

**MINUTES OF A MEETING OF PRESHUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON WEDNESDAY 5 OCTOBER 2016, 7.15PM,
AT THE SCHOOL**

Present: Zoe Garbutt (Chairman); Emma Barr; Lucy Brenk; Julia Dowdeswell;
Claire Graham; Andy Houchin; Miri Keen; Jess Knowles; Laura Leeming; Ali Mack;
Lorraine Perry; Judy Pitts; Joyce White

In attendance: Laurien Carter (Clerk)

Apologies received and accepted: Lindsay Long; Murray Paul, sabbatical;

The meeting opened with a prayer

Zoe Garbutt welcomed everyone to the meeting, especially Ali Mack; Emma Barr, new Foundation Governor; Claire Graham to her first meeting as the new Head; Jess Knowles, recently elected Staff Governor. Introductions were made.

Throughout the meeting items were explained to enable those new to the FGB to understand the background.

1. Election of Chair and Vice Chair

Zoe Garbutt reported that she would only be willing to serve as Chair until 31 December 2016 and would be seeking someone to serve as Vice Chair to take over on 1 January 2017.

The Clerk asked for nominations for the post of Chair. Judy Pitts proposed that Zoe Garbutt continue as Chair until 31 December; seconded by Lorraine Perry. Miri Keen proposed that Andy Houchin serve as Vice Chair and take over as Chair on 1 January 2017; seconded by Judy Pitts. There being no other nominations Zoe Garbutt was elected Chair and Andy Houchin as Vice Chair, succeeding as Chair on 1 January 2017. A Vice Chair for 2017 would be elected at the November meeting.

Zoe Garbutt was thanked for continuing and Andy Houchin for taking over. It was agreed that the Committee elect a new Chair for Finance and Strategy.

2. Appointment of Associate Governor

Zoe Garbutt proposed that Ali Mack serve as Associate Governor, seconded by Laura Leeming and approved. This appointment was made to cover the sabbatical of Murray Paul.

3. Update re Parent Governor Vacancy

The Clerk reported that two nominations had been received and papers were being prepared for an election.

**4. Update to Register of Interests
or Other Interest with Regard to Items on the Agenda**

Governors signed the form confirming their eligibility to serve as a Governor; their acceptance of the revised Code of Conduct; and no changes to the business interests register. New Governors would complete a Business Interest form.

There were no interests declared in any agenda item.

5. Minutes of the Last Meeting

The Minutes of the meeting held on 29 June 2016 were approved and signed accordingly.

The Minutes of the Head Teacher ratification meeting held on 14 July 2016 were approved and signed accordingly.

6. Matters Arising, not covered in the agenda (1)

a) Visits Protocols (3a)

It was agreed that Claire Graham and Joyce White would work with Laura Leeming and Julia Dowdeswell to develop the Visits Protocols.

b) Performance Management for Acting Head (5a)

This had not been necessary as a substantive Head had been appointed.

7. Head Teacher's Report

The Report, previously circulated, was noted and Claire Graham thanked for the thorough and clear format.

It was noted that the School was had a higher number of girls across the classes..

In response to a question, Claire Graham, explained the plans for preparing the new School Development Plan (SDP). The current SDP was due to be replaced and she would be seeking input from all stakeholders looking at: what needed to be achieved; what had worked well; what would benefit from being a focus; a review of data and learning. The OFSTED report would also be taken into consideration. The goals and how they could be achieved would then be considered and formulated into the SDP.

Governors were invited to the TD day on 3 January to be involved in the first stage in preparing the SDP.

Responding to a question, Governors were informed that another OFSTED visit was not expected as the School had been rated Outstanding unless triggered by the data or an exceptional parental complaint. Having a new Head and various staff members was not a trigger for OFSTED.

8. Academies Update

The background to the recent decisions was explained.

The information relating to the shared GRAP (Great Bedwyn, Ramsbury, Aldbourne, Preshute) meetings had not been circulated due to an IT issue. They would be circulated. Two meetings had been held with three more planned. Governors were encouraged to attend, especially the one hosted at Preshute, on 20/10/16 by Excalibur. The other meetings being: 17 October King Alfred Trust at Great Bedwyn; 2 November White Horse at Aldbourne.

The clear message was that all schools were expected to become academies. The fact finding would enable the Governors to be able to understand the various versions and options available to them.

Preshute Governors needed to be aware of the need to find a site for the new building; funding had been pledged by the local authority.

9. Scheme of Delegation

Lorraine Perry agreed to look at the Scheme of Delegation but there were unlikely to be any substantial changes. It would be considered by each Committee and then approved at the next FGB.

10. Monitoring and Visits

The proposed visits were discussed and allocated to Governors; details to be circulated.

Julia Dowdeswell agreed to prepare a paper to aid with questioning.

Governors questioned the way in which they could be informed about standards of teaching in the light of recent changes to OFSTED not grading lessons. Claire Graham explained how she would be undertaking formal and informal observations and there would be book scrutinies to support areas of strengths and to indicate areas to be improved. This would then be reported to Governors and included as a key indicator in the Head Teacher's report.

11. Long Term Future of the School

Work continues behind the scenes and continued to involve Celia Hicks, due to her extensive knowledge of the background.

Parents had been encouraged to respond to the Marlborough Area Plan consultation to ensure a new site for the School is included.

12. Reports from Committees

a) Strategy and Finance Committee

The Minutes of the Meeting held on 28 September were noted.

Andy Houchin highlighted:

The changes to the Health and Safety walk rounds to include a Governor.

A review of all contracts would be undertaken to look for efficiencies when they are renewed.

There was a need to promote the School for 2017.

He would be looking at grants available.

Claire Graham explained about proposals to change the way in which the offices are used and to create different spaces to fulfil the needs of both office staff and the Head and Deputy Head.

The Bursar would be checking about any restrictions on the use of the School Fund and Fun Club excess funds. This would be reported to FGB in due course.

b) Teaching and Learning

The Minutes from the meeting held on 23 September were noted.

Claire Graham explained about some of the changes for authorising holidays in term time; each case was considered individually. It was agreed that the emphasis needed to be on the drop in attainment when there is extended absence.

It was recognised that the website needed to be the 'go to' tool for parents and others to obtain information.

Governors were informed that Jess Knowles was reviewing the website and updating it regularly as part of her management role. Once it is fully updated parents will be encouraged to use it more.

c) Parent Forum

There was a discussion about the role and remit of the Parent Forum and what other means could be used to engage parents in discussion. Suggestions included the SDP consultation and surveys. It was recognised that it had achieved the production of an annual clubs list; a change in the time in the year of parent consultation meetings.

It was agreed that it may have run its course and that other ways to involve the parents should be considered. Lucy Brenk agreed to convene a meeting involving Jess Knowles and Laura Leeming to look at alternatives. Suggestions made included the wider use of social media and harnessing parental skills.

d) Staffing Working Party

A meeting had not been held.

The Pay Policy was being prepared. It was agreed to approve this by email.

The Pay Panel and Head Teacher Performance Management Panels will be convened.

13. Strategic Governor Objectives

It was agreed to carry over two items:

To develop all feasible options to preserve the longer term future of the school.

To develop and implement a training program which ensures all governors are prepared and equipped to fulfil their responsibilities.

Additional Objectives will be drawn up relating to: engaging with parents; overseeing the development of standards with a new teaching team; promoting the School.

14. Roles and Responsibilities

Joyce White reported that she would be standing down as SEND Governor after many years. She was thanked for all her work. Lindsay Long would be contacted about the role; Laura Leeming expressed an interest in being involved. (Subsequent to the meeting, Lindsay Long had agreed to take on the role of SEND Governor.)

Whistleblowing is the remit of the Chair, Zoe Garbutt.

Joyce White would continue as Child Protection Governor.

Judy Pitts would take on the responsibility of Pupil Premium Governor.

Laura Leeming would take on the Health and Safety role.

15. Modern Governor

The Clerk informed Governors about Modern Governor and encouraged them to undertake training modules.

16. Housekeeping Items, not covered in agenda

Policy Approval

It was agreed that the various policies had been submitted too late for Governors to consider them in detail. They would be approved at the next meeting.

The Child Protection Policy would be approved by email, when it was available.

It was agreed to schedule other policies throughout the year and be sent to the named Governor where appropriate.

Equality Plan

It was agreed that this could be taken on by the new Parent Governor and Ali Mack would also consider being involved.

Distinctive Christian Ethos and Character

This had been covered in the Head teacher's report.

The correspondence list was noted. The Clerk reported that it was only necessary to submit Governors' details to Edubase, as was already published on the website.

The Head and Chair were meeting weekly.

17. Dates of Meetings 2016/17

Meetings were scheduled for:

Wednesday 5 October; Wednesday 30 November; Thursday 2 February; Wednesday 29 March; Monday 8 May; Thursday 29 June.

18. Any Other Business

Claire Graham thanked everyone for their welcome and support.

The meeting closed at 9.15pm