

EMERSONS GREEN PRIMARY SCHOOL.
MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS
HELD ON MONDAY 21st NOVEMBER 2016 AT 6.00 pm. AT THE SCHOOL.

PRESENT. Mrs L Handy, Mrs J. Young, Mrs J Bishop, Mrs B Morgan, Miss Holly Chivers, Mrs J Davies, Mrs E Everson, Mr M. Beard, Mr K Hemmings, Mr I Mackenzie, and Mr M Reed (Clerk)

16/17 WELCOME,

Mike welcomed Governors to the meeting and thanked them for attending the pre meeting session on data and the use of Class room Monitor for pupil assessment.

17/17 APOLOGIES

Apologies were received from Fern Jameson and Lucy Zambrano. Mr D. Marshall was absent and Mr Sutton had tendered his resignation

18/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

19/17 NOTIFICATION OF A.O.B.

There were none

20/17 MINUTES OF THE MEETING HELD ON 19TH SEPTEMBER 2016

a Approval

The minutes were approved as a true record with the following amendment
"replace Davis with Davies in the list of those present. Proposed Jo D seconded Jo B.
Unanimous

b Matters arising

- Revised Budget exercise has been completed – see later

21/17 MINUTES OF THE MEETING HELD ON 17TH OCTOBER 2016

a Approval

The minutes were approved as a true record with the following amendment
"replace Davis with Davies" in those present. Proposed Karl, seconded Jill
Unanimous.

b Matters arising

This is Lindsay's last meeting and we need to arrange a social evening to say good bye and thanks.

22/17 HEADTEACHER'S REPORT & ITEMS– report pre circulated

Karl updated items and answered questions as follows

- Rick forms included concerns from parents over a safeguarding issue which proved to be a false alarm due to an incorrect telephone message. Checks are in place to ensure that there could not be an issue in these circumstances but to ensure there is no confusion, in future all messages left regarding collection of children are called back to ensure information is correct.
- We have received an request for flexible working from Laura on a temporary basis and this has been agreed and she will job share with Karen Adams who will cover 1 day per week.
- We received 4 applications for temporary post covering Adam's secondment but none were suitable. We have, therefore allowed Adam to take up the secondment for 2.5 days per week from January. HR do not feel it necessary to appoint an acting Deputy Head to cover Adam's absence as the TLR post holders are able to cover when necessary.
- The SDP update included in the report shows where the school is at the present time with the data looking very positive.
- Leadership and management is working well and monitoring will be undertaken next week. Marking across the school is much improved in how it is used and the impact it is having.
- Attendance is generally good with Free School Meals pupils attendance much improved. Although we are ranked third in the LA for broken weeks.
- There has been an improvement in behaviour with only 9 red cards issues

Q Why has this happened?

A It is due to the work done with a few individuals by all the staff.

- There were 7 yellow cards given out in Year 4 due to pupils playing a silly game. And we are trying to put systems in place to deal with this sort of incident
- There have been no racist incidents, safeguarding issues or extreme behaviour
- The Safeguarding audit has to be completed and returned to the LA

Q When pupils are having music lessons what are the rest of the class doing?

A Stay in class, music lessons are only for half an hour and on a rolling programme.

Lessons are peripatetic and the choice of parents if they want children to take part. We have a waiting list which would be for another half hour but could not fit it in as it was on a Tuesday. This is not suitable for an after school club

- Plans for the next five years for school plays etc. have been finalised and we will continue with the Christmas Discos.

23/17 RESOURCE COMMITTEE REPORT – Minutes pre circulated

Karl circulated copies of the revised budget report which was discussed at the meeting. The deficit has been slightly reduced to £53,000.

Three IT companies have been approached re taking over IT services from Integra. Karl visited Mangotsfield Primary to sample the school lunches and we have received quotations from three possible new providers.

There will be some savings from Adam's secondment which should reduce the deficit. There are also some increases in expenditure which will be offset by an increase in income. The revised budget was unanimously approved Proposed Jo D, seconded Ian.

Q *Do all staff have to have a pay rise?*

A *Yes, but there is no statutory process for Support Staff. Teachers pay is linked to Performance Management and if they meet set targets they get an increase. Most of our staff are at the top of the scale.*

Q *How many levels are there on UPS?*

A *Three.*

24/17 CURRICULUM COMMITTEE REPORT- pre circulated.

Gill reported that the committee discussed reports on SEN and the monitoring plan and a program of monitoring for the year was agreed.

25/17 POLICIES

The following policies were agreed with some minor amendments.

- a Alcohol, Drugs & Substance abuse
- b Whistle Blowing
- c Managing Sickness absence
- d Behaviour
- e Bullying and Harassment Procedures
- f Charging and remissions
- g Lettings
- h Schedule of Delegated Authority
- i Anti Bullying

The complaints policy needs to be updated and put onto the web site.

Jo Davies left at 20.00

In future policies will be circulated to Governors for comments which need to be with Karl within two weeks or agreement will be assumed.

25/17 CHAIR'S ITEMS

a Academy Update

There has been no change since the last meeting

b Complaint

A complaint was received at the start of the holiday which Mike and Fern tried to settle informally. However the complaint went forward to a Governor Panel who upheld the schools decision. The pupil is still away from school and the parents are now claiming discrimination. Court proceedings have been started and we have to respond by January with the hearing in March. Karl is meeting with LA legal and SEN staff on Wednesday next.

26/17 A.O.B.

a Issues from the complaint

Lindsay raised the following issues which arose from the Complaint and hearings

- i We need to produce a professional code of conduct as during this incident there have been abusive comments made to staff.
- ii We need to update the safeguarding policy to protect staff as well as pupils. There needs to be a section which gives staff a clear statement on what to do if they feel they are being abused and threatened. Boundaries have to be set and recorded in a policy .

b Christmas Fair

Ian asked if anyone could help with the BBQ at the Christmas Fair. Anyone who can to be at school by 4.00 p.m.

c Lindsay

Governors thanked Lindsay for all her devotion to Emersons Green Primary School over the past 16 years and wished her well for the future

Karl added his thanks and said it was a privilege to work with her especially at interviews.

Governors also thanked Colin for his support while on the Governing Body

Mike thanked Governors and closed the meeting at 20.22