

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE STRATEGIC PLANNING
COMMITTEE
11 SEPTEMBER 2018 AT 4.45PM**



MINUTES

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

SP1. APOLOGIES FOR ABSENCE

1.1 To accept apologies for absence – none given as all present.

SP2. DECLARATION OF PERSONAL AND BUSINESS INTEREST

- 2.1 Individual governors to declare any personal or business interests on any item on the agenda – K Taylor reminded the committee that she is a governor of a JMAT school.
- 2.2 Governors agreed that the monthly FGB Meetings this year would be chaired by a different governor each time in order to develop other governors and for succession planning purposes. It was agreed that T White would chair the meeting on 16th October 2018. Governors stated that they would need to see the JMAT Scheme of Delegation document to help with strategic planning of the governing body.

SP3. MINUTES OF PREVIOUS MEETINGS

- 3.1 To approve the minutes of the meeting held on 17th April 2018 – these were approved and signed by the chair.
- 3.2 To discuss matters arising from the minutes of the last meeting:
- Head teacher appraisal date – governors have not as yet set a date for this. There was a discussion about who would be supporting governors in this task. Would this be C Snaith, V Halliwell or D Sylvester?
 - Safeguarding training for governors – a date would be planned for governors to attend an update.
 - Arrangements for external review of governance – this is outstanding and it was suggested that A Richards as an NLG could be asked to complete this. K Smith agreed to approach A Richards/JMAT regarding this.

Actions: Governors to set a date for the Head teacher appraisal and also decide who will be supporting with this. K Smith to approach A Richards and/or JMAT to request their input into an external review of governance.

SP4. TERMS OF REFERENCE FOR STRATEGIC PLANNING COMMITTEE

- 4.1 To review terms of reference for the strategic planning committee – various amendments were suggested to the TOR document to reflect the new structure of the GB for 2018 19. It was agreed that a revised document would be taken to the FGB Meeting on 18th September 2018 for approval.
- 4.2 To table at next Full Governing Body Meeting for ratification – agreed.

SP5. PROPOSE AGENDAS FOR FORTHCOMING MEETINGS

- 5.1 To discuss the agenda planning process for the new meeting structure – Governors reviewed the previously circulated agenda planner. It was agreed that academisation would be a core agenda item appearing on every agenda. It was agreed that D Everett, J West, Trisha White would form the Pay Committee and their report would be brought to the relevant FGB Meeting in November 2018. It was agreed that there would be a full safeguarding update once per term, plus a shorter update at each meeting in-between. Governor structured enquiry visits would focus on the following areas: - Safeguarding, Teaching and Learning, Pupil Premium, Health and Safety. Governor question – what are we doing to engage parents this year? School doesn't have traditional parent's evenings. Instead there are pre-planned exhibitions planned for 18/12, 9/4, 2/7. Where parents can look at pupils work and speak to teachers. K Smith will email out the planner of events for this year to governors. There is also a Parent Council and Community Café which parents attend regularly. The Parent Council Meeting is structured with an agenda and J Logan oversees thus reporting back to K Smith on what has been discussed. The focus of the community café is more community based and is about how we can support parents with things like Housing, Debt Management. Governor question – do we still have the pupil council? Yes this is functioning.
- 5.2 To allocate agenda items to each monthly meeting – governors agreed to the agenda planner previously circulated and that this would be proposed at the FGB Meeting on 18th September 2018. Governors agreed with the proposal to suspend committees for the 2018 19 academic year with all business coming to monthly FGB Meetings instead.

Actions: K Smith to email event planner to governors for 2018 19.

SP6. REVIEW OF GOVERNOR PARTICIPATION

- 6.1 Review of participation in 2017 18 – governors reviewed the record of participation which had been made available before the meeting. No amendments were proposed. A Blench to arrange publication on the school website.
- 6.2 Publication of attendance on school website site

Actions: A Blench to arrange publication record on school website.

SP7. REVIEW OF THE EFFECTIVENESS OF SUB-COMMITTEES

- 7.1 To review the effectiveness of the governing body. See discussion above in Matters arising.
- 7.2 Review of terms of reference for sub committees. See 5.1 and 5.2 above.

SP8. GOVERNORS' TERMS OF OFFICE

- 8.1 To review governors terms of office. The governors with terms of office expiring in 2019 have agreed to stand again.
- 8.2 Review current vacancies. No vacancies currently.

SP9. REVIEW OF GOVERNORS' SKILLS AND TRAINING

- 9.1 To review the most recent governors' skills audit. T White had previously made available a report on governors learning and development. T White will be sending out individual training records to governors for checking. It was agreed that T White will approach JMAT to see what methods they use to record governors skills.
- 9.2 Clerk Development Programme – Action Plan. Carried forward to next strategic meeting.

Actions: T White to circulate individual training records, also to enquire with JMAT about recording skills.

SP10. THE SCHOOL DEVELOPMENT PLAN (DEP) 2017 18

- 10.1 Strategic overview of the development plan (DEP). – carried forward to 18/9
- 10.2 Review of the Governor Development Plan - carried forward to 18/9
- 10.3 Updating of the School Self Evaluation Form (S.E.F.) - carried forward to 18/9
- 10.4 Academy update – next steps - carried forward to 18/9

SP11 CONFIDENTIALITY

- 11.1 To determine any confidential items. None identified.

SP12. DATES OF FUTURE MEETINGS

- 12.1 To review the dates of meetings for the academic year. Agreed as previously circulated.

SP13. OTHER BUSINESS

- 13.1 None.