

**WESTLEA PRIMARY SCHOOL**

**Company Number 8713214**

**MEETING OF THE DIRECTORS**

**Wednesday 20th May 2015, 6.00 pm**

**Westlea Primary School**

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| **1**  **1.1**  **1.2**  **1.3**  **1.4** | **Welcome, Apologies for Absence and Quorum Requirements**  CMcK welcomed everyone to the meeting of the Westlea Primary School Academy.  **Governors present**  Carol McKinlay (CMcK)  Steve Earl (SE)  Scott James  Matthew Row (MR)  Amelia Penfold (Clerk)  Trevor Dowell (TD)  Rose Carberry (RC)  Marla Carroll (MC)  Bob Barrett (BB)  Lucy Batstone (LB)  **Apologies for absence**  Apologies were received from Sarah Sumner, Anne Bowerman and Michelle Walker. No response was received from Mark Davis.  **Quorum**  The meeting was declared quorate. |
| **2**  **2.1** | **Declaration of Interests**  No declaration was made by Governors on the nature and extent of their interests. |
| **3**  **3.1**  **3.2**  **3.2.1** | **Recent Events and Documentation**  Westlea Members Meeting Minutes - 25.3.15  These had been circulated to the Board prior to the meeting.  LACT Board Minutes - 26.3.15  These had been circulated to the Board prior to the meeting.  LACT RAB Minutes - 16.4.15  These had been circulated to the Board prior to the meeting. The Chair reminded the meeting of the role of the RAB within the LACT. |
| **4**  **4.1** | **Minutes from the Previous Meeting – 26th March 2015**  These were agreed as a true record of the meeting and the Chair signed the file copy. |
| **5**  **5.1** | **Matters Arising and Action Points**   * Regular website review meetings. MD had originally picked up this role and   responsibility but progress on this is unknown.  **Carry Forward**   * Contact MR for a date of return. Completed. * Circulate minutes of Members’ Meeting. Completed. |
| **6**  **6.1**  **6.2**  **6.3**  **6.4**  **6.5** | **Sub-Committee Updates**  Chair’s Steering Group (15.4.15)  CMcK summarised the business covered, especially the review of Stone King recommended items for academy schools. Most of these have already been picked up; outstanding ones are in hand.  Staffing Committee (22.4.15)  BB reported back from this committee. No issues were raised.  Premises Committee (29.4.15)  TD fed back from this meeting. He particularly commended to the meeting the work now being carried out by the Caretaker and asked for the GB’s thanks to be sent to him; also, the meeting thanked the HT (and the Bursar) for their support in this process. Governors noted the increase in spend on premises issues; the HT confirmed that this was from the existing budget and that there was no grant support this year.  Curriculum Committee (6.5.15)  As the Chair (MD) was absent, CMcK reported back to the meeting from the minutes circulated.  Finance Committee (13.5.15)  In the Chair’s absence (AB), CMcK reported back in detail to the meeting as the minutes had not yet been cleared for circulation:   * Thanks to the Bursar for the detailed and comprehensive reports provided. * The school has a healthy balance. * Pension audit took place on 18.5.15; the HT confirmed that there were no issues. * SRP budget will be finalised electronically as it has to be submitted to the LA by 30.6.15. * Chair’s Actions on screens, CCTV and outside storage. * Issues raised by the Responsible Officer (FS4S) re the process used in the EFA bid in 2014, in particular the lack of sealed bids. * Information from the LACT Director. * Succession planning. |
| **7**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **7.6**  **7.7**  **7.8**  **7.9** | **Policies, Plans, Vision and Values**  Health and Safety Policy  This policy had come from the Premises Committee. This was ratified by the Board. **<Agreed>**  Working at Height Policy  This policy had come from the Premises Committee. This was ratified by the Board. **<Agreed>**  E-Safety Policy  This policy had come from the Curriculum Committee. This was ratified by the Board. **<Agreed>**  Governors’ Allowances  This policy had come from the Finance Committee. This was ratified by the Board. **<Agreed>**  Procurement Policy  This policy had come from the Finance Committee. This was ratified by the Board. **<Agreed>**  RE Policy  This policy had come from the Curriculum Committee. This was ratified by the Board. **<Agreed>**  Collective Worship Policy  This policy had come from the Curriculum Committee. This was ratified by the Board. **<Agreed>**  Safeguarding Policy  This policy had been recently updated. This was ratified by the Board. **<Agreed>**  Health and Safety Update  The HT reported on the following:   * Fire drill (announced) – staff and pupils out and assembled in under one minute compared to nearly 2 minutes when unannounced. * Safety signs and ‘virtual children’ are now installed in the parking area which is having a positive effect. * Two broken arms have been sustained by pupils recently. * COSHH – the cleaners are now proficient. Their next training is on first aid. |

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| **8**  **8.1**  **8.2**  **8.3**  **8.4**  **8.5**  **8.6**  **8.7**  **8.8**  **8.9** | **Governing Body**  Ofsted Preparations  The Chair reminded the Board of the expectation of an inspection visit from Ofsted from now on and that it is the responsibility of every governor to prepare for the visit by using the information provided at previous meetings. One of the areas that Ofsted inspects now is governance and when the school is informed of an inspection visit, a selection of governors will be asked to attend a meeting with the Inspector at which they will be asked probing questions to determine their understanding and knowledge of the school. Governors are asked to contact the HT, the Chair or the Clerk if they have any particular difficulties or questions otherwise it will be assumed that they are each Ofsted-ready.  Dates for Committee Meetings 2015/16  The Clerk had put together a set of dates for the new school year based on the current format of meetings (one per term for each cycle of committees and FGB). The HT said that the number of meetings could now be reduced for most of the committees as the governance framework was now in place. The frequency of Finance Committee meetings may need to be higher due to the requirements by the EFA on academy schools. The meeting agreed to move to a full cycle of meetings every other term (ie three per year). The Clerk will reissue the dates for 2015/16 on this basis. **<Agreed><Action>**  Governors’ Questionnaire  The Chair reminded the meeting of the questionnaire that had been issues last year and the findings that had now been circulated, from which some areas were highlighted.  Feedback on Parents’ Forum  In MW’s absence (Link Governor), the HT said that this will start in September 2015 and will provide a positive meeting space to work on a shared project and draw in the newer parents. This will be discussed at Term 1’s FGB in the new school year. **<Agenda>**  Governors’ Newsletter  The Chair had worked on a draft newsletter which was presented to the meeting. Each issue will focus on a different governor; the first issue is on the out-going chair and the next will be on the in-coming chair. It will also include news on the Governors’ Award. It was agreed to publish the Newsletter three times per year maximum: at the end of Terms 1, 3 and 5.  Update on Governor Recruitment, Composition of the Board and Succession Planning  The Chair reminded the meeting that she and AB leave the GB at 31.7.15 which will leave key gaps on committees and especially office holders. The two newest governors (LB and MR) and still observing at all the committees before making their choice; they were asked to inform the Clerk as soon as possible. MR has also recently indicated that he would be willing to take on the role of Finance Committee Chair at the start of the new school year which the Board was pleased to hear.  The Clerk advised that the composition of the Board is now potentially vulnerable, with the known departure of two key governors and the current proportion of non-staff governors in the mix. The Board reviewed recruitment actions to date which had been varied and continuous during the school year; several people had come forward but, for various reasons, had not pursued their application to join the Board. The issue of specific skills required by the Board was discussed, in order to shape any subsequent advertising. Although there is a shortage of some skills, it was feared that by being too specific some potential governors may be put off applying.  The meeting considered various options, with the following actions agreed: **<Actions>**   * The Clerk to initiate another round of recruitment for a Parent Governor in Term 6. * The Parent Governor vacancy will also be promoted in the HT’s weekly newsletter and the Governors’ newsletter. * BB to make contact with Zurich Cares and Swindon Business News re advertising for governors.   Required reading: Keeping Children Safe – updated version  RC recommended that the GB reads this updated version as part of the governance function and in preparation for an Ofsted visit.  Articles on Young Carers and on School Meals  These had been published in the Swindon Advertiser and were circulated to the governors as they contained reference to Westlea School.  BBQ  The Chair explained that the BBQ was hosted by the GB and all staff are invited. The Clerk circulated information on this year’s BBQ: a list of promises (food and drink) and a poster. The following were agreed:   * 4pm: governors are asked to come and help with the preparations for the BBQ. **<Action>** * 4.45pm: Board meeting begins. * 6pm: BBQ begins promptly so staff are not kept waiting. * The list of promises (food and drink) will be recirculated until all gaps are filled. **<Action>** |
| **9**  **9.1** | **Governors’ Visits**  The Chair had circulated a report on a recent visit carried out as Numeracy Link Governor. She will also complete Visit forms for visits relating to the Dyslexia Award Assessment, the Quality Assurance visit and the Annual Review. **<Actions>**  Governors asked about the protocol for Link Governors in visiting the school. They were reminded of the Governors’ Visits Policy which includes contacting the HT to arrange a mutually suitable time to visit and the importance of feeding back to the GB through using the proforma. |
| **10**  **10.1** | **Training**    Update on training attended by governors since previous FGB  A summary of all training attended by governors had been circulated prior to the meeting. The Chair encouraged all governors to keep their knowledge and skills up-to-date by attending training. |
| **11**  **11.1** | **Head Teacher’s Report**  RC presented highlights from the report which had been circulated prior to the meeting:   * Teaching and learning review day. Ian Hart (school improvement consultant with the LACT) was very positive in his findings. * An update on data was provided, showing very similar results to last year’s national average in Reading and Writing, and in Maths the results were clearly higher than last year’s national average. The Board noted this improvement in pupil performance. * SATs currently being sat by Year 6 pupils. * External audit by Sarah Foulkes. * KS1 moderation (not yet verified). |
| **12**  **12.1**  **12.2**  **12.3**  **12.4** | **Any Other Business**  Governors’ Award  Term 5’s Award is being made tomorrow. No governor was able to attend because of the short notice but an award will still be made.  Production of Joseph at The Wyvern  TD reported that two Westlea pupils are taking part in this production.  Westlea Summer Fayre  TD announced the date for the Fayre as Saturday 20th June 2015. Thanks to Friends of Westlea, there will be approximately 25 stalls.  Quality Assurance Visit  MC reported on the recent half-day visit to the SRP which concluded that the SRP provides good value for money. |
| **13**  **13.1** | **Date of Next Meeting**  **Wednesday 15th July 2015:**  4pm Preparations for the BBQ.  **4.45pm Board Meeting**  6pm BBQ |

**ACTIONS:**

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| **Min** | **Detail** | **By Whom** | **By When** |
| 5 | * Regular website review meetings. | MD |  |
| 8.2 | * To reissue meeting dates for 2015/16 on the revised format. | Clerk | Actioned |
| 8.6 | * Initiate a round of recruitment for a parent governor. * BB to make contact with Zurich Cares and Swindon Business News re advertising for governors. * Promote the vacancies in the HT’s newsletter and the governors’ newsletter. | Clerk  BB  HT/Clerk | Actioned  Actioned |
| 8.9 | * Governors to help set up the BBQ before the Board meeting. * Recirculate the list of promised food/drink and promote the BBQ. | All governors  Clerk | Actioned |
| 9.1 | * Complete Visit forms for the Dyslexia Award Assessment, the Quality Assurance visit and the Annual Review. | CMcK |  |

**AGREED:**

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| 7 | Ratification of policies:  Health and Safety Policy, Working at Height Policy, E-Safety Policy, Governors’ Allowances, Procurement Policy, RE Policy, Collective Worship Policy, Safeguarding Policy. |
| 8.2 | To move to one complete cycle of committee meetings every alternate term, ie three cycles per year. |

**AGENDAS:**

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| 8.4 | Parents’ Forum. | FGB – Term 1 |

**RECORD OF INFORMATION FLOW TO THE GOVERNING BODY OUTSIDE OF MEETINGS IN 2014/15**

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| 10.9.14 | SGOSS: Roles and Responsibilities of Academy Governors | Clerk | FGB |
| 15.9.14 | NGA Newsletter 12.9.14 | Chair | Chairs Gp |
| 22.9.14 | DfE Statutory Schools Policies – September 2014 (updated) | Chair | Chairs Gp |
| 8.10.14 | NGA Guidance on preparing for an Ofsted inspection | Clerk | FGB |
| 5.1.15 | FFT Data | HT | FGB |
| 5.1.15 | Ofsted’s views on governance in Primary Schools | Clerk | Chairs Gp |
| 13.1.15 | EYFSP, SEF, RAISEonline. | HT | FGB |
| 3.2.15 | Notes of Standards Review Meeting 16.1.15 | Chair/HT | Curriculum |
| 23.2.15 | Opportunity to observe governance in LACT schools. | Clerk | FGB |
| 4.3.15 | RAISEonline – updated version (26.2.15) | HT | FGB |
| 20.4.15 | Keeping Children Safe in Education – March 2015 | HT | FGB |

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