

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE STRATEGIC PLANNING
COMMITTEE
10 SEPTEMBER 2019 AT 4.45PM**



MINUTES

Present:-K Smith, J West, T White

In Attendance: - A Blench, K Taylor, J Logan

SP1. APOLOGIES FOR ABSENCE

- 1.1 To accept apologies for absence. Apologies for absence were received and accepted from B Vickerage.

SP2. DECLARATION OF PERSONAL AND BUSINESS INTEREST

- 2.1 Individual governors to declare any personal or business interests on any item on the agenda – no declarations were made in relation to agenda items.

SP3. MINUTES OF PREVIOUS MEETINGS

- 3.1 To approve the minutes of the meeting held on 14th May 2019 – the minutes of the previous meeting were approved and signed by the chair.
- 3.2 To discuss matters arising from the minutes of the last meeting:
- Arrangements for external review of governance – update KS. BV was due to contact Alan Richards regarding the review. This item to be carried forward to the next meeting due to BV not being here.
 - JMAT CEO Attendance at September Inset Day – update KS. As school didn't convert to academy status on 1st September 2019 it was not necessary for David Sylvester to attend. David will attend later when we have a conversion date confirmed.
 - AB to send a list of documents he would expect KS and BV to have to review and sign before academy conversion. Completed.
 - KT to request sight of Engie Compliance Checklist for circulation to governors. Completed.
 - AB to circulate agenda planner document to all governors seeking feedback on content and frequency of items. This was circulated and no feedback was received.

- KS to forward to all governors the school meetings plan for 2019 20 – not completed to be carried forward to next meeting.
- KS to remove DE details from the GIAS website, effective date 12/2/19. Completed.
- TW to contact RMBC Parents Group to seek interest in becoming a governor. This was the Rotherham Carers Group. Contact was not made due to having had a good response from Inspiring Governance. It is still an option for the future.
- TW to seek nominations from governing body for the role of head teacher's appraiser. No responses received. As we move towards being part of JMAT it will be the CEO's responsibility to complete performance management for the head teacher.
- TW to share details of upcoming governors forum meetings. Completed.
- TW to ask governors about the impact of training undertaken and what they would like to access this year. Completed, but not had any response as yet.
- TW to type up 20 questions summary and add suggested actions to each area. Completed and on tonight's agenda.
- KS to consult with staff and parents regarding proposed changes to the timing of the school day. Staff, parents and children were consulted and the new arrangements have been implemented at the start of this new academic year. School now ends at 3pm, as opposed to 3.15pm. After school provision has been put in place for parents who cannot collect at the earlier finish time. Governor question – did this require extra staffing? No, because they stay with the class teacher. This is working well so far. Governor question – any problems with slow eaters? No, all finished by 12.30pm. Our reasons for doing this were to improve lunchtime behaviour by reducing the length of the lunch break. The impact will be reviewed after a few weeks.

SP4. TERMS OF REFERENCE FOR STRATEGIC PLANNING COMMITTEE

- 4.1 To review terms of reference for the strategic planning committee. The TOR document was reviewed and it was agreed that T Keenan's name would be removed and J Logan (as Head of School) be added.
- 4.2 To table at next Full Governing Body Meeting for ratification

SP5. AGENDAS FOR FORTHCOMING MEETINGS

- 5.1 To review the agenda plan for the coming year. It was agreed that the pupil data points would be changed to September, January and July.
SFVS – it was noted that there was a new version of the assurance statement with 6 extra questions. Governors agreed that, for this year only, this would be on the agenda for October and March.
PP Strategy – AB mentioned that the DfE is now expecting schools to publish a 3 year strategy with light touch reviews each year.
Engie – Governor question – if we ask will they attend a governor meeting each year.
KT explained that they are happy to send a compliance report for governors to discuss but they do not have the capacity to attend meetings, unless there is a problem. Governors agreed that as long as they had the compliance report for the October meeting this would be fine.
GDPR – AB to check when the last update was given and to then schedule this as an annual event.
- 5.2 To review policies for approval/review and allocate to specific meetings. KS and JL will review the list this week and seek to stagger the dates for review so that they don't all fall in September.

Governors stressed that they needed to see any documentation at least 1 week before a meeting date. This is to allow them to read and bring any questions they might have to the meeting.

RSE Policy – there was a discussion relating to the new Dfe guidance. TK stated that we had until September 2020 to implement a new policy. This was already in draft and our practice in school is already in line with the new guidance.

Actions: - KT to ask Engie for a compliance report for discussion at the October meeting.
AB to check when the last GDPR update was brought to governors.
KS/JL to review policy document and bring to the next meeting.

SP6. REVIEW OF GOVERNOR PARTICIPATION

- 6.1 Review of participation in 2018 19. Confidential, recorded elsewhere.
- 6.2 Publication of attendance on school website site. AB agreed to send the attendance record to all governors for checking, before publishing on the school website.

Actions: - AB to circulate attendance record to governors and then to arrange for publication on the school website.

SP7. GOVERNORS' TERMS OF OFFICE

- 7.1 To review governors terms of office. JW term of office expires on 11/19. JW expressed a willingness to continue after this date if governors wished. JN term of office expires 1/20. JN is a parent governor and it was thought that she would be stepping down then. NL term of office expires 1/20. It was noted that her term of office as a new governor had been set at 2 years. Governors hoped that she would extend her term of office in January 2020.
- 7.2 Review current vacancies. School has a current vacancy for a co-opted governor and may have a vacancy for a parent governor in 1/20. TW had been checking Governors in Schools and Inspiring Governance websites for potential new governors. Inspiring governance had yielded a long list. TW had sent a contact email to those on the list. 29 people were contacted, 5 were interested in knowing more of whom 2 have arranged phone calls to discuss. Sarah, is working at Sheffield Hallam University and is keen to raise the aspiration of students. It was agreed that TW will arrange for Sarah to come into school to meet KS, governors and have a tour of the school. It was agreed that KT will search The School Bus to see if there is a suitable application form we can use.
It was noted that NL is the EYFS governor and not TK. Also the wording for the Ofsted categories will need to change to reflect the new Ofsted inspection framework.

Actions: - KT to locate a suitable governor application form.
AB to amend the governor plan document.

SP8. REVIEW OF GOVERNORS' SKILLS AND TRAINING

- 8.1 To review governors skills and plan for 2019 20 – TW, ran through the training plan document with governors.

SP9. THE SCHOOL DEVELOPMENT PLAN (DEP) 2019 20

- 9.1 Strategic overview of the development plan (DEP). – KS. This will be ready by the end of the week. The summer data was analysed in July, KS had met with TK during the summer holidays. There had been a good inset day with Jo Davenport at the start of term which had given KS some ideas of how the document could be improved. The DEP is now being revised to include a termly RAG rating and the new Ofsted Inspection Framework wordings.
- 9.2 Review of the Governor Development Plan – TW. This will be discussed at the next FGB Meeting where this appears on the planner.
- 9.3 Updating of the School Self Evaluation Form (S.E.F.) – KS. It was agreed that this will be carried forward to the October Meeting.
- 9.4 Academy update – KS. See matters arising above.

SP10 CONFIDENTIALITY

- 10.1 To determine any confidential items. It was agreed that the whole of the discussion at 6.1 was confidential.

SP11. DATES OF FUTURE MEETINGS

- 11.1 To review the dates of meetings for the academic year. The dates for 2019 20 were approved.

SP12. OTHER BUSINESS

- 12.1 None.

Confidential minutes

- 6.1 Governors reviewed the meeting attendance for last academic year. Concerns were identified with KB attendance which has always been low since he became a governor in 2016. It was also noted that BV had not attended the last 4 FGB Meetings. As chair of the GB this was a concern. It was agreed that this would be reviewed at the FGB meeting of 15th October. It was thought that BV may be stepping down as chair this year. In the case of BV it was noted that all absences had been supported with apologies given and were due to work commitments and holidays.