

Minutes

Meeting of Diggle School Governing Board

Wednesday 28 September 2016
at the school
at 5.00pm

Present:	Mr Michael Rea Mr David Hampson Mr Christopher Ryan Mrs Sarah Newton Mr Chris Sleight Mr Michael Hawes Mr Michael Yarwood Miss Jane Spivey	Co-opted Governor (Chair) Co-opted Governor Co-opted Governor (Link Governor) Headteacher Local Authority Governor (Vice-Chair) Parent Governor Parent Governor Staff Governor
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Also Present:	Reverend Duncan Rhodes Ms Julie Bowdidge Mrs Jean Coombs	Associate Governor Trust Facilitator Clerk to the Governing Board
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1 APPOINTMENT OF CHAIR

RESOLVED: that Mr Michael Rea be appointed as Chair of the governing board for the ensuing year.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED: that Mr Chris Sleight be appointed as Vice-Chair of the governing board for the ensuing year.

3 APPOINTMENT OF CLERK TO THE GOVERNING BOARD

RESOLVED: that a representative of the Local Authority be appointed as Clerk for the ensuing year.

4 APOLOGIES FOR ABSENCE

4.1 Apologies for absence were received from Mrs Susan Walsh and Mr John Ashton.

- 4.2 The governing board gave consent to those governors who had apologised for their absence.

5 REGISTER OF BUSINESS, PECUNIARY AND PERSONAL INTERESTS

Governors were requested to declare any business, pecuniary or personal interests and submit forms to update in the 'Register of Declaration of Interest' provided for this purpose.

No declarations were made.

6 TRUST DISCUSSION

Ms Julie Bowdidge circulated a copy of the paper written for Headteacher's in the Saddleworth and Lees Partnership setting out the options for the future.

The options referred to were:

- 6.1 Option 1 was for all the schools in the partnership to come together as a Multi-Academy Trust (MAT). As there are voluntary aided and voluntary controlled schools in the partnership the MAT Board would need to have a majority of Church of England appointed trustees. In addition the name of the MAT would need to have a religious element. The community schools would not need to become church schools. The church schools would need to seek the approval of their foundation trusts and in the case of the Henshaw Trust would need to pay their legal fees.

Governor Challenge/Support: A governor enquired what the Local Authority's (LA) view is as there is imminent building work to be done at Saddleworth school funded by the Local Authority.

- 6.2 Option 2 is a shared function MAT. There would be two MATs, one for the church schools and the other containing the community schools. There would be a memorandum of understanding dealing with the shared functions between the two MATs. The potential shared functions include HR, payroll, resources, CPD and school improvement. The two MATs would have their own governance model with possibly different structures, but members of the partnership would continue to work together.

In a MAT there would be more complex legal and financial issues and there would be a need to create additional capacity. There could be one, two or a Chief Executive Officers (CEO) appointed with this model. A secondary partnership may be required with links to teaching school alliances. Schools' autonomy and accountability would need to be resolved with this model. In forming a MAT the schools would need to source the right partners/sponsors and would need to convince the Regional Schools Commissioner of the case to form the MAT. The role of the governing board would be agreed by the board of trustees. There could be an Executive Headteacher over the schools, or a Principal and several Heads of School. The Executive Headteacher would have the legal responsibility for running the MAT. There could be a CEO and a Headteacher retained in each school.

- 6.3 Option 3 would be to join another Academy Trust or chain of academies. With this option the school would need to accept the established arrangements for governance and would need to consider the effect this option would have on the school's autonomy and current partnership working. Academies can have different leadership models.
- 6.4 Option 4 is to form a Co-operative MAT which would be a shared function MAT. The MAT would uphold the values of The Co-operative movement and would have community stakeholders in a forum which would make recommendations to influence strategic decisions. The structure would not be hierarchical as the parties would work together.
- 6.5 Option 5 involves the community schools changing their status to foundation schools, and gaining charitable status. Schools would need to consider who they wished to have as partners. The schools would keep their autonomy and each partner, which could also include church schools, would have equal rights on the Trust Board. Saddleworth school could also be a partner.

The Co-operative Trust schools are a large group across the country and benefits are that the schools are a part of a larger network. The strategic leadership, vision and priorities could be retained, but this could also be a stepping stone to becoming part of a MAT. This option may not be available in the future.

- 6.6 In summary Ms Bowdidge said that academies have more freedoms, and trust schools would remain under the Local Authority, similar to maintained schools. The governing body of an academy could have less responsibility, but in a trust they still have the strategic lead. Accountability in a MAT is with the Trust Board and the CEO.
- 6.7 Schools applying to become a part of a MAT would be eligible for a grant of £25,000 for legal and other fees. In forming a Co-operative Trust the members would share the cost of formation.
- 6.8 **Governor Challenge/Support:** A governor commented that there are currently nine schools in the Saddleworth and Lees Partnership, and asked what the optimum number of schools in a MAT would be. In response Ms Bowdidge said that the DfE consider 15 to 20 schools per MAT as the optimum.

Governor Challenge/Support: A governor asked what timescales the partnership are working to. There is to be a joint meeting of the partnership on 8 December 2016 in Uppermill Civic Hall.

7 MINUTES

RESOLVED: that the minutes of the meeting held on 7 July 2016 be approved as a correct record and signed by the Chair subject to the following amendments:

Present: Mr David Hampson was not present at the meeting.

- Item 8.1.1 'Mr David Hampson should have a list of what meetings are for the year.' Delete sentence.

8 MATTERS ARISING

- 8.1 Arising from minute 8.1.1 (Reports from Committees), it was requested that the Headteacher re-circulate the Monitoring Activity timetable to governors.

ACTION: Headteacher

- 8.2 Arising from minute 10.1 (Other Urgent Business), permission for the school to take over the nursery provision has now been sent to the Local Authority for approval.

9 HEADTEACHER'S REPORT

The Headteacher gave a verbal report to governors.

Main points referred to:

- 9.1 The Headteacher provided governors with information to assist them in preparation for an Ofsted inspection.
- 9.2 Details of Pupil Premium and Sports Premium funding were provided, along with the impact and outcomes.
- 9.3 **Governor Challenge/Support:** There was a discussion about the test results, and in particular the writing, and the Headteacher provided information on how the school is addressing the issues raised by the results. The lack of moderation between different Local Authorities was discussed, and it was noted that the standards varied between authorities. In Diggle there was no recorded Writing considered to be at greater depth, by the authority moderation, even though the school believed that some of the pupils would have achieved this.
- 9.4 **Governor Challenge/Support:** The Headteacher was asked if the school website was up to date and compliant with DfE requirements. The school website is up-to-date and the full information gathered from governors during the meeting would be uploaded later this week.

RESOLVED: that the Headteacher be thanked for her report.

10 MEMBERSHIP AND TERMS OF REFERENCE OF COMMITTEES

Governors were invited

- 10.1 to review existing composition and terms of reference for committees taking account of the procedures for the operation of committees. Any changes to the membership of the committees should be recorded on the pro-forma provided which should be then returned to the Business

Support Service – Governors;

- 10.2 to determine who should be appointed the Chair of each committee or agree that each committee should elect its own Chair.
- 10.3 to appoint a Clerk to each committee who may be a member of the governing body but must not be the Headteacher; and
- 10.4 to confirm the names of the appointed governors responsible for setting and reviewing the Headteacher’s performance objectives.

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

Finance and Premises Committee Standards and Curriculum Committee

Headteacher

Headteacher

Mr Christopher Ryan

Miss Jane Spivey

Mr Michael Rea

Mr Michael Hawes

Mr David Hampson

Mr Michael Yarwood

Mr Chris Sleight

Mrs Susan Walsh

Disciplinary Committee

Appeals Committee

Mr Chris Sleight

Mr Michael Hawes

Mr Michael Yarwood

Mr David Hampson

Mr Michael Rea

Mr Christopher Ryan

Looked After

Children/Safeguarding Governor

Health and Safety Governors

Mr Michael Yarwood

Mr Christopher Ryan

SEN Governor

Mr David Hampson

Mr David Hampson

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

Mr Michael Rea
Mr Chris Sleight
Mrs Susan Walsh

ACTION: Business Support Service – Governors

11 LOCAL AUTHORITY ITEMS FOR ACTION

11.1 Teachers Pay Award 2016

The School Teachers Pay and Review Body have indicated a number of pay revisions for teaching staff with effect from 1 September 2016.

Individual schools need to decide at governing body level whether or not to apply these increases to all non-statutory points on the salary ranges.

RESOLVED: that the information be received, noted and actioned where appropriate.

11.2 School Admission Arrangements for Admissions in the Academic Year 2018/2019

School Admission Arrangements for Admissions in the Academic Year The School Admissions Code December 2014 (The Code) clearly sets out the responsibilities of all Admission Authorities.

The Code has the force of law and imposes a number of mandatory requirements on the Admission Authorities.

All governing bodies are asked to note the content of the attached briefing paper, "School Admission Arrangements September 2018".

RESOLVED: that the information be received and noted.

11.3 SEND ACCOUNTABILITY INSPECTION

Governors are asked to note the content of the briefing and to ensure that they take any action necessary to prepare for the SEND inspection.

RESOLVED: that the information be received, noted and actioned where appropriate.

11.4 KEEPING CHILDREN SAFE IN EDUCATION NEW GUIDANCE SEPTEMBER 2016

Governors are asked to note that new government guidance has been issued to schools regarding Keeping Children Safe in Education (KCSIE). The guidance comes into effect on 5 September 2016. The full guidance document can be found on the DfE website using the following link:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Governors are also asked to ensure that all relevant policies are

reviewed and are meeting the requirements of this new guidance.

RESOLVED: that the information be received, noted and actioned where appropriate.

11.5 EDUBASE

Governors are to be reminded that under [section 548 of the Education Act 1996](#), maintained school governing bodies are under a duty provide the information required from September 2016, and keep it up to date as those involved in governance change.

<https://www.gov.uk/government/news/national-database-of-governors>

RESOLVED: that the information be received, noted and actioned where appropriate.

12 LOCAL AUTHORITY ITEM FOR INFORMATION

12.1 National Child Measurement Programme (NCMP) Letter

12.1.1 NCMP Oldham School Feedback 2016 Metadata

12.1.2 Oldham Council NCMP 2012/14 – 2014/15 Summary June 2016

Governors are asked to note the NCMP Oldham School Feedback and focus on the aspect of healthy active lifestyles and the expectations in relation to their school. All schools have been issued with their individual NCMP feedback in a separate document.

RESOLVED: that the information be received, noted and actioned where appropriate.

12.2 Multi-Agency Safeguarding Hub (MASH) Briefing Note

Governors are asked to note briefing paper regarding changes to the operation of the Multi-Agency Safeguarding Hub (MASH)

RESOLVED: that the information be received and noted.

12.3 Schools Forum

Governors were asked to receive and note the synopsis of the recent meeting of the Schools Forum.

RESOLVED: that the information be received and noted.

13 REPORT FROM CHAIR OF GOVERNORS

13.1 The Chair circulated copies of the presentation and information

discussed at the last Chairs Briefing meeting held on the 22 September 2016.

13.2 The Chair also suggested that governors adopt the National Governors Association (NGA) Model Visit Protocol as guidance for governor visits to school.

13.3 The Chair advised governors to access appropriate training courses that are available for governors.

ACTION: All governors

RESOLVED: that the Chair be thanked for his report.

14 **REPORT FROM LINK GOVERNOR AND GOVERNOR TRAINING**

There was no report available from the Link governor.

15 **GOVERNORS TRAINING UPDATE**

Michael Rea had attended training in relation to the position of Chair and OFSTED expectations of the role

Governors are requested to provide copies of their training certificates to be held on file for Ofsted evidence in school. Certificates for the Local Authority Governor Service Training will be issued at the governing body meeting the term following the training attended.

16 **SCHOOL VISITS BY GOVERNORS**

Governors are required to feedback to school if they have completed a school visit.

Mr David Hampson reported on his visit to Class 4 which he found useful. He was introduced by the class teacher to the children, and he gave a short talk about the role of a governor. He became aware of the differences in ability in the class and also the gender ability differences. He commented on the seating arrangements and the differentiation in the work for the pupils. He noted the disciplinary policy in action during the lesson.

17 **GOVERNOR KEY DATES**

17.1 Chairs Briefing – Thursday 19 January 2017 – Venue To be Confirmed.

RESOLVED: that the information be received and noted.

17.2 Link Governor Network Meeting – Wednesday 11 January 2017 - Venue To be Confirmed.

RESOLVED: that the information be received and noted.

17.3 Annual Governor Conference – Saturday 12 November 2016

to be held at North Chadderton School

RESOLVED: that the information be received and noted.

18 SCHOOL FUND ACCOUNT – AUDITED SUMMARY

RESOLVED: that this item be deferred for consideration at the next meeting of the Finance, Premises and Staffing Committee.

19 FIRE DRILL

A fire drill had not yet taken place so far this term as there are problems with the telephone line which need resolving.

ACTION: Headteacher

20 SCHOOL LETTINGS

There had been no school lettings.

21 OTHER URGENT BUSINESS

21.1 Finance, Premises and Staffing Committee

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

Main points referred to:

21.1.1 A costing proposal has been undertaken for the Before and After School Club premises.

21.1.2 The nursery consultation is moving forward.

21.1.3 There is to be a rolling programme of ICT equipment replacement.

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

21.2 Nominations for a new parent governor are being sought. There is a vacancy for a co-opted governor and it was agreed to approach the retiring parent governor, to be nominated, as he has the skills needed by the board.

ACTION: Chair

22 CONFIDENTIALITY

There were no items of confidentiality.

(There being no further business, governors were thanked for their attendance and the meeting was declared closed at 6.50pm).

Signed: _____

Chair

Date: _____