

## Meeting of Governors

Tuesday 12 January 2016

**Present :** Mr J Bentley (Chair), Ms S Blackshaw, Ms C Southworth, Mr N Nuttall,

Mrs E Walpole, Ms J Grimshaw, Ms K Morgan

**Apologies:** Mr P Ashcroft, Mrs S Yates

**In attendance :** Mrs J Watson

The Chair welcomed Members to the meeting and thanked them for the work undertaken by a number of them since the last meeting in December.

He emphasised the importance of ensuring that these extraordinary meetings focus on the outcomes of the Ofsted Inspection and that appropriate actions be identified and implemented.

	<b>Action</b>
<p><b>Skills Audit</b></p> <p>Chris Southworth noted that one area of the audit that was potentially highlighting an area of weakness was links with the community/businesses and that the background reading she had done since the last meeting would suggest that this was an important area for development. It was acknowledged that this may be addressed, or partially, once the new Parent Governors were in place. The Chair agreed to share the skills audit documentation with these new Governors at the meeting on 19/1/16.</p>	<b>JB</b>
<p>It was also agreed that Governor training would help bridge the gap in areas of weakness from the skills audit. In this respect, Samantha Blackshaw reported back from a meeting she had attended earlier in the week where she had arranged joint training for all Avondale Governors (including the new Parent Governors) at Holy Trinity Primary School. It was noted that this would take place on Monday 1 February 2016. Mrs Watson was asked to email Holy Trinity to thank them and ascertain the timing of the session and to let new Parent Governors know about this important event.</p>	<b>JW</b>
<p>Membership of Sub Committees was also raised and discussed, particularly in light of ensuring that the skills of Members are utilised to best effect on the right Committees. Therefore, it was agreed that a review of these was needed. Alongside this, discussion took place regarding the links currently in place between Governors and areas of the school. It was agreed that these were now obsolete and that links to the main four areas of Curriculum would be more appropriate, i.e. Literacy, Maths, Topic and SEN/Wellbeing.</p>	<b>All</b>
<p>Members in attendance at the meeting indicated their preference regarding these links. Mr Nuttall – Maths, Mr Bentley – Literacy, Ms Blackshaw – Topic and Mrs Southworth and Mrs Walpole – SEN/Wellbeing. Mrs Watson was asked to ascertain which links Mr Ashcroft and Mrs Yates would prefer. Following this, the Chair would allocate Parent Governors accordingly.</p>	<b>JW</b>
<p>A further area of discussion related to documenting Governor involvement in school activities. It was suggested that a proforma be adopted, which would record all visits into school, all meetings attended, and all other information</p>	

	<b>Action</b>
<p>exchanges. Mrs Grimshaw agreed to look at producing an appropriate proforma and forwarded this to Mrs Watson for use going forward.</p> <p>Members agreed that completing the Skills Audit had been a worthwhile exercise and agreed that this should be completed on an annual basis.</p> <p>Outcomes of Parent Governor Ballot</p> <ul style="list-style-type: none"> <li>• The Chair informed Members that a ballot had taken place following receipt of 12 expressions of interest. He reported that over 250 votes had been cast and that the following four, all with children in lower school, had been successful:</li> <li>• Mrs Debbie Davies</li> <li>• Ms Emma Lowe</li> <li>• Mr Daniel McFarlane</li> <li>• Mrs Sarah Pickup</li> </ul> <p>The Chair provided information about each candidate, based on the details they had provided prior to the ballot. It was noted that Governor Services would need to be informed of the outcome of the ballot and of the new Parent Governors.</p>	<p><b>JG</b> <b>JW</b></p> <p><b>JW</b></p>
<p><b>The Next Steps</b></p> <p>The Chair reminded Members of the Ofsted outcome relating to Pupil Premium. He added that he thought it essential to ‘appoint’ a Governor link to this area of school. It was agreed that Mrs Grimshaw and Mrs Southworth undertake this role. Mrs Southworth agreed to forward a copy of a PP checklist so that it could be circulated to other Members.</p> <p>Sharing good practice – all Members agreed that it would be beneficial to identify outstanding practice in other schools with a view to informing actions going forward. The Chair informed Members of his meeting on Wednesday 20 January with Rod Marsden, National Leader of Governance, who was meeting with himself and Mr Plowes to undertake a formal Governance Review and produce an Action Plan. In addition, Mrs Watson was asked to look at the Governing Body re-subscribing to Modern Governor and NGA.</p> <p>Mrs Morgan agreed to produce a draft Action Plan for the Governing Body. It was suggested that the key headings from the NGA 20 Questions for Effective Governance, could be used as an outline for this Action Plan. Following approval of the Plan, it was agreed that should be made available within the School and also on the Governors’ Website. However and prior to this, the Plan would need to be considered alongside the one produced following Rod Marsden’s visit.</p> <p>Governors agreed to spend some time looking at the NGA 20 Questions document and considering their position. Following this, the main areas for further consideration/inclusion in the Action Plan were agreed to be:</p> <ul style="list-style-type: none"> <li>• The role of the Chair/Review of Governors’ Performance and Contribution/Terms of Office</li> </ul>	<p><b>CS</b></p> <p><b>JW</b></p> <p><b>KM</b></p> <p><b>KM to put in Action Plan</b></p>

	<b>Action</b>
<ul style="list-style-type: none"> <li>• Ascertaining the position regarding children that have left the school, i.e. to showcase their achievements</li> <li>• Raising the profile of the Governing Body – it was suggested that photos be displayed in Reception, information be sent out via the termly newsletters</li> <li>• Further enabling parental access to Governors, eg a presence at Parents' Evening</li> <li>• Refreshing the link with the Student Council</li> </ul>	

**Members were reminded that the next meeting was scheduled to take place on Tuesday 19 January, 7.00 pm - Data Analysis.**

**Members requested that a full and detailed schedule of meetings be drafted as soon as possible, in order that dates can be agreed and diarised, therefore ensuring maximum attendance.**