

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE STRATEGIC PLANNING
COMMITTEE
16 JANUARY 2018 AT 4.45PM**



MINUTES

**Present:- B Vickerage, K Smith, J West, T White
In Attendance:- A Blench**

SP14. APOLOGIES FOR ABSENCE

14.1 No apologies given as all committee members were present

SP15. DECLARATION OF PERSONAL AND BUSINESS INTEREST

15.1 Individual governors to declare any personal or business interests on any item on the agenda. No items were declared.

SP16. MINUTES OF PREVIOUS MEETINGS

16.1 To approve the minutes of the meeting held on 12th September 2017 – the minutes of the previous meeting were approved and signed by the chair.

16.2 To discuss matters arising from the minutes of the last meeting:

- Governor photographs for reception display – photos will be taken on 23rd and 30th January 2018 by K Taylor for the new display.
- New Governor Checklist – governors approved the amended checklist.
- Invitation to D Sylvester to visit the school – see agenda item 22.4
- Access to RGfL email accounts and creation of a secure governor area on the school website – governors are now accessing their RGfL accounts. B Vickerage to check his access. A Blench now has the sign in details for a secure governor area on the school website. A Blench to set up electronic folders in this area and let governors have the log in details. Future meetings documents will be uploaded to this area instead of sending out via email.
- Statutory policies and level of approval e.g. head teacher, committee or full governing body – K Smith, J West and B Vickerage will be meeting on 26th January to discuss this in more detail. Recommendations from this meeting will be brought to the next committee meeting.

- Replacement for F Carter as governor trained in Head teacher appraisals. D Everett was confirmed as the replacement for F Carter. T White to identify suitable training for D Everett to attend.
-

SP17. PROPOSE AGENDAS FOR FORTHCOMING MEETINGS

- 17.1 To discuss the model agenda provided by the local authority and allocate items to appropriate committees. The LA model agenda was discussed and the committee allocated individual agenda items to separate meetings of the GB this term.
- 17.2 Agenda Planning Process – governors agreed to keep the current process in place.

SP18. REVIEW OF GOVERNOR PARTICIPATION

- 18.1 Review of participation in 2017 18 – attached. Governors reviewed attendance at meetings for the first term of this year. There were no causes for concern in individual governor attendance.
- 18.2 Publication of attendance on school website site – this will be published for 2017 18 in September 2018. 2016 17 attendance had already been published.

SP19. REVIEW OF THE EFFECTIVENESS OF SUB-COMMITTEES

- 19.1 To review the effectiveness of the governing body. Different structures for governing bodies – discussion continued from 12th September 2017. Governors discussed a different model for meetings. This is where there are no committees in place but instead the whole governing body meets once per month. Typically these meetings last for 1.5 hours. Agenda items are allocated to indicial months and this gives all governors the opportunity to have input on all areas. This would also make it easier for GB meetings to be quorate. The perceived disadvantages of this new format were that some governors may be inhibited from speaking out in a bigger group/meeting. It would also not give time for deeper discussion and developing specialisms. Governors agreed to remain with the current system and review things again at the end of this academic year.
- 19.2 Review of terms of reference for sub committees – memberships and quorate requirements. It was mentioned that there were two committee meetings recently where we struggled to be quorate. This has been exacerbated by having a vacancy on the GB.

SP20. GOVERNORS' TERMS OF OFFICE

- 20.1 To review governors terms of office. There are 4 governors with terms of office expiring in January 2019.
- 20.2 Review current vacancies. There is currently a vacancy for a Parent Governor. 3 parents had previously expressed an interest in becoming a parent governor. It was agreed that K Smith would approach these 3 to see if they were still interested. Also a notice would be issued to all parents that nominations are sought for the role. A formal closing date for nominations will be issued and if there is more than 1 nomination a secret ballot will be held. B Vickerage thanked A Blench for obtaining guidance on the process.

SP21. REVIEW OF GOVERNORS' SKILLS AND TRAINING

21.1 To review the most recent governors' skills audit – see 22.2 below.

SP22. THE SCHOOL DEVELOPMENT PLAN (DEP) 2016 17

- 22.1 Strategic overview of the development plan (DEP). – This was approved at the SIP Curriculum Committee last time.
- 22.2 Review of the Governor Development Plan – T White gave an overview of the recently completed governor skills audit exercise and also the development plan for 2017 18. All governors need to have basic safeguarding training and K Smith will be making arrangements for this to happen. The Safeguarding Governor (D Everett) will need to receive a deeper level of training, which T White is arranging. GDPR – it was mentioned that all governors will need a basic awareness of the changes. K Taylor is attending some training on 25th January and will give governors an update at the Finance Premises and Staffing Meeting on 30th January 2018. A Blench mentioned that there are useful documents on the Information Commissioners website www.ico.org . T White agreed to circulate the revised development plan to all governors.
- 22.3 Updating of the School Self Evaluation Form (S.E.F.) – Last term the updates around section 2 on outcomes were shared with governors at the SIP Curr Committee. This term the focus will be behaviour and teaching and learning.
- 22.4 Academy update – next steps. The 6 local schools who were going to form a hub under the umbrella of New Dawn Trust will not now go ahead. K Smith mentioned that she had received an email stating that the chair and vice chair of trustees at New Dawn Trust had been replaced. Also that the CEO Karl Jarvis had resigned. B Vickerage, J West and K Smith had visited JMAT and had seen lots of positives at the trust. Governor question – is there any other academy options for the 6 schools including Meadow View? It was mentioned that the L.E.A.D.MAT was a possibility. K Smith asked governors if she should invite D Sylvester (JMAT) to a meeting of governors and also if she should attend a meeting with L.E.A.D. The conclusion was that the meeting with L.E.A.D. should happen first and then further discussion could be had about inviting D Sylvester to school. It was mentioned that B Vickerage had sent an email to the Winterhill, Wingfield and Oakwood Learning Community schools in his capacity as vice-chair of governors at Winterhill. This was to start a discussion around academy options for these schools. The email had not received any responses. It was suggested that this may be because schools didn't understand what was being asked of them. B Vickerage is attending the chairs and vice chairs meeting tomorrow and hopes to be able to progress this further then.

SP23 CONFIDENTIALITY

- 23.1 To determine any confidential items. 23.2 academy discussions was identified as confidential.
- 23.2 Use of home email accounts for school business – already covered above.

SP24. DATES OF FUTURE MEETINGS

- 24.1 To review the dates of meetings for the academic year – see attached. It was noted that the next two meetings are SIP Curriculum on 23rd January and Finance Premises and Staffing on 30th January. K Smith will be absent on 23rd January and the RAISE Online agenda item will be deferred to the next meeting.

SP25. OTHER BUSINESS

25.1 It was noted that the Data Sub Committee needs to meet. K Smith will arrange a meeting with T White and K Bromley afterwards.