



**Meeting of the Local Governing Body
held at Hutton C E Primary School
on Monday, 23 September 2019 at 6.30 pm**

Present:	Luci Amos	Headteacher
	Jane Barry	Foundation Governor and Chair
	Veronika Chidemo	Co-opted Governor
	Michelle Groom	Parent Governor
	Nick Middleton	Parent Governor
	Mary Potter	Foundation Governor
	Alan Seabrook	Foundation Governor
	Elizabeth Woodrow	Parent Governor
	Jacqui Cashmore	Clerk

Action

1 Welcome and Apologies for Absence

1.1 Governors welcomed Liz and Veronika to the meeting.

1.2 There were no apologies for absence.

2 Register of Business Interests

2.1 A Declaration of Pecuniary and Personal Interests form for 2019/20 had been distributed to Governors. Completed forms were returned to the Clerk at the meeting and will be added to the register.

2.2 There were no interests raised with regard to items on the agenda.

3 New Appointments and Resignations

3.1 Resignations:

- Sam Momber, Staff Governor
- Kay Allen, Staff Governor

3.2 New Appointments:

- Elizabeth Woodrow, Parent Governor
- Veronika Chidemo, Co-opted Governor

4 Minutes of the Meeting held on 8 July 2019

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Action

The Minutes of the meeting held on 8 July 2019 were agreed and signed as a true record.

5 Matters Arising from the Minutes of 8 July 2019

5.1 Governors noted the report and were updated on the following:

5.1.1 Governor Visits (6.1.5): Visits had been arranged for Terms 1, 3 and 5 as follows: **Governors/
Clerk**

- Term 1 w/c 7 October
- Term 3 w/c 29 January
- Term 5 w/c 20 April

5.1.2 School uniform (7.2.1): Luci will write to parents to emphasis the uniform requirements, if this begins to slip.

5.1.3 Heads performance appraisal (11.1): This will take place on 23 October 2019 at 9.30 am. **Governors**

5.1.4 Safeguarding (19.1): The Governor information on the Safeguarding poster will be updated once a Governor is in place. **LA**

6 Equalities Impact Assessment

The Equalities Impact Assessment was brought to the attention of Governors and circulated during the meeting. This is available for Governors at each meeting and is designed as a prompt to help us think about equalities whenever we take decisions.

7 Election of Chair and Vice Chair

7.1 Chair: Jane agreed she was happy to continue as Chair. Governors thanked Jane for the excellent job she did and unanimously agreed to elect her as chair for the next 12 months.

7.2 Vice Chair:

7.2.1 Mary has been Vice Chair for a number of years and has decided to stand down from this role and as Chair of the Curriculum and Standards Committee.

7.2.2 Nick has taken on the role as Chair of Curriculum and Standards and Michelle is currently Chair of Finance, Staffing and Premises. Following discussion with Jane they have agreed that Nick will take on the role as Vice Chair for the first year and Michelle will take on the role as Vice Chair for the following year. This was unanimously agreed.

8 Structure of LGB Meetings; Subject Links; Governor Responsibilities

8.1 Our LGB structure is as follows, giving us a total of 12 Governors:

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- 3 Foundation Governors
- 3 Staff Governors
- 3 Parent Governors
- 3 Co-opted Governors

8.2 Vacancies

8.2.1 Staff Governors: As Kay and Sam have stepped down from this academic year, we currently have two vacancies and will now be looking to fill these.

8.2.2 Co-opted Governors: With Alan moving over to a Foundation Governor category, we now have two vacancies. We have met with Phil Haycock who is a grandparent of two children at the school (Y6 and YR) and he has expressed an interest in becoming a Co-opted Governor. Phil's background is in finance and his experience will be welcome of the LGB. This will leave one vacancy to fill.

8.3 Committees

8.3.1 Governors reviewed and agreed membership of the following Committees:

8.3.2 Complaint capability discipline & grievance Committee:

First Tier: Nick, Alan, Michelle
Second Tier: Jane, Phil, Mary

8.3.3 Headteacher's Performance: This Committee was made up of Simon Marriott (CEO) and two Governors but it was agreed that this year there would be 3 Governors. Mary would continue on the Committee for this year, due to her experience in this area and Jane and Nick agreed to be part of this Committee.

8.4 Subject responsibilities and curriculum links: The curriculum links were reviewed and agreed. An updated schedule and programme for subject reports to the LGB will be circulated to Governors.

8.5 Structure of LGB meetings:

- Historically we have had a Local Governing Body and two Committees, Finance, Staffing and Premises and Curriculum and Standards Committee, each meeting six times a year.
- At the Heads and Chairs (HAC) meeting in July, the LGB Terms of Reference were reviewed. One particular point raised by Governors, was how we make best use of our time as many LGB's are finding they are repeating the same information at both the Committee and then the LGB. They also find that they have issues with the Committees being quorate.
- HAC therefore proposed that the Terms of Reference were amended to give schools the option not to have the Committees and this was agreed at the Trustee Board in

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July.

- As a result of this a number of schools proposed to change the structure of their meetings and Jane and Luci have discussed whether we should re-look at our structure. Instead of having Committees we would have 11 LGB meetings a year which we would all come to. The meetings would be structured to cover curriculum and standards and finance, staffing and premises matters throughout the year.
- A programme of meetings will be drawn up to cover all areas.
- Dates for the LGB meetings for 2019/20 were circulated to Governors to add to their diaries.
- The additional meetings will be Chaired alternately by Nick and Michelle.
- There will be two sub group SIAMS and Ofsted, which will be set up as and when needed. The SIAMS sub group will be made up of Foundation governors and Rev Anne Wilkins.
- Nicola Cooksley will attend 3 of the LGB meetings to present the Financial reports.
- The Heads reports will be brought to meetings in Terms 2, 3 and 5.
- Our next LGB will have a curriculum focus and the Early Years Foundation Stage (EYFS) report and school policy will come to this meeting.

MG/Clerk

9 **Skills Audit and Governor Vacancies**

The Skills Audit was deferred and would be looked at in November. Clerk to add to meetings schedule.

Clerk

10 **LGB Terms of Reference/Code of Conduct**

10.1 LGB Terms of Reference: Governors reviewed and agreed to adopt the Terms of Reference.

10.2 Code of Conduct (NGA 2019 version): Governors reviewed and agreed to adopt the Code of Conduct.

11 **Governor Handbooks**

11.1 Kaleidoscope Governor Handbook: Governors agreed to adopt the Handbook.

11.2 Hutton Governor Information: A separate document providing information specifically on Hutton is being put together and will be circulated to all Governors in due course.

Clerk

12 **Ofsted**

12.1 At the last Kaleidoscope Trustee Board meeting it was agreed there would be a Kaleidoscope MAT Ofsted training session, which will take place at Ashcombe. This date is to be agreed.

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- 12.2 The new Ofsted Framework came into effect from September 2019. Instead of looking mainly at data, its focus will be to look at the whole curriculum and end of key stage published data (not internal school data). A big focus will be on the curriculum intent, how it is structured, what is being delivered and impact of that and staff CPD. Schools with inspections this year (2019/20) will be given time to ensure their curriculum journey is clear.
- 12.3 Our school has always had a broad curriculum but we have reviewed and fine-tuned aspects of the curriculum. In History we have chosen a path that the children will follow from Stone Age; Iron Age; Romans; Ancient Greece; democracy in our country; slave trade and racism. We have structured it partly wanting children to know the history of Britain but also to have an understanding of the wider world.
- 12.4 With History we will be focusing it on a theme of legacy. We are using the national curriculum as our basis but there are elements of history we have decided not to cover eg Ancient Egypt; Ancient China and Islam. Ofsted are looking for consistency and something that is measurable.
- 12.5 The knowledge organisers for each year group have been distributed to Governors and a folder will be set up in One Drive with this information.
- 12.6 The Governor Self Evaluation Form has been distributed to Governors and is also available on the One Drive. We will discuss this further at a future LGB. **Clerk**
- 13 Lesson Visits Term 1**
- 13.1 Term 1 visits will take place w/c 7 October. Governors will focus on a particular year group.
- YR- Mary
Y1 - Liz
Y2 - Alan
Y3 - Nick
Y4 - Veronika
Y5 - Michelle
Y6 - Jane
- 13.2 Governors to either let Luci know their availability for that week, or contact the year group teacher direct. **Governors**
- 13.3 The 'knowledge organisers' and 'Governor visit' forms are available on the One Drive but will also be emailed to Governors and paper copies available at school during that week. **Clerk**
- 13.4 Our aim for reading this year is to encourage children to enjoy it. All children will now have a reading record to encourage regular

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- reading.
- 13.5 Homework expectations for children are the reading log; TT Rock Stars; Spelling Shed and knowledge organisers.
- 13.6 Governors asked if we can have a demonstration of the Spelling Shed at a future meeting. **LA**
- 14 **School Development Plan (SDP) 2019/20**
- 14.1 Our SDP has three goals:
- To continue to raise standards in English and Maths.
 - To further develop the curriculum.
 - To continue to develop leadership across the school
- 14.2 The action plans will be distributed to Governors. **LA**
- 16 **School Policies**
- 16.1 Preface to all Policies: This was distributed to Governors in advance of the meeting. Governors reviewed and approved the preface.
- 17 **Kaleidoscope MAT update**
- 17.1 Update from HAC 10/7/19:
- 17.1.1 Minutes of the meeting had been circulated to Governors. Governors noted the Minutes and the following points were noted:
- A flyer to attract new Governors is to be produced.
 - The travelling costs are high, for pupils at Hutton and Crockerne to attend Kaleidoscope events. There was discussion about having a travel budget and this will be discussed further by HAC.
Governors asked if we had a figure of how much these trips cost. No, but one of the MAT's founding principles was about joint events and for some schools this is a problem.
 - Trustee representation at each school: Each Trustee has adopted a school and we will encourage Trustees to be present at new parent evenings.
- 17.2 Trustee Board 17/7/19
- The 2019/20 budget was discussed and agreed.
 - There was discussion on shared roles across the schools in the future.
 - Support is being put in place for Heads and Subject Leads where necessary and a strategic plan for the MAT is being worked on.
- 17.3 Kaleidoscope Policies

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The following policies had been reviewed and approved by the Trustee Board at its meeting on 17 July.

17.3.1 Complaints Policy: Governors queried the wording at para 6.2 para 2 "senior staff member will acknowledge the complaint orally or in writing within 5 working days of receipt". Governors felt that all complaints should be acknowledged in writing, so as to protect the school. The Clerk agreed to take this query back to Kaleidoscope. **Clerk**

17.3.2 Unacceptable Behaviour Policy: Governors queried whether the wording in the following paragraph on page 2, **Clerk**

'Types of behaviour that are considered serious and unacceptable and will not be tolerated:

- hitting eg slapping, punching and kicking - *should be changed to physical contact.*
- aggressive and threatening phone calls or emails - *should be changed to digital communication*

The Clerk agreed to take this query back to Kaleidoscope.

(Post meeting note: Following discussion with the CEO, he felt that as this is not an exhaustive list and is illustrations of such behaviour the current wording was sufficient and no changes were needed.)

17.3.3 Safeguarding Policy: Veronika asked for her surname to be updated in the policy, as she had recently got married. **Clerk**

18 **Health and Safety**

Nothing to report to this meeting.

19 **Any other business**

None.

20 **Date and Time of Next Meeting**

Monday, 21 October 2019 at 6.30 pm.

Apologies for absence were received from Jane, Alan, Veronika and Phil.

The meeting closed at 8.50 pm

Signed:

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