

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE STRATEGIC PLANNING  
COMMITTEE  
14 MAY 2019 AT 4.45PM**



**MINUTES**

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

**SP25. APOLOGIES FOR ABSENCE**

25.1 To accept apologies for absence. None received as all present.

**SP26. DECLARATION OF PERSONAL AND BUSINESS INTEREST**

26.1 Individual governors to declare any personal or business interests on any item on the agenda. None made.

**SP27. MINUTES OF PREVIOUS MEETINGS**

27.1 To approve the minutes of the meeting held on 15<sup>th</sup> January 2019. The minutes of the last meeting were signed and approved by the chair.

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

- Safeguarding training for governors – brought forward from 17/4. Update 14/5, Safeguarding training was delivered to all governors at the April FGB Meeting.
- Arrangements for external review of governance – brought forward from 17/4. Update 14/5, KS has emailed D Sylvester, J Oliver and A Richards at JMAT. A Richards is an NLG and will be the most appropriate person to complete the review. KS will send BV A Richards email address.
- J West to seek governor feedback on the new governance structure at the meeting of 22<sup>nd</sup> January 2019 – update JW. Update 14/5, JW had asked for governor feedback on the new structure at the January 2019 FGB Meeting. The consensus was that governors liked the new structure, although they felt that sometimes the discussions were rushed. Governors wondered if it was thought to be rushed because some governors are wanting to discuss operational matters instead of having a strategic focus. It was noted that governor personal interest should not be the focus of discussion and that it is the meeting chair role to draw discussions in and keep the pace.

- Clerk development plan – progress update AB. Update 14/5, AB updated governors on his progress with the clerk development programme and action plan.
- KS to send AB a RAG rated DEP for circulation – update KS. Updated 14/5, KS will send AB an updated and RAG rated copy for the FGB Meeting on 21/5.
- TW to meet with governors to review the effectiveness of the GB and draw up an action plan – update TW. Update 14/5, there was a meeting on 7/5 and the outcome will be discussed later in the meeting.
- KS to send the SEF to AB for uploading to the governors secure pages – updated KS. Update 14/5, action is outstanding.
- KS to contact J Oliver for update on conversion timetable – update KS. Update 14/5, KS has contacted J Oliver and we are aiming for a 1<sup>st</sup> September 2019 conversion date. This could slip to 1<sup>st</sup> October 2019. The 2 September inset days will be used for preparation. Governor question – do you want any governors to be in attendance on the 1<sup>st</sup> day as an academy? It was agreed that BV will call in on 2<sup>nd</sup> September to acknowledge the change and mark the exciting future which is ahead of us. KS will invite the CEO of JMAT to attend as well. Governors were reminded that, due to capacity issues in Rotherham LA, the legal work has been passed to Sheffield LA Legal Team. Governor question – who is the link between us and the solicitor? This is J Oliver. AB mentioned that there are several legal documents which would need to be checked and signed before conversion date. Of particular interest is the Land Transfer Deed, which transfers the land to JMAT. This will have a red line area and contain any special deeds and covenants. As J Oliver doesn't know the school and how it works it is very important that someone at the school has chance to check this for accuracy. AB agreed to send to the committee details of all of the documents he is aware of from his experience of these matters, expect to be reviewed by the school.
- AB to circulate DfE conversion timetable document – update AB. Update 14/5, this has been circulated.
- KT to contact Engie to seek a date for when they can attend a FGB Meeting – update KT. Update 14/5, KS mentioned that there was a lot of staff changes at Engie currently which would make it unlikely that we would see a representative at a governing body meeting this term. Governors said that this gave them concerns and that if someone couldn't attend they would like to see an updated H&S compliance report as they have had previously. KS to obtain copy of the compliance checklist. KT mentioned that governors are welcome to attend the next SOM Meeting with her where they would be able to meet representatives of Engie, Transform and RMBC.

Actions: KS to share A Richards contact details with BV. KS to invite JMAT CEO to attend 2<sup>nd</sup> September 2019 Inset Day. AB to provide a list of documents he would expect school to see prior to the date of conversion. KT to request copy of compliance checklist for circulation to governors.

## **SP28. REVIEW OF NEW GOVERNANCE STRUCTURE**

- 28.1 To discuss the new governance structure after its first two terms of operation – see comments above in matters arising. It was thought that if the wider governing body had a fuller understanding of how each meeting's agenda is arrived at they might understand why things have to be so structured. There was always the option to have an agenda item appearing more frequently throughout the year which would allow more time for discussions. AB to circulate agenda to all governors seeking feedback on any items they would like more time to be dedicated to next year.

- 28.2 To agree any amendments or refinements to the structure. Governors agreed to keep the current structure into 2019 20 year. It was noted that some changes may be needed due to academy conversion and that certain items which are currently on the agenda planner may no longer be relevant.
- 28.3 To review and update the meeting planner document. Various suggestions were made to tweak the planner for next year. AB to amend for next year. Governors mentioned that occasionally the supporting papers for each meeting were not available a minimum of 7 days before the meeting as required in the governance regulations. This then hampers governors ability to prepare for the meetings. It was stated that this has occasionally slipped due to pressures of work within school. It was agreed that we would start to include the more substantial agenda items at the top of each agenda. The approval of the previous meetings minutes would be placed at the end of the agenda. It was mentioned that the current system of publishing governor documents on the school website in a secure area works well. This is due to the speedy manner in which the current website company responds to requests. It was noted that after academy conversion JMATA will develop a new website for school which school admin staff will maintain. KS agreed to forward to governors the meetings/events planner for 2019 20.
- 28.4 To discuss and agree arrangements for External Review of Governance – BV. This was covered in matters arising, above.

Actions: AB to circulate agenda planner to all governors and seek views on frequency of items appearing on agendas. KS to forward to governors the school meeting/events planner for 2019 20.

### **SP29. REVIEW OF GOVERNOR PARTICIPATION**

- 29.1 Review of participation in 2018 19. Governors reviewed attendance for the year to date. There is only 1 governor with low attendance. KS to remove DE from the Getting Information About Schools website.

Actions: KS to remove DE details from the GIAS website, effective date 12/2/19.

### **SP30. GOVERNORS' TERMS OF OFFICE**

- 30.1 To review governors terms of office. Governors reviewed the terms of office summary. It was noted that BV and TW terms of office expired on 31<sup>st</sup> January 2019 and were renewed for another term. Also that NL term of office was for 2 years.
- 30.2 Review current vacancies. There is currently a vacancy for a co-opted governor. This has been advertised on Governors for Schools and Inspiring Governance websites. It was suggested that Parents could be asked at the next Parents Council meeting if they knew of any interested people or companies that might contribute staff. It was also agreed that the RMBC Parents Group would be a good source. TW agreed to contact this group.

Actions: TW to contact the RMBC Parents Group.

### **SP31. REVIEW OF GOVERNORS' SKILLS AND TRAINING**

- 31.1 To review the most recent governors' skills audit. TW explained her recently circulated update to governors. It was noted that the governing body now needed another person trained in the Head teacher's appraisal process. It was also agreed that TW would ask governors to think about the impact of the training undertaken in

the last 12 months. Governors would also be encouraged in the autumn term to think about what training they would like to receive in 2019 20. It was suggested that 'induction of new governor' should be added to the plan. It was mentioned that there was a governor forum meeting coming up on 23<sup>rd</sup> May 2019. TW agreed to share the details with all governors.

- 31.2 Clerk Development Programme – Action Plan. AB mentioned that his clerk's course will be completed on 3<sup>rd</sup> June after his mentoring call. BV stated that he had seen AB clerking skills develop over this period. AB thanked governors for their support whilst completing the programme.

Actions: TW to ask governors about volunteering to be a trained head teacher appraiser. TW to share the details of the upcoming governor's forum meeting. TW to ask governors about the impact of training and what they would like to see in 2019 20.

### **SP32. THE SCHOOL DEVELOPMENT PLAN (DEP) 2018 19**

- 32.1 Strategic overview of the development plan (DEP). – carried forward from 11/9. It was agreed that this will be covered at the FGB Meeting on 21/5.
- 32.2 Review of the Governor Development Plan - carried forward from 11/9. TW, JN and ABoyle met on 7<sup>th</sup> May 2019 to review the NGA 20 Questions for Governing Bodies. They RAG rated our performance against each category. Governors suggested caution in how this RAG rated was shared as this may not be fully representative of all of the governor's views of the effectiveness of the governing body. It was agreed that TW would type this up and add actions to each area. One area for development would be for governors to receive information on the impact of the schools work in preparing pupils for the next stage in their school career. It was agreed that the governing body worked well together. Everyone was friendly and there were no animosity at all.
- 32.3 Updating of the School Self Evaluation Form (S.E.F.) - carried forward from 11/9. This has been approved and sent to the LA.
- 32.4 Academy update – this was covered under matters arising.

Actions: TW to type up 20 questions summary and add suggested actions to each area.

### **SP33. DATES OF FUTURE MEETINGS**

- 33.1 To review the dates of meetings for the 2019 20 academic year. Governors acknowledged the work that AB had done in compiling a suggested schedule for next year. It was agreed that this will be discussed at the July FGB Meeting.

### **SP34. OTHER BUSINESS**

- 34.1 To discuss proposal to change the timing of the school day – KS. KS presented a proposal to change the timing of the school day. This has been discussed at School SLT Meeting only so far. The reason for the proposal was to achieve a shortened lunchtime for KS2 which would assist with behaviour issues. It was thought that a 1.25 hour lunchtime was too long. KS presented 3 options which would achieve this effect. Governors agreed to KS taking this to the next stage which is to consult with staff and parents and report back the findings to the next FGB meeting. Governors wondered if there were more than 3 potential options and recommended that this is asked as part of the consultation. It was stated that the proposal will not affect any member of staffs contractual employment rights or pay.

Actions: KS to consult with staff and parents and bring results to next FGB Meeting.

**SP35 CONFIDENTIALITY** to determine any confidential items. None were identified.