

AGENDA

GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

Committee: Leadership and Management Date: 26th March 2019 – 4.30 - 5.30pm

Chaired By: Helen Illingworth

Clerked By: Jane Campbell

Present:	Apologies for Absence:
Leonie Boulton	Paul Hayes
Carolyn Downes	Tim Shepherd
Helen Illingworth	
Jane Campbell	

Agenda Items:	
1. Apologies	
2. Declaring an interest	
3. Minutes of the previous meeting	5 February 2019
4. Matters arising	
5. Policies	1. Attendance Policy
6. Review Overall Governing Committee Structure / Review Policies	
7. Feedback from other sub committees	No other subs have met since 5 th Feb
8. Governor Visits	Discuss & agree
9. Significant Accidents	
10. What have we done to improve Leadership & Management in the school?	
11. Date of next meeting	11 th June 2019

Agenda Number	Minute Number	Discussion:
1	210	Tim Shepherd sent his apologies for not being able to attend due to childcare. Paul Hayes sent his apologies for not being able to attend due to illness.
2	211	No interests were declared
3		Minutes from the previous meeting:

	212	(207) (199) Ofsted readiness training: It was agreed that this should be postponed until September to take account of the new Ofsted regime anticipated. HII to action
	213	(208) Policy review: Action complete. (209) Review of risk assessments: Action ongoing PH Addition of significant accidents as a standing agenda item: Action complete
4+6.	214	<p>Review Overall Governing Committee Structure</p> <p>The governors discussed whether the current committee structure was proving the most effective. LBo proposed that the governing body move to full governing body meetings instead of a sub-committee structure. She explained that this would help ensure meeting efficiency, consistency in decision-making and in the recording of governor actions and decisions.</p> <p>The governors challenged the head teacher on how the new committee structure would ensure that all of the areas of governance were effectively addressed and progressed over the course of the year in order to meet the goals of the School Improvement Plan. LBo responded that the School Improvement Plan is a working document which mirrors the areas of improvement highlighted in the Ofsted report, and would form the basis for the agendas of the new timetable of meetings over the course of the academic year, for example, by allowing the governors to review one particular area of the curriculum in depth at each meeting. She added that the restructure would allow the committee system to reflect the new governance terms of reference and other relevant frameworks better.</p> <p>The governors challenged the head teacher with regards to the existing timetable of financial oversight meetings (both regarding in-year finances and longer term planning), and whether these would work with the new committee structure. LBo responded with suggested amendments to the timing of the school's Annexe 1 and 5 meetings to ensure that timely financial decisions could be made, and confirmed that longer term financial planning was already a part of each Finance and Premises meeting, and would continue to be a part of each full governors meeting where finances were discussed.</p> <p>The governors suggested that the new structure was also an opportunity to review the meeting management process and in particular prompts to governors about key materials to be digested ahead of meetings, in order to ensure that meetings are efficient and effective.</p> <p>Action: HII/LBo to bring a proposal for a new committee structure, effective from September 2019, to the next Full Governors meeting.</p> <p>Action: BIb to review what policies we are required to have by DCC and DoE and bring to next L&M meeting for review.</p>
5.	215	Attendance policy

		The revised policy was review by governors and approved. Action: Blb to bring attendance policy to the next full governors meeting for FGB approval.
7.	216	<p>Feedback from other sub committees</p> <p>ASLT had not yet taken place this term so minutes from the meeting could not be reviewed. LBo noted that this sequencing of committee meetings was not ideal and proposed that it be addressed as part of the new committee structure proposal at the next Full Governors meeting.</p>
8.	217 218	<p>Governor visits</p> <p>CDo noted that she was due to come in again to look at Foundation Stage from a leadership and management point of view, as part of the work on this area in the School Improvement Plan. Action: CDo/Blb to organise an appointment.</p> <p>HI also noted that she was planning a visit to review writing with regards to leadership and management in the school, as per the School Improvement Plan. Action: HI/BI to book appointment.</p>
9.	219	<p>Significant accidents</p> <p>LBo reported that there had been no significant accidents since the last L&M meeting.</p>
10.	220	<p>What have we done to improve leadership and management in the school?</p> <p>Governors agreed that this meeting had allowed them to:</p> <ul style="list-style-type: none"> ● identify opportunities to ensure that strategic decisions were taken in a more cohesive manner by the governing body, by considering a new committee structure that would ensure that proposed actions to improve the school were assessed within all four remits of the governing body: teaching and learning, attainment and standards, finance and premises and leadership and management and against all three core values of the governing body (strategic decision-making, leadership accountability and financial performance). ● take account of changes coming into force with the new Ofsted framework, which will impact on the governance of the school.
11.	221	The next meeting will take place on 11 th June 2019.