

Minutes

Meeting of Diggle Primary School Governing Body

Wednesday 7 December 2016
at the school
at 5.00pm

Present:	Mr Michael Rea	Co-opted Governor (Chair)
	Mr David Hampson	Co-opted Governor
	Mrs Marian Faulkner	Co-opted Governor
	Mrs Christine Tuckey	Co-opted Governor
	Mrs Sarah Newton	Headteacher
	Mrs Rachael Russell	Parent Governor
	Mr Michael Hawes	Parent Governor
	Mr Michael Yarwood	Parent Governor
	Miss Jane Spivey	Staff Governor

Also Present:	Reverend Duncan Rhodes	Associate Member
	Mrs Carol Challen	Clerk to the Governing Body

The Chair opened the meeting by welcoming everyone present.

1 **NEW GOVERNORS**

The new governors, Mrs Marian Faulkner and Mrs Christine Tuckey, recently appointed co-opted governors and Mrs Rachel Russell, recently elected parent governor, were welcomed to their first meeting of the governing body and everyone present introduced themselves.

2 **APOLOGIES FOR ABSENCE**

2.1 An apology for absence was received from Mr Christopher Ryan.

2.2 An apology for lateness was received from Mr Michael Yarwood.

2.3 The governing body gave consent to the governor who had apologised for his absence.

3 REGISTER OF BUSINESS, PECUNIARY AND PERSONAL INTERESTS

Governors were invited to declare any additional business, pecuniary or personal interests to those that had been declared previously in the school's 'Register of Declaration of Interest'.

No additional declarations were made.

4 MINUTES

RESOLVED: that the minutes of the meeting held on 28 September 2016 be approved as a correct record and signed by the Chair.

5 MATTERS ARISING

5.1 Arising from minute 10 (Membership and Terms of Reference of Committees) the new governors were invited to join the membership of one of the committees.

RESOLVED: (i) that the following changes to the committee structure should be made:

Standards and Curriculum Committee

Mr Michael Yarwood
(Chair)
Headteacher
Miss Jane Spivey
Mr Michael Hawes
Mrs Rachael Russell
Mrs Christine Tuckey
Mrs Marian Faulkner

Finance, Premises and Staffing Committee

Mr Christopher Sleight
(Chair)
Headteacher
Mr Christopher Ryan
Mr Michael Rea
Mr David Hampson
Reverend Duncan Rhodes

(ii) that the following governors be responsible for setting and reviewing the Headteacher's performance objectives:

Mr Michael Rea
Mr Christopher Sleight
Mrs Rachael Russell

ACTION: Business Support Service – Governors

5.2 Arising from minute 21.1.2 (Other Urgent Business – Finance, Premises and Staffing Committee).

5.2.1 The Headteacher reported the consultation process on the Nursery had started, parents were due to be notified and details would be published on the school website. In addition, there was a meeting arranged for early January 2017 to look at the arrangements to TUPE staff over to the school.

5.2.2 **Governor Challenge / Support:** In response to governors' questions the Headteacher clarified the following:

- The provision would become a pre-school as it was not a maintained nursery.
- Children attending the facility would not be given preference for places in school and they would still be required to fulfil the Local Authority criteria.
- The staff would become part of the school staff team and employed on the same terms and conditions.
- In future, the Pre-school would be inspected as part of the school, but would be given a separate judgement.
- Children from the Pre-school would be more involved with Early Years activities and be invited to attend assemblies.

5.2.3 **Governor Challenge / Support:** Governors enquired whether there had been any developments from the visit by the Local Authority representative on the portacabin.

The Headteacher reported the outcome was not very positive, the school was advised to clear the leaves and fit a gutter, and informed the Local Authority would not be able to fund a replacement, therefore the school will need to consider lottery funding or a grant.

Governor Challenge / Support: Governors asked when the Nursery was expected to become part of the school and whether staff had thought about changing the name of the Nursery.

The Headteacher hoped the changes would occur by March 2017 and stated staff had discussed changing the name, but had not yet made a decision. The provision had been judged as outstanding by Ofsted and they wanted to retain as much of the name as possible, therefore it may become Diggle Pre-school.

A governor suggested the provision should be called Diggle Dandelions Pre-school, which would retain its identity.

6 HEADTEACHER'S REPORT

The Headteacher's report had been circulated prior to the meeting for consideration by the governors.

Main points referred to:

6.1 Attendance

6.1.1 Attendance has improved and at Autumn 1 was at 97.54%.

6.1.2 **Governor Challenge / Support:** Governors asked if there had been any feedback from parents on the article in the recent newsletter. For the benefit of the new governors, the Headteacher stated a number of absences were due to holidays in term time and the newsletter informed parents of the Government's new regulation on attendance.

Parents were informed that any child with below 90% attendance is now classed as a persistent absentee and to ensure this does not occur, school will contact them if their child has below 93% attendance. Letters have now been issued to 18 families, advising them that there could potentially be an issue with their child's attendance if they continue to regularly miss school and although illness cannot be avoided, holidays in term time can.

6.1.3 **Governor Challenge / Support:** Governors asked a series of questions from which the following information was gained:

- Attendance has dipped slightly this half term as there has been more illness, but the main issue is holidays in term time.
- The attendances figures are cumulative throughout the year.
- Persistence absence is not a major problem, there were three children last year and two improved with the assistance of the Early Help Team and the other child has since left the school.
- There has been an influx of requests for holidays in term time, which has been exacerbated by the school holidays not being in line with Saddleworth School. Next year, schools within collaborative will all have the same holidays and from 2018 the holidays across Greater Manchester will all be the same.

6.2 Buildings and Premises

Governor Challenge / Support: Governors asked who had recommended the work on the playground and questioned the cost to provide a lime filled channel.

The Headteacher explained there was a huge issue with mud in the playground which impacted on PE and the Friends of Diggle School (FODS) were looking to improve the outdoor play area, but the drainage problem needed to be resolved first. Bradbury's suggested carrying out a drain survey at a cost of £180, to see what action will be required in the future. They have also provided a quotation of approximately £4,000 for improving the condition of the playground by digging a lime filled channel around some areas and silt channels across the playground which should clear large areas.

Governor Challenge / Support: A governor was concerned that the main school drain may not be adequate to take additional quantities of water and suggested the matter be investigated further.

ACTION: Headteacher

6.3 Complaints

6.3.1 The school had received no written or verbal parental complaints.

6.3.2 This item was deemed to be confidential and would not therefore appear in the minutes and papers to be made available for public inspection.

6.3.3 A governor reported a parent had approached him and outlined her concerns and subsequent conversations.

The Chair advised governors that if they were approached by a parent wanting to raise a complaint, they should instruct them to follow the correct procedure, which is readily available on the school website. Parents should initially contact the class teacher and if the issue is not resolved, formally contact the Headteacher and finally communicate with the Chair.

RESOLVED: that the Headteacher be thanked for her report.

7 HEALTH AND SAFETY

There were no health and safety issues to consider.

8 CHALLENGE ITEMS

Governors requested that this be removed as a regular agenda item, as governors provide challenge and support throughout the meeting.

ACTION: Business Support Service – Governors

9 REPORTS FROM COMMITTEES

9.1 Finance, Premises and Staffing Committee

The minutes of the Finance, Premises and Staffing Committee meetings held on 22 September and 10 November 2016 were submitted for consideration by the governors.

RESOLVED: that the minutes of the meetings be approved and adopted.

9.2 Curriculum and Standards Committee

The minutes of the Curriculum and Standards Committee meeting held on 19 October 2016 were submitted for consideration by the governors.

RESOLVED: that the minutes of the meeting be approved and adopted.

10 DATE AND TIME OF NEXT MEETING

RESOLVED: (i) that the next meetings of the governing body should be held at 5.00pm on:

Wednesday 22 February 2017
 Wednesday 3 May 2017
 Wednesday 5 July 2017

(ii) that the next meetings of the Curriculum and Standards Committee should be held at 8.00am on:

Wednesday 22 February 2017
 Wednesday 7 June 2017

- (iii) that the next meetings of the Finance, Premises and Staffing Committee should be held at 2.00pm on:

Thursday 9 February 2017

Thursday 25th May 2017

11 ANY OTHER URGENT BUSINESS

11.1 Saddleworth and Lees Partnership Meeting

11.1.1 The Saddleworth and Lees Partnership Meeting was to held on Thursday 8 December 2016, at 6.00pm at Uppermill Civic Hall.

11.1.2 The purpose of the meeting was to give governing bodies within the partnership the opportunity to share their thoughts on the way forward.

11.1.3 The Headteacher took governors through the agenda which included:

- General update:
 - Feedback from Local Authority, staff and parent meetings.
 - Any further government updates.
- Chairs to give an update on their governing body's current thinking (general comments and questions).
- Governors to meet in their own governing bodies.
- Chairs to feedback to whole group.
- Discussion about the way forward:
 - Timescales
 - Key actions

11.2 Annual Governors' Conference

Several governors attended the Annual Governors' Conference which was held on Saturday 12 November 2016 at North Chadderton School. They commented that the speakers were very interesting and give different perspectives on current issues.

11.3 Nativity

Governors were invited to the dress rehearsals of the nativity plays on Monday 19 December 2016, Reception was to occur in the morning and Year 1 and 2 in the afternoon.

12 CONFIDENTIALITY

There was one item of confidential business.

(There being no further business, governors were thanked for their attendance and the meeting was declared closed 6.00pm).

Signed: _____

Chair

Date: _____