

# Minutes

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## Meeting of Diggle School Governing Body

**Wednesday 21 February 2018**  
**at the school**  
**at 5.00pm**

<b>Present:</b>	Mr Michael Rea	Co-opted Governor (Chair)
	Mrs Marian Faulkner	Co-opted Governor
	Mrs Christine Tuckey	Co-opted Governor
	Mr David Hampson	Foundation Governor
	Mr Christopher Ryan	Foundation Governor (Link Governor)
	Mrs Sarah Newton	Headteacher
	Mr Michael Hawes	Parent Governor
	Mrs Rachael Russell	Parent Governor
	Mr Michael Yarwood	Parent Governor
	Miss Jane Spivey	Staff Governor

**Also Present:** Mrs Jean Coombs Clerk to the Governing Body

### 1 APOLOGIES FOR ABSENCE

- 1.1 There were no apologies for absence received.
- 1.2 The governing body did not give consent to the absence of Mr Chris Sleight.

### 2 REGISTER OF BUSINESS, PECUNIARY AND PERSONAL INTERESTS

Governors were requested to declare any business, pecuniary or personal interests and submit forms to update the 'Register of Declaration of Interest' provided for this purpose and the school website must also be updated.

No declarations were made.

### 3 MINUTES

**RESOLVED:** that the minutes of the meeting held on 4 October 2017 be approved as a correct record and signed by the Chair.

#### 4 MATTERS ARISING

There were no matters arising from the minutes of the previous meeting that were not covered elsewhere on the agenda.

#### 5 GOVERNOR VACANCIES AND RECRUITMENT

There are currently no governor vacancies to advertise.

#### 6 HEADTEACHER'S REPORT

The Headteacher's report had been circulated prior to the meeting.

Main points referred to:

- 6.1 Updated attendance figures were added to the report.

**Governor Challenge/Support:** A governor asked why the school population data for boys and girls did not add up to the total. The Headteacher replied that numbers had changed since the start of the term and that these had not been fully updated. These would be corrected.

**ACTION:** Headteacher

- 6.2 **Governor Challenge/Support:** Governors asked whether there were any volunteers in the classes as none were listed in the staffing data. The Headteacher replied that there were a small number of volunteers, but that this could be improved. The Headteacher is to ask for volunteers in the next school newsletter.

**ACTION:** Headteacher

- 6.3 **Governor Challenge/Support:** Governors asked if there were to be lights in the literacy and numeracy sheds. Mr [Christopher Ryan](#) ~~Michael Rea~~ informed governors that there would be an internal split and that they will have Perspex ~~rooves~~ ~~grooves~~ so that they will be light.

- 6.4 The Peer Review document was circulated at the meeting. The Headteacher reported that work had already started on the action points in the report. Improvements were seen in the Reception class, which had been a priority. Also noted was improved ability of children to discuss how they improve their writing ~~Writing~~, with staff emphasising children using "edit to improve" when feeding back to children. Regular book-looks are being done to improve consistency.

**Governor Challenge/Support:** A governor asked about the impact of Pupil Premium (PP) spending. The Headteacher reported that they were using case studies for disadvantaged pupils in the last Year 6 cohort. The school is addressing the gaps by providing

confidence boosting initiatives, including extra-curricular clubs as well as booster initiatives to help the children to fulfil their potential.

- 6.5 **Governor Challenge/Support:** Governors commented that it would be useful for the whole Governing body and not just the Finance, Premises and staffing committee to see the performance management anonymised data.  
The Headteacher agreed to rectify this.  
There was a discussion about the teachers that would be observed if Ofsted were to visit the school as there are some temporary staff in post.

- 6.6 The Headteacher reported on the visit made to school by the SIP provided by the Local Authority. Ms Debra Davies had completed one data-led visit. A report has been written and this will be circulated. She had also completed another observation led visit for which the report has not yet been received.

**ACTION:** Headteacher

**Governor Challenge/Support:** A governor asked if the School Improvement Partner (SIP) will continue to provide support to the school. The Headteacher reported that this would continue and the information is fed back to the School Improvement Forum.

- 6.7 **Governor Challenge/Support:** Governors commented that the School Development Plan was in a better format.
- 6.8 **Governor Challenge/Support:** A governor asked if the school met the criteria for a good or outstanding school. The Headteacher reported that all the criteria are now at least good. However, the head-line data for Year 6 was notis-not yet good last year, but the quality of teaching indicated that this should be corrected by the end of the school year with the current cohort.
- 6.9 Pupil Progress data was circulated to governors for information.

**RESOLVED:** That the Headteacher be thanked for her report.

## 7 OFSTED QUESTIONS

Mr Mark Colley's notes and questions from the mock Ofsted inspection were circulated at the meeting.

## 8 SCHOOL FUND ACCOUNT – AUDITED SUMMARY

The School Fund Account audited summary was not available to governors.

**ACTION:** Headteacher/Governor Support Service – agenda item

## 9 MANAGEMENT OF HEALTH AND SAFETY

Governors were asked to ensure that they were fully aware of their responsibility around Health and Safety and that Health and Safety matters are considered on a regular basis to ensure that management control in schools are in place. Governing bodies must be able to evidence that statutory duties have been successfully met.

**RESOLVED:** That a termly Health and Safety walk is undertaken by governors.

## 10 REPORTS FROM COMMITTEES

### 10.1 Finance, Premises and Staffing Committee

The minutes of the Finance, Premises and Staffing Committee meeting held on 4 October 2017 were submitted for consideration by the governors.

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

### 10.2 Curriculum and Standards Committee

The minutes of the Curriculum and Standards Committee meeting held on 25 October 2017 were submitted for consideration by the governors.

10.2.1 Governors commented on the active learning exercise that followed the October meeting.

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

### 10.3 Curriculum and Standards Committee

The minutes of the Curriculum and Standards Committee meeting held on 7 February 2018 were submitted for consideration by the governors.

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

## 11 LOCAL AUTHORITY ITEM FOR ACTION

### **Proposed Changes to Terms and Conditions of Employment (NJC Support Staff)**

Governors were asked to consider the attached letter and make a decision as to whether they wish to amend the terms and conditions of support staff in their schools in line with recent changes made to Local Authority (NJC) support staff terms and conditions.

The four proposed changes were:

1. Removal of the extra 2 days annual leave for no sickness absence.
2. The introduction of an amended local car allowance scheme.
3. Payment of non-contractual overtime to be paid at plain time and not time and a half.
4. A reduction of pay protection from 2 years to 1 year.

There was a detailed discussion about the fourth proposed change. The Headteacher stated that she considered it inappropriate for the LA to ask the Governing Body to make individual decisions in schools on this proposal.

**RESOLVED:** (i) that the information be received and noted; and

(ii) that the final decision is deferred to the Dovestones Learning Partnership.

**ACTION:** Chair/Headteacher

## 12 LOCAL AUTHORITY ITEMS FOR INFORMATION

### 12.1 Schools Forum

Governors were asked to receive and note the summary papers outlining discussions held at the meetings of the Schools Forum held during last term on 13 September and 29 November 2017.

**RESOLVED:** that the information be received and noted.

### 12.2 Sexual Violence & Sexual Harassment between Children in Schools & Colleges

Governors were asked to be aware of new advice from the DfE (December 2017) on sexual violence and sexual harassment between children in schools and colleges. The advice is for governing bodies, proprietors, Headteachers, Principals, Senior Leadership Teams and designated Safeguarding Leads.

It was noted that the guidance covers:

- what sexual violence and harassment is;
- schools' and colleges' legal responsibilities;
- a whole school or college approach to safeguarding and child protection;
- how to respond to reports of sexual violence and sexual harassment.

Governors can access the full guidance document at:  
<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

**RESOLVED:** that the information be received and noted.

### 12.3 General Data Protection Regulation (GDPR)

Governors were asked to ensure that their school is fully prepared for the new General Data Protection Regulation (GDPR) from 25 May 2018. Governors were made aware that they can access more information on the following link: <https://ico.org.uk/for-organisations/education>

**RESOLVED:** (i) that the information be received and noted; and

(ii) that the Dovestones Learning Partnership use a common Data Protection Officer.

**ACTION:** Headteacher

## 13 SCHOOL WEBSITE

Governors were reminded of the importance that their school website must be kept up to date to meet all statutory and Ofsted requirements. This includes all SEND information displayed on the school website where the information must be up to date and easy to access and navigate by parents.

**RESOLVED:** (i) that the information be received and noted; and

(ii) that the Headteacher checks the Special Educational Needs and Disabilities (SEND) information is displayed on the website.

**ACTION:** Headteacher

## 14 CHAIR OF GOVERNORS

### 14.1 Report from the Chair of governors

The Chair reported on the topics discussed at the last Chairs Briefing meeting held on 17 January 2018.

Governors were reminded that the full report (presentation and key documents) can be viewed on the Oldham governors webpage: [www.oldham.gov.uk/chairsofgovernors](http://www.oldham.gov.uk/chairsofgovernors)

**ACTION:** All Governors

### 14.2 Chairs Briefing Meetings

**Date and Time:** Monday 14 May 2018 - 6.00 – 8.30pm (5.30 - 6.00pm networking and light refreshments)

The Chair/Vice-Chair were requested to book a place on the next Chairs briefing using the online booking on system:  
<http://www.oldham.gov.uk/governortrainingprogramme>

**RESOLVED:** that the Chair be thanked for his report.

## 15 LINK GOVERNOR

### 15.1 Report from the Link Governor

The Link governor Mr Christopher Ryan reported on the topics discussed at the last meeting held on Monday 4 December 2017 of the Link Governor Network Meeting.

Governors were reminded that the full report (presentation) can be viewed on the Oldham governors' webpage:  
[www.oldham.gov.uk/linkgovernor](http://www.oldham.gov.uk/linkgovernor)

**ACTION:** All Governors

### 15.2 Link Governor Network Meeting

The Link governor Mr Christopher Ryan was informed that the next date for the Link Governor Network Meeting is Monday 18 June 2018 at 5.30pm (refreshments and networking) meeting 6.00pm - 7.30pm.

Link governors were requested to book on by using the following link:  
[www.oldham.gov.uk/governortrainingprogramme](http://www.oldham.gov.uk/governortrainingprogramme)

The collated governor skills audit will be circulated to governors only.

**RESOLVED:** that the Link Governor be thanked for his report.

**ACTION:** Link Governor

## 16 GOVERNOR TRAINING UPDATE

Governors were requested to update and share details of any additional training completed (**not provided** directly by the Local Authority Governor Service training) including online training).

Governors were reminded to book online Local Authority training at:  
[www.oldham.gov.uk/governortrainingprogramme](http://www.oldham.gov.uk/governortrainingprogramme)

**ACTION:** All Governors

## 17 SCHOOL VISITS BY GOVERNORS

An example school visit form for governors to complete can be found on the governors website here: <http://www.oldham.gov.uk/schoolgovernorspolicies>

**ACTION:** All Governors

**18 GOVERNOR KEY DATES**

- 18.1 Governors were asked to note any key dates and lead governors to book on any relevant training at:  
[www.oldham.gov.uk/governortrainingprogramme](http://www.oldham.gov.uk/governortrainingprogramme)

New training courses are always being added to the programme.

- 18.2 **Oldham Music Service – Primary Schools Music Conference ‘Let’s Perform!’** will be taking place on Thursday 8 March 2018 9.30am to 3.00pm at The Oldham Music Service, The Lyceum Building.

Governors interested in attending were advised speak to their Headteacher who will consider booking you a place via:  
[musicservice@oldham.gov.uk](mailto:musicservice@oldham.gov.uk)

**RESOLVED:** that the information be received and noted.

**19 DRILLS**

- 19.1 **Fire Drill**

A fire drill had not yet taken place so far this term.

- 19.2 **Critical Incident/Lock Down/In Drill**

No other drills had taken place so far this term.

Governors discussed the procedure for a critical incident and agreed that the format would be as for a wet playtime when the whistle is sounded and all the children walk directly into school without lining up.

**RESOLVED:** that the critical incident procedures be added to the school policies.

**ACTION:** Headteacher

**20 SCHOOL LETTINGS**

There had been no new school lettings.

**21 CLERK UPDATE**

The Clerk updated on the plans for a Learning Festival week which is to take place in week commencing 25 June 2018.



**22 DATE AND TIME OF NEXT MEETINGS/FUTURE MEETINGS**

**RESOLVED:** that the next meetings of the governing body should be held on Wednesday 9 May and Wednesday 4 July 2018 at 5.00pm.

**ACTION:** Governor Support Service

**23 ANY OTHER URGENT BUSINESS**

Governors thanked Mr Michael Yarwood for his service and inputs as a governor.

**24 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 6.40pm).

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_