

# WESTLEA PRIMARY SCHOOL

Company Number 8713214

## MEETING OF THE DIRECTORS

Wednesday 9<sup>th</sup> September 2015, 6.00 pm

Westlea Primary School

WESTLEA  
PRIMARY SCHOOL



<p><b>1</b></p> <p><b>1.1</b></p> <p><b>1.2</b></p> <p><b>1.3</b></p> <p><b>1.4</b></p>	<p><b>Welcome, Apologies for Absence and Quorum Requirements</b></p> <p>As the new Chair of the Board, BB welcomed everyone to the Directors' meeting of the Westlea Primary School Academy.</p> <p><b>Governors present</b></p> <table border="0"> <tr> <td>Trevor Dowell (TD)</td> <td>Scott James (SJ)</td> </tr> <tr> <td>Rose Carberry (RC)</td> <td>Matthew Row (MR)</td> </tr> <tr> <td>Bob Barrett (BB)</td> <td>Marla Carroll (MC)</td> </tr> <tr> <td>Steve Earl (SE)</td> <td>Sarah Sumner (Observer)</td> </tr> <tr> <td></td> <td>Amelia Penfold (Clerk)</td> </tr> </table> <p><b>Apologies for absence</b></p> <p>Apologies were received from Mark Davis (and Lucy Batstone after the meeting).</p> <p><b>Quorum</b></p> <p>The meeting was declared quorate.</p>	Trevor Dowell (TD)	Scott James (SJ)	Rose Carberry (RC)	Matthew Row (MR)	Bob Barrett (BB)	Marla Carroll (MC)	Steve Earl (SE)	Sarah Sumner (Observer)		Amelia Penfold (Clerk)
Trevor Dowell (TD)	Scott James (SJ)										
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<p><b>2</b></p> <p><b>2.1</b></p>	<p><b>Declaration of Interests</b></p> <p>No declaration was made by Governors on the nature and extent of their interests in relation to this agenda.</p>										
<p><b>3</b></p> <p><b>3.1</b></p>	<p><b>Vision of the New Chair</b></p> <p>BB explained the purpose of this meeting which is to prepare the GB for the coming school year and to plan how best to support and lead the school. He asked those present to be honest and open about areas in governance that worked and those that need to be developed. The meeting discussed how governance has decreased in effectiveness over the past year and that this needs to be rectified. They acknowledged the great changes and expectations on governors now when they are 'only' volunteers.</p> <p>BB emphasised the need to build a 'team' now: governors, staff, volunteers. Part of this will be improved if governors undertake more school visits (See Minute 8). The relationship between the staff and governors needs to grow. Governors in particular should not be afraid to ask when they do not understand a particular area. The governors also asked about the purpose of the Chair's Group which the Clerk explained.</p>										
<p><b>4</b></p> <p><b>4.1</b></p>	<p><b>Remembering what we signed up to: the Code of Conduct</b></p> <p>BB reminded the GB of the terms in the Code that each governor has signed up to, in particular to attend training, carry out school visits and support the governance through active membership of the committees.</p> <p>The meeting also discussed the significant periods of absence by MD and the impact this is having on governance at the school.</p>										

<p><b>5</b></p> <p><b>5.1</b></p>	<p><b>Which committees will you support in 2015/16?</b></p> <p>The Clerk reminded the Board that, under the current Terms of Reference for the Committees, to be quorate each committee meeting has to have a minimum of three governors present. With the numbers of governors so small at present, governors were therefore asked to commit to two or more committees. The following committee memberships were agreed: <b>&lt;Agreed&gt;</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Finance</u>  Matthew Row – Chair  Bob Barrett  Trevor Dowell  Marla Carroll  Rose Carberry</p> </td> <td style="vertical-align: top;"> <p><u>Staffing</u>  Bob Barrett – Chair  Trevor Dowell  Steve Earl  Rose Carberry</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Curriculum</u>  Mark Davis – Chair  Steve Earl  Marla Carroll  Scott James  Rose Carberry</p> </td> <td style="vertical-align: top;"> <p><u>Premises</u>  Trevor Dowell – Chair  Bob Barrett  Scott James  Rose Carberry</p> </td> </tr> </table> <p>Lucy Batstone is still to commit to any of the committees; BB will contact her to clarify. <b>&lt;Action&gt;</b></p>	<p><u>Finance</u>  Matthew Row – Chair  Bob Barrett  Trevor Dowell  Marla Carroll  Rose Carberry</p>	<p><u>Staffing</u>  Bob Barrett – Chair  Trevor Dowell  Steve Earl  Rose Carberry</p>	<p><u>Curriculum</u>  Mark Davis – Chair  Steve Earl  Marla Carroll  Scott James  Rose Carberry</p>	<p><u>Premises</u>  Trevor Dowell – Chair  Bob Barrett  Scott James  Rose Carberry</p>
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<p><b>6</b></p> <p><b>6.1</b></p>	<p><b>Who will be on the Panels for 2015/16: Pay Panel, Disciplinary, Appeals, HT's PR Review</b></p> <p>The following Panels were agreed: <b>&lt;Agreed&gt;</b></p> <p>Pay Panel: Matthew Row, Bob Barrett, Trevor Dowell.  Pay Appeals: Steve Earl, Mark Davis.</p> <p>Disciplinary and HT's PR Review Panels are still to be determined. <b>&lt;Action&gt;</b></p>				
<p><b>7</b></p> <p><b>7.1</b></p>	<p><b>Getting to know our school better: Link Governors</b></p> <p>The meeting considered the role of Link Governor and which ones would be helpful to have on this Board. The following aspects were discussed:</p> <ul style="list-style-type: none"> <li>- Link Governors need to know who the relevant Staff Leads are in each area.</li> <li>- Maybe a more appropriate link would be to pick up areas in the SDP.</li> <li>- It needs to work for both the teacher and the governor.</li> </ul> <p>Several areas were considered: Literacy, Numeracy, Wider Community, Governance, Governors Award Co-ordinator, SEND Link Governor, Governor Visits Co-ordinator, Safeguarding Link Governor, Governor Training Co-ordinator, Able and Talented, Pupil Premium, Health and Safety, Healthy Schools.</p> <p>The following Link Governor roles were agreed: <b>&lt;Agreed&gt;</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Bob Barrett   Matthew Row  Mark Davis  Steve Earl  Trevor Dowell  Scott James  Marla Carroll</p> </td> <td style="vertical-align: top;"> <p>Parents Forum  Healthy Schools  Child Protection / Safeguarding  Pupil Premium  ICT  Numeracy  Literacy / Dyslexia  PE/Sports  Creative Arts  Basic Skills</p> </td> </tr> </table> <p>Lucy Batstone will be asked to pick up the role of SEND Link Governor. <b>&lt;Action&gt;</b></p>	<p>Bob Barrett   Matthew Row  Mark Davis  Steve Earl  Trevor Dowell  Scott James  Marla Carroll</p>	<p>Parents Forum  Healthy Schools  Child Protection / Safeguarding  Pupil Premium  ICT  Numeracy  Literacy / Dyslexia  PE/Sports  Creative Arts  Basic Skills</p>		
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	<p>The Board also decided on the following:</p> <ul style="list-style-type: none"> <li>- A Link Governor for More Able Pupils would be covered in the Numeracy and Literacy Link Governor roles.</li> <li>- Link Governors for Governors Awards, Governor Training and Governor Visits were not necessary; instead these areas would be covered at each Chair's Group meeting so that committee chairs drive them at their individual meetings.</li> </ul> <p style="text-align: right;"><b>&lt;Agenda&gt;</b></p>
<p><b>8</b></p> <p><b>8.1</b></p>	<p><b>Getting to know our school better: Governor Visits</b></p> <p>The HT emphasised the need for governors to get to know the school better in the coming year. It is also an area that Ofsted reviews as a measure of how the GB gathers its information on the school. The HT described some of the areas that could benefit from governor visits: Parents Forum, Lunchtimes, School Council, Breakfast Club, Impact of Sports Premium, Subject Links (with SDP), Staff Meetings, TD Days, Twilight Sessions, TA Briefing Sessions. The meeting discussed the following:</p> <ul style="list-style-type: none"> <li>- In previous years during Book Week some governors had visited to read to particular classes.</li> <li>- Would visits focus only on lessons or would they include other areas such as admin, finance and other non-teaching areas?</li> <li>- The reason for a visit needs to be clear so as to have a more structured approach.</li> <li>- The Board could have a Governor Visits Co-ordinator.</li> <li>- Governors should commit to carrying out a minimum of 1 visit per term (ie 6 pa).</li> <li>- A governor could shadow a TA in order to understand their role better.</li> <li>- Attending the SRP Annual Reviews.</li> <li>- Review the evidence for British Values, eg democracy, tolerance, respect; being an external pair of eyes.</li> <li>- Seeking the views of the children is a key factor because they are so honest.</li> <li>- Governors also need to support the staff as well as ensure that the children are receiving an Outstanding education.</li> </ul> <p>RC said that all governors are welcome to any of the events listed in the weekly newsletter, with prior notice, but it appeared that only Parent Governors automatically receive this newsletter. The Clerk will arrange for all governors to receive this emailing. <span style="float: right;"><b>&lt;Action&gt;</b></span></p> <p>The HT reminded the meeting that governors are not expected to be education professionals but need to develop a strategic overview and getting more day-to-day contact would help that.</p> <p>It was agreed that RC would put together a proposed schedule of visits for governors to sign up to. <span style="float: right;"><b>&lt;Action&gt;</b></span></p>
<p><b>9</b></p> <p><b>9.1</b></p>	<p><b>Understanding our roles better - Governor Training</b></p> <p>The meeting discussed the expectations on governors:</p> <ul style="list-style-type: none"> <li>- Each committee should ensure attendance at a minimum of two courses per year.</li> <li>- Feedback should be made to the next committee meeting and also to the FGB to ensure that learning points are shared.</li> </ul>
<p><b>10</b></p> <p><b>10.1</b></p>	<p><b>Building the Team</b></p> <p>The meeting discussed how governors can support the staff and how staff can support the governors. In order to develop improved relationships with the staff, the governors asked how many staff actually know who the governors are? The Staff Governors said that the profile of the GB had increased over the past year, in particular through attendance at assemblies, parents' evenings and the Summer Fayre.</p> <p>Governors also asked how they would know if the school is really working well because things can be said in meetings which cannot necessarily be verified. The HT said that governors can 'sense' when a school is working well; respect and good behaviour are the 'norm'.</p>

<p><b>11</b></p> <p><b>11.1</b></p>	<p><b>How do we Attract More Governors?</b></p> <p>The Clerk updated the meeting on three recent responses to the adverts of vacancies on the Board, all of which are being followed up; these are for the roles of Co-opted Governors. At least one additional Parent Governor is required to join the Board and in March 2016 a further Parent Governor place will become vacant when TD's term comes to an end. However, the Clerk advised that the GB should not accept every offer of prospective governors but should instead consider the skill mix required going forward.</p>
<p><b>12</b></p> <p><b>12.1</b></p>	<p><b>Declaration of Interests for 2015/16</b></p> <p>The Clerk presented a revised Declaration of Interests form which governors are required to complete. This covers three areas: business interests, other governance/trust responsibilities, and relationships with any members of staff. The Board was also reminded that this information has to be published on the website. Absent governors will be asked for this information. <b>&lt;Action&gt;</b></p>
<p><b>13</b></p> <p><b>13.1</b></p>	<p><b>Dates of Meetings for 2015/16</b></p> <p>Following a consultation exercise across the Board, it was agreed to trial a different pattern of meetings times. <b>&lt;Agreed&gt;</b></p> <ul style="list-style-type: none"> <li>- Chair's Group and Staffing Committee will move to an 8am start.</li> <li>- Premises Committee and Finance Committee will start at 5pm.</li> <li>- Curriculum Committee will remain at a 4.30pm start.</li> <li>- The FGB will remain at a 6pm start.</li> </ul> <p>The Clerk advised some changes to the dates for the Finance Committee. An additional meeting should be held in Term 1 as there was too long a gap between the previous meeting (July) and the next proposed date (December), the annual audit had to be undertaken, and the school had a new Bursar and Chair of Finance Committee. It was therefore agreed to hold an additional meeting on Wednesday 21<sup>st</sup> October, starting at 5pm. It was also agreed to move Term 5/6's meeting from 29<sup>th</sup> to 8<sup>th</sup> June 2016 in order to give sufficient time to prepare the budget for 2016/17.</p> <p>With the reduction in committee meetings to one complete cycle every two terms (rather than every term), there were now less meetings in which to cover the business; the Clerk advised that the length of meetings was likely to be greater now as a result. The HT said this was unlikely as many of the policies and procedures had now been put in place.</p>
<p><b>14</b></p> <p><b>14.1</b></p> <p><b>14.2</b></p> <p><b>14.3</b></p>	<p><b>Any Other Business</b></p> <p><u>Michelle Walker</u> BB explained that MW's term as Staff Governor ends on 15.9.15. Although MW was unable to attend the meeting this evening, the GB sent her many thanks for her four years' service and her contribution to the development of governance with a card and flowers.</p> <p>Due to the terms of the school's Articles of Association, it will not be possible at this stage to advertise the vacancy because this would otherwise take the proportion of employees on the Board over the maximum allowed (one third).</p> <p><u>PE Clubs</u> SJ reported on a great increase in provision for this school year, with a wide range of interests being covered. This is being funded directly from the Sports Premium Grant.</p> <p><u>School Website</u> Governor Support had recently sent an audit of the school's website which showed it still lacked some important information. This will be followed up at the Chair's Group. <b>&lt;Agenda&gt;</b></p>

<b>15</b> <b>15.1</b>	<b>Date of Next Meeting</b> <b>Wednesday 9<sup>th</sup> December 2015</b>
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**ACTIONS:**

<b>Min</b>	<b>Detail</b>	<b>By Whom</b>	<b>By When</b>
5.1	Contact LB to clarify her committee membership.	BB	Actioned
6.1	HT's PR Review Panel to be determined.	Clerk	Actioned
7.1	Contact LB to pick up the role of SEND Link Governor	BB	Actioned
8.1	- Arrange for all governors to receive regular newsletter emailings.	Clerk	Actioned
8.1	- Put together a schedule of visit opportunities for governors.	RC	Actioned
12.1	Seek annual declaration of interests from absent governors.	Clerk	Actioned

**AGREED:**

<b>Min</b>	<b>Detail</b>
5.1	Memberships of Committees: Finance: MC, MR, RC, BB, TD. Curriculum: MD, SE, SJ, MC, RC Premises: TD, BB, SJ, RC Staffing: BB, RC, SE, TD
6.1	Pay Panel: MR, BB, TD Pay Appeals: SE, MD
7.1	Link Governors: Bob Barrett                 Parents Forum Healthy Schools Child Protection / Safeguarding  Matthew Row                 Pupil Premium Mark Davis                    ICT Steve Earl                     Numeracy Trevor Dowell                Literacy / Dyslexia Scott James                  PE/Sports Marla Carroll                 Creative Arts Basic Skills
13.1	Trial of new meeting times and additional Finance date.

**AGENDAS:**

7.1	- Governor Awards to be covered at each Chair's Group meeting. - Governor Visits and Governor Training to be a standing item at each committee	Chair's Group All committees
14.3	Website audit.	Chair's Group

Signature of Chair ..... Date .....