

Minutes

Meeting of Diggle Primary School Governing Body

Wednesday 4 October 2017
at the School
at 5.00pm

Present:	Mr Michael Rea	Foundation Governor (Chair)
	Mrs Marian Faulkner	Co-opted Governor
	Mr David Hampson	Co-opted Governor
	Mr Christopher Ryan	Foundation Governor (Link Governor)
	Mrs Christine Tuckey	Co-opted Governor
	Mrs Sarah Newton	Headteacher
	Mr Christopher Sleight	Local Authority Governor (Vice-Chair)
	Mr Michael Hawes	Parent Governor
	Ms Rachael Russell	Parent Governor
	Mr Michael Yarwood	Parent Governor
Miss Jane Spivey	Staff Governor	

Also Present:	Mrs Kate Mellor	Deputy Headteacher
	Mr David Challen	Clerk to the Governing Body

1 APPOINTMENT OF CHAIR

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

2 APPOINTMENT OF VICE-CHAIR

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

The Chair welcomed everyone present to the first governing body meeting as part of the Dovestone Learning Partnership and to the first governing body meeting of those schools involved since the Trust was established.

3 APPOINTMENT OF CLERK TO THE GOVERNING BODY

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

4 APOLOGIES FOR ABSENCE

There were no apologies for absence as all members of the governing body were present at the meeting.

5 REGISTER OF BUSINESS, PECUNIARY AND PERSONAL INTERESTS

Governors were invited to declare any business or personal interests on the forms which had been circulated with the agenda and were asked for them to be returned to the Headteacher as soon as possible, so that they may be retained in the school.

6 MINUTES

RESOLVED: that the minutes of the governing body meeting held on 6 July 2017 be approved as a correct record and signed by the Chair.

The minutes of the Staff and Governors Development Session and the Learning Partnership Meeting, both also held on 6 July 2017, were received and noted.

7 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS

Staff and Governors Development Session

7.1 Arising from minute 1.4.9 (SATs Boycott), the Headteacher informed governors that at least one parent intended to withdraw her child from the SATs in 2018 and that the parent had been told by Ofsted that this course of action would not impact on the school's overall results.

7.2 **Governor Challenge/Support:** A governor questioned the Headteacher about the practical arrangements for the child involved in the boycott of the SATs by their parents.

The Headteacher explained that there would be no differences made in the teaching up to the SATs in 2018 but the child would be moved into another class whilst the practice tests were undertaken by the other pupils. The parent had informed the Headteacher that her child would not be brought into school during the actual SATs and the school would treat these days as unauthorised absences.

8 GOVERNOR VACANCIES AND RECRUITMENT

8.1 The governing body was informed that the term of office for Mr Michael Yarwood would come to an end on 13 March 2018.

- 8.2 The LA had already sent the Headteacher nomination forms for completion by any parents interested in joining the governing body but it was agreed that these would not be sent out by the school until early in the Spring term 2018.

ACTION: Headteacher

- 8.3 On behalf of the governing body and in case he was not re-elected, the Chair thanked Mr Yarwood for his significant contribution to the school's development during the time he had served as a member of the governing body.

9 GOVERNOR SKILLS MATRIX

- 9.1 All members of the governing body were asked to complete an electronic copy of the annual skills audit form and to return this to the Headteacher as soon as possible.

ACTION: All Governors

- 9.2 The Chair was asked to ensure that a copy of the collated skills matrix is sent to Business Support – Governors at: gb.support@oldham.gov.uk

ACTION: Chair

10 HEADTEACHER'S REPORT

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

Governor Challenge/Support: The governors discussed, challenged and questioned the Headteacher on the following points from her report:

- 10.1 Under the heading for general data, the Headteacher was asked to include details of staff absences in future reports.

ACTION: Headteacher

- 10.2 In response to a question about the reporting of incidents of bullying, the Headteacher explained that this information was held in school, if governors wished to inspect it, but that she did not feel it was appropriate to include this in a public document.

- 10.3 A governor questioned the reasons for the three written parental complaints that the school had received since the previous governing body meeting.

The Headteacher explained that these complaints had been made in response to the school distributing a leaflet in respect of the new Saddleworth School build.

- 10.4 Governors held a detailed discussion about the school's decision to distribute the leaflet during which the following issues were considered:

- 10.4.1 All the other schools in the Saddleworth and Lees Collaborative had been asked to send out the leaflet and the school would have been in a difficult position if it had refused.
- 10.4.2 The school had been approached by a group of parents to send out the leaflet and the school had agreed to distribute it taking into account what was felt to be in the best interests of pupils who left Diggle to move to Saddleworth School. All but one child who left Year 6 in 2017 had been admitted to Saddleworth.
- 10.4.3 Governors felt that the school should remain neutral with regard to the debate currently taking place about where the new school should be built.
- 10.4.4 The lack of progress being made to ensure that a new Secondary school is built and the impact that this was having on the education of Saddleworth children.

RESOLVED: that in the future, the governing body agree not to become involved in the distribution of any material which is related to political views.

- 10.5 With regard to a question about the numbers of SEND children referred to in the report, the Headteacher explained that these were only those children with the most severe and complex needs and did not include all those children who were included on the school's SEND register.
- 10.6 The Headteacher circulated the report from the very positive visit by Keith Adams (Focus-Education Consultants), on 27 September 2017, for consideration by the governing body. The visit had been arranged to support the leadership's self-evaluation process and had reported on identifiable strengths and identifiable areas for development.
- 10.7 A governor asked the Headteacher about how the school could be confident about the accuracy of the judgments made in the report and if the judgments reached by Mr Adams in other schools had been affirmed during their Ofsted inspections.

The Headteacher explained that the judgements would be tested when the school is inspected by Ofsted but Mr Adams also has the experience of working with a number of other schools in reaching his conclusions. His judgements would also be tested during a peer review to be undertaken on 23 November 2017.

- 10.8 The Headteacher explained that the school had also been allocated a School Improvement Partner (SIP) by Oldham Council and this would be Mrs Debra Davies, Headteacher of Christ Church CE School in Chadderton. Mrs Davies would be visiting the school in

mid-November 2017, before the peer review, to discuss data with the senior leadership team and would visit the school termly for a one half day visit.

- 10.9 The Headteacher explained that the Dovestone Learning Partnership had established a school improvement strand and peer reviews would be carried out in all the schools involved in the Partnership.
Governors were invited to participate in the peer review process. The school will receive development points in the report from the peer review and it may be necessary to adjust the school improvement plan to take account of these.

- 10.10 In response to a question, the Headteacher explained that a concern for the school is the progress score for Year 6 achieved in Maths in 2017, which means that the school is below the Government's floor standard this year.

The Headteacher explained that the school was fully aware of a number of issues around this particular cohort and whilst the children had made good progress overall, getting the cohort to reach the floor target was always going to be a challenge for the school.

The Headteacher also reported that the Year 6 this year are currently already outperforming last year's cohort.

- 10.11 The governing body discussed when the next Ofsted inspection might take place and the Headteacher confirmed that staff were well prepared for this when it happens.

The Headteacher informed the governing body that it was hoped that all these external visits would demonstrate the robustness of the school's self-evaluation processes.

- 10.12 With regard to a question about the before and after school club, the Headteacher explained that the club was extremely popular and the school had opened up a classroom to accommodate the children before they are moved into the school hall. Additional staff had been employed to accommodate the increased numbers of children attending.

RESOLVED: that the Headteacher be thanked for her report.

11 OFSTED QUESTIONS

- 11.1 The Chair informed the governing body of the availability of an Ofsted Tutorial webinar, on You Tube, about what questions governors might expect to be asked during an Ofsted inspection. All governors were invited to view the webinar and the Chair agreed to circulate the link.

ACTION: Chair/All Governors

- 11.2 A governor, who had already viewed the webinar, informed the governing body that keeping the school website updated was one of the key areas highlighted.
- 11.3 All those governors who participate in any training outside the LA were asked to keep the school informed.

12 HEALTH AND SAFETY

- 12.1 Governors were asked to ensure that they are 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.
- 12.2 The governing body was informed that the two Health and Safety governors carry out an annual Health and Safety Inspection of the school site and during the recent external Health and Safety review, no areas for action or recommendations had been identified.
- 12.3 The Headteacher reported that Health and Safety is always a standing agenda item at staff meetings and that there are many systems in place across the school to ensure the robustness of the school's Health and Safety procedures.
- 12.4 **Governor Challenge/Support:** A governor questioned the frequency of the Health and Safety inspection carried out and it was agreed to change this to once each term.

ACTION: Mr Hampson/Mr Ryan

13 REPORTS FROM COMMITTEES

Governors noted that the minutes of the Finance, Premises and Staffing Committee meeting held on 25 May 2017 and the minutes of the Curriculum and Standards Committee meeting held on 5 July 2017 had been considered at the previous meeting of the governing body.

14 MEMBERSHIP AND TERMS OF REFERENCE OF COMMITTEES

Governors were invited to:

- 14.1 Review existing composition and terms of reference for committees taking account of the procedures for the operation of committees.
- 14.2 Determine who should be appointed the Chair of each committee or agree that each committee should elect its own Chair.
- 14.3 Appoint a Clerk to each committee who may be a member of the governing body but must not be the Headteacher; and

14.4 Confirm the names of the three appointed governors responsible for setting and reviewing the Headteacher's performance objectives.

RESOLVED: (i) that the following changes to the Committee membership should be made:

Appeals

Mr C Ryan

Mr M Hawes

Mr D Hampson

Disciplinary

Mr C Sleight

Mr M Rea

Mr M Yarwood

Finance, Premises and Staffing

Headteacher

Mr C Sleight (Chair)

Mr C Ryan (Clerk)

Mr D Hampson

Mr M Rea

Reverend D Rhodes

Standards and Curriculum

Headteacher

Miss J Spivey

Mr M Hawes

Mr M Yarwood (Chair)

Mrs C Tuckey

Ms R Russell

Mrs M Faulkner

Lead Governors

Analyse Information and Data

Early Years

Financial Health and Efficiency

Health and Safety

Link Governor

Looked After Children/

Safeguarding/ Prevent

SEND

Ms R Russell

Mrs C Tuckey

Mr C Sleight

Mr C Ryan

Mr D Hampson

Mr C Ryan

Mr M Yarwood

Mr D Hampson

Class Links

Reception

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

Mrs M Faulkner

Mr C Sleight

Ms R Russell

Mrs C Tuckey/ Reverend D Rhodes

Mr M Yarwood

Mr D Hampson

Mr M Hawes

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

Ms R Russell
Mr C Sleight
Mr M Rea; and

- (iii) that the following governors be appointed by the Dovestone Learning Partnership Trust as foundation governors:

Mr M Rea
Mr C Ryan

ACTION: Business Support – Governors

15 LOCAL AUTHORITY ITEMS FOR ACTION

15.1 School Admission Arrangements for Admissions in the Academic Year 2019/2020

Governors were requested to note the contents of the briefing paper relating to the school admission arrangements for admissions in the academic year 2019/2020.

Governor Challenge/Support: A governor questioned the basis for the funding that the school receives and the Headteacher explained that it will be based on the number of pupils on roll on census day (Thursday 5 October 2017).

- RESOLVED:**
- (i) that governors note the contents of the briefing paper; and
 - (ii) that the present admission arrangements for the academic year 2018/2019 will continue to apply for admissions in September 2019.

15.2 Local Safeguarding Children's Board (LSCB) School Safeguarding Audit 2017

Governors were asked to be aware that the new Schools Safeguarding Audit tool is being issued to schools to complete in the Autumn term. The toolkit is designed to help governing bodies prepare for:

- (i) the safeguarding aspect of Ofsted inspections;
- (ii) carrying out an annual review of their policies and procedures and;
- (iii) providing information to the LSCB about how the duties set out in the guidance have been discharged under section 175 of the

Education Act 2002 and the DfE requirement of Keeping Children Safe in Education 2016.

The governing body noted that the school will be asked to complete the Safeguarding audit during the Autumn term 2017 and that this will be shared with the lead governor for Safeguarding when it is completed.

ACTION: Headteacher/ Mr Yarwood

15.3 **The Oldham Whole School/College Approach to Emotional Health and Mental Wellbeing**

15.3.1 Governors were asked to consider how the school is going to implement the Oldham whole school and college approach to the emotional health and mental wellbeing framework.

15.3.2 The Headteacher explained that this is another area currently being considered by the Dovestone Learning Partnership.

15.3.3 **Governor Challenge/Support:** In response to a question, the Headteacher suggested that the school's approach to emotional health and mental wellbeing should fall within the remit of the lead governor for Safeguarding and this would be a topic for discussion during his next visit to the school.

ACTION: Headteacher/Mr Yarwood

16 **LOCAL AUTHORITY ITEMS FOR INFORMATION**

16.1 Schools Forum

Governors were asked to receive and note the synopsis of the meeting of the Schools Forum held on 17 May 2017.

RESOLVED: that the information be received and noted.

16.2 **Teachers Pay Award 2017**

A letter has been issued by the LA, to Chairs and Headteachers on 26 September 2017, outlining the recommendations on the latest position regarding the School Teachers Pay and Conditions Document (STPCD) for 2017.

RESOLVED: (i) that the information be received and noted; and
(ii) that the governing body agrees to increase teachers' salaries on all statutory and locally agreed non-statutory teacher pay points in-line with Local Authority recommendations.

ACTION: Headteacher

17 REPORT FROM CHAIR OF GOVERNORS

The Chair reported on the topics discussed at the last Chairs' Briefing meeting held on the 20 September 2017. Governors were reminded that the full report can be viewed on the Oldham governors webpage:

www.oldham.gov.uk/chairsofgovernors

RESOLVED: that the Chair be thanked for his report.

18 REPORT FROM LINK GOVERNOR

The link governor, Mr Christopher Ryan, informed governors of the issues considered at the last meeting of the Link Governor Network and explained that the documentation could be accessed using the following link:

www.oldham.gov.uk/linkgovernor

19 GOVERNOR TRAINING UPDATE

19.1 The Chair circulated certificates to those governors who had attended training courses recently and explained that the list of the training attended by governors was now available on the school website.

19.2 Mr Hampson and Mrs Faulkner reported to governors on the two-part Finance training session that they had attended recently and whilst the first session had been informative, the quality of the second session had been disappointing.

RESOLVED: that the information be received and noted.

20 SCHOOL VISITS BY GOVERNORS

There reports from governors on recent school visits had been discussed earlier in the meeting during the consideration of other agenda items.

21 GOVERNOR KEY DATES

21.1 Governors noted key dates and for lead governors to book on any relevant training at:

www.oldham.gov.uk/governortrainingprogramme

21.2 Governors noted that invitations had been sent to the Headteachers for the Oldham International New Arrivals and EAL Conference at the Village Urban Resort, Bury on Thursday 19 October 2017.

https://www.oldham.gov.uk/info/200226/schools_and_colleges/1810/oldham_international_new_arrivals_and_eal_conference

21.3 Governors noted that, Leaders and Teachers of Religious Education have been invited to book a place on Oldham's Annual

SACRE Conference on Tuesday 17 October 2017 by using the following link: www.oldham.gov.uk/sacreconference

- 21.4 The governors agreed that the next scheduled meeting of the governing body, on Wednesday 29 November 2017 at 5.00pm, should be converted into a training session on Ofsted and that the meeting should not be Clerked. The Headteacher also agreed to give verbal feedback at this meeting on the outcome from the peer review day on 23 November 2017.

ACTION: Headteacher

22 SCHOOL FUND ACCOUNT – AUDITED SUMMARY

The Headteacher agreed to refer the audited school fund account to the next meeting of the Finance, Premises and Staffing Committee.

ACTION: Headteacher

23 FIRE DRILL

The Headteacher reported that a successful fire drill had taken place during July 2017 and the school had been evacuated in 1 minute and 38 seconds.

24 SCHOOL LETTINGS

There had been no changes to the school lettings reported to governors at previous meetings.

25 CLERK UPDATE

There were no new updates from the Clerk.

26 ANY OTHER URGENT BUSINESS

26.1 Secure Communication with Governors

The governing body was informed that the LA had requested that all governors should sign up to the Egress system as a secure way of sharing confidential information electronically.

However the Headteacher reminded governors that the school had purchased First Class and accounts had been set up for all the governors so that the school's information could be shared securely. The Committee agreed that the Headteacher should discuss with Business Support – Governors the most appropriate way forward in sharing confidential information electronically.

ACTION: Headteacher

26.2 Staff and Governors Development Session

Governor Challenge/Support: Following the successful staff and governors development session held on 6 July 2017, it had been agreed to arrange a further session and a governor questioned when this might be arranged. The Headteacher agreed to discuss this with staff and it was suggested that this may form part of the Ofsted training session to be held on Wednesday 29 November 2017.

ACTION: Headteacher

26.3 Parental Questionnaire

The Headteacher informed governors that the parental questionnaires would be given out to parents as part of the Parents' Evenings to be held at the beginning of November 2017.

26.4 Swimming

Governor Challenge/Support: In response to a question by a governor, the Headteacher reported whilst not all parents had yet signed up, the return rate for voluntary contributions was steady and the process had gone smoothly, without any significant issues emerging.

There are currently four adults accompanying the children to the swimming baths.

27 **CONFIDENTIALITY**

There were no items of confidentiality.

(There being no further business, governors were thanked for their attendance and the meeting was closed at 6.45pm).

Signed: _____
Chair

Date: _____