

# Minutes

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## Meeting of Diggle Primary School Governing Body

**Wednesday 3 May 2017**  
**at the school**  
at 5.00pm

<b>Present:</b>	Mr Michael Rea Mr Christopher Sleight Mrs Marian Faulkner Mr David Hampson Mrs Sarah Newton Mr Michael Hawes Mrs Rachael Russell Mr Michael Yarwood	Co-opted Governor (Chair) Local Authority Governor (Vice-Chair) Co-opted Governor Co-opted Governor Headteacher Parent Governor Parent Governor Parent Governor
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<b>Also Present:</b>	Ms Kate Mellor Mrs Patricia Moth	Deputy Headteacher Clerk to the Governing Body
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### 1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Miss Jane Spivey and Mrs Christine Tuckey.
- 1.2 The governing body gave consent to those governors who had apologised for their absence.

### 2 DECLARATION OF BUSINESS, PECUNIARY OR PERSONAL INTERESTS

Governors were invited to declare any business, pecuniary or personal interests in the 'Register of Declaration of Interest' available for this purpose.

No declarations were made.

### 3 MINUTES

**RESOLVED:** that the minutes of the meeting held on 22 February and 22 March 2017 be approved as a correct record and signed by the Chair.

#### 4 MATTERS ARISING

- 4.1 Arising from minute 5.4.1 (Headteacher's Report) (Building and Premises) (Main Gates), the Headteacher informed governors that following the damage to the stone pillars which had been struck by a vehicle, the person concerned had been charged for leaving the scene of the accident. The Headteacher advised governors that she would contact the Insurance Company.

**ACTION:** Headteacher

- 4.2 Arising from minute 5.4.3 (Headteacher's Report) (Building and Premises) (Main Gates), the Headteacher has been asked by the Police to warn parents not to park in front of the school gates and that she had asked the Local Authority to send the School safety vehicle with camera. The Headteacher advised governors that she did not know whether the vehicle had been as it would just turn up without any notice.
- 4.3 Arising from minute 5.5.1 (Headteacher's Report), (Building and Premises), (Portacabin), funding to undertake the repairs will be discussed at the next Finance Committee meeting. The Local Authority would not pay for the repairs.

**ACTION:** Finance Committee – agenda item

**Governor Challenge/Support:** A governor asked if Parents had been notified that the Dandelions Day Nursery would not be coming into school. The Headteacher advised governors that she had drafted a letter to send to Parents. A governor asked if the Headteacher would include a positive statement about the proposed Trust status of the school in the letter. The Headteacher advised that the consultation document was issued on 28 April 2017 and that the date of consultation with Parents and Staff would be on Tuesday 16 May 2017. The consultation document had also been sent to Dandelions Day Nursery, the Church and the Brass Band.

**ACTION:** Headteacher

#### 5 HEADTEACHER'S REPORT

The Headteacher's report was circulated at the meeting.

The governors discussed, challenged and questioned the Headteacher on the following information contained in her report:

- 5.1 **Governor Challenge/Support:** A governor asked how the removal of silt build-up on the playground would be funded as Friends of Dobcross School (FODS) were reluctant to pay for building works. The Headteacher advised that the building work would have to be paid for out the school budget
- 5.2 **Governor Challenge/Support:** A governor commented that there was funding allocated separate to funding by FODS.

The Headteacher asked governors to consider what building works they would like, she was reluctant to pay for markings on the playground which would not be seen for six months of the year due to the field being waterlogged. She advised governors of a two part programme to address the waterlogged field, the first of which would be to dig a trench, and the second to build a retaining wall during the Summer holidays. She felt that this would have a big impact on the children who loved to use the field.

- 5.3 **Governor Challenge/Support:** A governor asked if it would help if someone from the Finance and Premises committee speak to FODS. The outdoor space was a huge selling point and should be viewed as an investment to prospective parents. Governors agreed to discuss this at the next Finance and Premises Committee meeting.

**ACTION:** Finance and Premises Committee – agenda item

- 5.4 The Chair gave an update to governors with regard to the outcome of two Parental complaints. One complaint had been resolved due to the child having left the school, the nature of the complaint was that too much emphasis was being spent on Music and not enough on Sports. The Chair advised governors that the curriculum was being fully met and that the spend on Sport was considerably more than that spent on Music. The second complaint was potentially ongoing if the parents wished to take it further.

The Chair expressed his concern that the Headteacher was spending too much of her time on persistent complainers which was affecting her ability to do her job to her full ability.

**Governor Challenge/Support:** A governor stated that the governing body need to support the Headteacher with vexation complainers.

The Headteacher advised that anyone making a complaint would be referred to the Schools Complaints Policy and follow due process before escalating to the Local Authority.

- 5.5 The Headteacher asked governors for feedback from the Learning Walks they had completed.

One governor reported that he had observed the spelling lessons of Year 6 children. He reported that the children were very positive and engaged. He commented that words were posted around the classroom and he thought that this was very useful to remind the children. The governor then met with Pupil Voices who were doing Witches and reported that the children were very engaging.

Mrs Faulkner, Co-opted Governor reported that she had sat in on the Mathematics class. Each child had a worksheet to complete which enabled the teacher to test their learning. She was very impressed with the teachers and the children.

- 5.6 The Headteacher advised governors that Mr Keith Adams, School Improvement Officer from Focus Education, had visited the school on 26 April 2017.

The purpose of his visit was to support the school's Leadership self-evaluation process. The Headteacher distributed his visit report at the meeting.

His visit included paired visits with the Headteacher of at least 20 minutes to classrooms in Reception, Year 1, Year 2 and Year 6. He undertook informal discussions with pupils and discussions with teachers.

His report identified strengths, areas for development, key discussion points related to provision in Reception and key actions for consideration.

The Headteacher advised governors that he would visit the school one day per year to undertake further performance management.

**Governor Challenge/Support:** A governor asked who pays for this service. The Headteacher advised that this is funded from the School budget.

## 6 OFSTED QUESTIONS

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

## 7 SPORTS AND EXTRA-CURRICULA CLUBS

The Vice-Chair of governors updated governors with regard to a complaint he had received from a Parent around the perceived spend on sporting and musical activities. There was a perception that there was an increased focus on Music activities. He reported that certain activities were only available to a small number of children on the same nights so not all activities could be accessed. He suggested trying to organise these events on different nights.

He reported that there had been a specific complaint about swimming lessons and that he had been to observe the lessons for himself. He had provided a report to the Headteacher in which he commented that the standard of teaching was exceptionally high.

The Headteacher reported that she had reviewed the Physical Education Policy and had met with Ms Vicky Dean to discuss the Sports Premium funding. The Headteacher advised governors that the school would be used as an impact school and money would be put aside to build a path around the field so that the children could exercise as part of the "Daily Mile" initiative. Ms Dean suggested that the school should create a Parents Charter together with the children and teachers. The Headteacher advised that the document would be sent to Parents as part of the Home School Agreement Policy.

**ACTION:** Headteacher

The Headteacher advised governors that she was creating an Action Plan to improve Sport which would include being more active in the classroom. She advised governors that being active increases cognitive ability, and improves the focus and concentration of the children.

The Headteacher advised governors that she was planning to run a Sports week which would include an in-house cross country competition.

**Governor Challenge/Support:** A governor asked how the Sports funding related to swimming lessons. The Headteacher advised that the biggest cost to swimming was the transport cost and the Sports funding could not be used for this.

**Governor Challenge/Support:** A governor asked if there should be an explicit statement in the Sports Policy about competitive sports. The Headteacher advised that she was happy to include a statement in the Policy if it was felt necessary. It was decided that nothing extra needed adding.

## 8 REPORTS FROM COMMITTEES

### 8.1 Finance Premises and Staffing Committee

The minutes of the Finance Premises and Staffing Committee meeting held on 22 February 2017 were submitted for consideration by the governors at the governing body meeting on 22 February 2017.

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

### 8.2 Curriculum and Standards Committee

The minutes of the Committee meeting held on 22 February 2017 were submitted for consideration by the governors at the governing body meeting on 22 February 2017.

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

## 9 SCHOOL WEBSITE

9.1 Governors were requested to continuously ensure that the school website is fully compliant with all aspects of school DfE requirements, as non-compliance would impact on the Leadership and Management judgement if an Ofsted Inspection took place.

Governors were reminded that guidance can be found on one of the following web link:

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

**RESOLVED:** that the School Website is continuously updated and fully compliant. The new Pupil Premium report will be uploaded by the Headteacher.

**ACTION:** Headteacher

## 10 OLDHAM SCHOOL IMPROVEMENT MODEL AND OLDHAM EDUCATION PARTNERSHIP MEMORANDUMS OF UNDERSTANDING

10.1 Governors were provided with information regarding the Oldham School Improvement Model and Oldham Education Partnership

Memorandums of Understanding.

The full documents can be found on the following webpage: [www.oldham.gov.uk/schoolgovernorspolicies](http://www.oldham.gov.uk/schoolgovernorspolicies)

Action required by governors is to:

1. Agree to Memorandums of Understanding (MOUs).
2. Adopt the School Improvement Model.
3. Agree to support your school/academy playing a full part in The Oldham Education Partnership

**RESOLVED:** that governors agreed to the following actions:

**ACTION:** Headteacher

- (i) to agree to Memorandums of understanding (MOUs);
- (ii) to adopt the School Improvement Model;
- (iii) to agree to support your school/academy playing a full part in The Oldham Education Partnership; and
- (v) to return the signed agreement documents.

## 11 LOCAL AUTHORITY ITEMS FOR ACTION

### 11.1 School Budget Plan 2017 - 2018

11.1.1 Governors agreed in accordance with the Scheme for Financing Schools to approve and submit to the Local Authority by 31 May 2017, the school's annual budget plan for the financial year 2017-2018 and the statement to be submitted taking into account the estimated surpluses or deficits at the previous 31 March 2017.

11.1.2 Governors agreed, in accordance with the Scheme for Financing Schools to approve and submit to the Local Authority **by 30 June 2017**, the school's utilisation of balances form for the financial year 2017-2018.

- RESOLVED:**
- (i) that the Scheme for Financing Schools is signed and returned to the LA by **31 May 2017**;
  - (ii) that the Schools utilisation of balances is signed and returned to the LA by **30 June 2017**.

**ACTION:** Headteacher

### 11.2 Scheme of Delegation/Finance Policy

Governors agreed to review and where appropriate update their own School Finance Policy or the Financial Scheme of Delegation.

**RESOLVED:** that governors review and where appropriate update their own Finance Policy or the Financial Scheme of Delegation.

**ACTION:** Headteacher

11.3 **Governance Handbook** (for academies, Multi-Academy Trusts and maintained schools - January 2017) - Summary of Key Changes.

Governors discussed and noted the publication of the updated Governance Handbook January 2017.

A brief summary of the key changes document was attached to the agenda. Governors were asked to take account of any changes made to the law and policy.

The full document is located on the following webpage:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/582868/Governance\\_Handbook\\_-\\_January\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf)

**RESOLVED:** that governors have read the guidance and implement any necessary updates.

11.4 **A Competency Framework for Governance – January 2017**

The Chair asked governors to note the publication by the DfE in January 2017 of the new Competency Framework for Governance.

Governors noted the framework recommendations regarding the knowledge, skills and effective behaviours that members of the governing bodies should have along with nominating one person from the governing body to **lead** on each of the following key areas:

1. Special Educational Needs and Disabilities (SEND)
2. Safeguarding of Children including Prevent Duty
3. Health and Safety in Education
4. Analyse Information and Data
5. Financial Health and Efficiency - compared to organisations locally and nationally
6. Human Resource Education Policy

The full document is located on the following webpage:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/582869/Competency\\_framework\\_for\\_governance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582869/Competency_framework_for_governance.pdf)

**RESOLVED:** that the following governors are appointed with **lead** responsibilities in the following key areas:

- (i) Special Educational Needs and Disabilities (SEND);
- (ii) Safeguarding of Children including Prevent Duty - Health and Safety in Education;

- (iii) Analyse Information and Data;
- (iv) Financial Health and Efficiency compared to organisations locally and nationally; and
- (v) Human Resource Education Policy

**ACTION:** Headteacher to notify Governor Support Services of the name of the Lead Governor for each key area.

#### 11.5 **New Proposals - Closing the Gap Lead Governor for EAL\* Learners**

Governors were asked to consider a new proposal document which was circulated with the agenda regarding nominating a **lead** governor with responsibility for Closing the gap for EAL Learners. \*(English as an Additional Language).

The Headteacher advised governors that there were no EAL pupils at the school.

**RESOLVED:** that there is currently no requirement to name a Lead governor for EAL learners.

#### 11.6 **Management of Health and Safety**

A briefing paper was circulated to governors regarding the management of Health and Safety in school which is important in order to manage risk and protect the interests of the school.

**Governor Challenge/Support:** a governor asked that it be noted that two governors have recently undertaken a Health and Safety review. A few housekeeping issues were raised which will be addressed in the Summer half-term break.

Governors were reminded that the governing body and the Local Authority are obligated to ensure that statutory Health and Safety requirements are met. Governors were asked to ensure that they are fully aware of their responsibility around Health and Safety as outlined in the briefing paper.

Governors were reminded that the status, devolved budget and management control in school means that the governing body must be able to evidence that the statutory duties have been successfully met.

The governing body must:

1. formally adopt and implement a school Health and Safety Policy;
2. ensure adequate day-to-day management systems and arrangements are in place to safeguard the health and safety of employees, students, pupils and other users of the premises;



3. work with the Local Authority to monitor the arrangements made;
4. consider health and safety matters on a regular basis.

**RESOLVED:**

- (i) that a school Health and Safety Policy is updated and in place;
- (ii) that day-to-day management systems and arrangements are in place and monitored; and
- (iii) that Health and Safety is a regular agenda item on the governing body agenda.

**ACTION:** Headteacher/Chair

## 12 LOCAL AUTHORITY ITEMS FOR INFORMATION

### 12.1 School Financial Management and Efficiency

Governors were signposted to the DfE updated Information, tools, training and guidance to help schools improve their financial management and efficiency. Governors were asked to read the document and implement any relevant changes.

The document is located here:

<https://www.gov.uk/government/collections/schools-financial-health-and-efficiency>

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

### 12.2 Schools Workforce Planning

Updated DfE School workforce planning guidance for schools January 2017 was attached to the agenda for governors' consideration.

<https://www.gov.uk/government/publications/school-workforce-planning>

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

### 12.3 Oldham Council's Free School Policy

Updated Oldham Council's Free School Policy was circulated to governors with the agenda.

Governors were asked to read and note the policy and associated guidance which outlines the Local Authority's position with regard to free schools in Oldham.

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

### 12.4 Schools Forum

Governors are asked to receive and note the summary papers

outlining discussions held at the meetings of the Schools Forum last term on 11 January 2017 and 22 February 2017.

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

#### 12.5 **New Guidance for Governors - Keeping Children Safe Online**

Governors were asked to note that the UK Council for Child Internet Safety (UKCCIS) Education Group has developed guidance for school governors to help governing bodies support their school leaders to keep children safe online.

Governors were asked to refer to the document to:

- gain a basic understanding of the school's current approach to keeping children safe online;
- learn how to improve this approach where appropriate;
- find out about tools which can be used to improve the approach.

The document includes examples of good and outstanding practice, as well as identifying when governors should be concerned.

The guidance and more information about UKCCIS is here:

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

Governors were reminded that this guidance is non-statutory and should be read alongside the DfE's Keeping Children Safe in Education statutory guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/562876/Guidance\\_for\\_School\\_Governors\\_-\\_Question\\_list.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/562876/Guidance_for_School_Governors_-_Question_list.pdf)

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

#### 13 **REPORT FROM CHAIR OF GOVERNORS**

The Chair advised governors that he would be attending the Chairs Briefing on 16 May 2017 and that he would provide feedback to governors at the next governing body meeting. Governors were reminded that they can access the full presentation from the Chairs Briefing Meeting on the following webpage: [www.oldham.gov.uk/chairsofgovernors](http://www.oldham.gov.uk/chairsofgovernors)

The Chair also gave an update with regard to the Trust status and that there would be a consultation meeting on Tuesday 9 May 2017. The statutory notice was due to be published in the local paper.

The suggested name for the school would be the Dovestone Learning Partnership.

He advised governors that the next meeting of the Chairs and Headteachers was Monday 26 June 2017.

**Governor Challenge/Support:** A governor asked which schools were involved.

The Headteacher advised that Delph Primary School and Saddleworth School would be joining as an Associate Partners. Saddleworth School would become a Trust school upon completion of the new school building.

The Chair advised that the Diocese are not in favour of Trust schools but are supportive of Learning Partnerships. The Chair advised that Ms Julie Bowdidge had provided excellent advice and support with regard to the process and is currently employed by the school for two days per week until the end of June 2017. She will then be employed for one day per week to help with the smooth transition.

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

**ACTION:** Chair

#### 14 **REPORT FROM LINK GOVERNOR**

Governors were reminded that they can access the full presentation from Link Governor meeting on Tuesday 9 May 2017 on the following webpage:  
[www.oldham.gov.uk/linkgovernor](http://www.oldham.gov.uk/linkgovernor)

#### 15 **GOVERNOR TRAINING AND DEVELOPMENT**

Governors were reminded that they must provide copies of all their relevant governor training certificates to be held on file for Ofsted evidence in the school.

##### 15.1 **Governor External and Additional Training Attended**

Governors were requested to share any additional training completed through the school or external organisation e.g. Edge Hill University.

Governors reported that there was no additional training to share at the meeting.

##### 15.2 **Governor Training Update provided by Oldham Council's Governor Support Service**

Governors were reminded that they can book online for Local Authority training here:  
<http://www.oldham.gov.uk/governortrainingprogramme>

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

#### 16 **SCHOOL VISITS BY GOVERNORS**

16. Feedback was given by Mrs Marian Faulkner and Mr David Hampson, Co-opted Governors who had completed a school visit.

Name or Governor	Date of Visit	Comments
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Mrs Marian Faulkner		Visited the Mathematics class and was very impressed with the quality of the teaching and the children's
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worksheets.

Mr David Hampson

Visited Year 6 class to observe a Spelling Lesson. He was very impressed with the children

One governor had not been able to arrange a School Visit. She asked the Headteacher if a visit could be arranged.

**ACTION:** Headteacher/Governor

## 17 GOVERNOR KEY DATES AND UPDATES

### 17. Governor Key Dates

#### Chairs Briefing

Chairs/Vice-Chairs are requested to book on by using the following link once details are confirmed:

[www.oldham.gov.uk/governortrainingprogramme](http://www.oldham.gov.uk/governortrainingprogramme)

#### Link Governor Network Meeting

Chairs/Vice-Chairs are requested to book on by using the following link once details are confirmed:

[www.oldham.gov.uk/governortrainingprogramme](http://www.oldham.gov.uk/governortrainingprogramme)

**RESOLVED:** that governors note the key dates and information and take any necessary action.

### 17.2 Clerk Update

The Clerk updated governors with regard to the importance of completing the Prevent/Safeguarding training and that they should provide the School office with a copy of the certificate for evidence for future Ofsted inspections.

## 18 FIRE DRILL

An unplanned fire drill had recently taken place due to the alarm going off. The Headteacher reported that the evacuation had been successful and was completed in 1 minute 20 seconds. The maintenance person had conducted an investigation to find out why the alarm went off unexpectedly.

## 19 SCHOOL LETTINGS

The Headteacher informed governors that Mrs Hazelhurst (Year 4 teacher), Mr Hazelhurst and Miss Wilson would be running a Summer Club from the School Porta cabin.

The Chair advised governors that the necessary insurance was in place.

**Governor Challenge/Support:** A governor asked about the wear and tear on the building which would increase with greater use. The Headteacher advised that hopefully the children would be outside on the field for most of

the time and that the Summer Club would be paying rent for the building which can be put aside for any repairs.

**Governor Challenge/Support:** A governor advised that Boarshurst Band were currently without premises and were looking for somewhere to rent.

20 **OTHER URGENT BUSINESS**

There were two items of other urgent business to consider.

20.1 **Governors Email Addresses**

**Governor Challenge/Support:** A governor noted that there were no governor email addresses on the school website. The Chair advised that having personal email addresses can sometimes be difficult as they may receive difficult emails. A suggestion was made that the school email address should be used on the school website.

**ACTION:** Headteacher

20.2 **Local Authority Guidelines for Teaching Assistants**

**Governor Challenge/Support:** A governor asked if all governors were aware of the guidelines with regard to qualifications for Teaching Assistants (Higher Level Teaching Assistant Level 3). Governors confirmed that they were all aware.

21 **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 at 6.50pm).

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

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

