Action List from the Governing Body Meeting  
Tuesday 24<sup>th</sup> September 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>86/15</b>	Headteacher to advise governors how many teaching days had been lost in school through staff absence.	HT
<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>100/15</b>	Clerk to update the DCC Governor Support	Clerk
<b>103/15</b>	Christine Avery to upload the updated Register of Pecuniary and Personal interest on the website	CA
<b>105/15</b>	Clerk to update the Governor 'Master' induction pack	Clerk
<b>113/15</b>	Headteacher to send governors the addendum to KCSIE	HT
<b>115/15</b>	Mary Dooley to feedback from LA Governor Strategic Briefing at next meeting	MD
<b>116/15</b>	Sebrina de Veer to feedback from Chair's briefing at the next meeting.	Chair