

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE STRATEGIC PLANNING
COMMITTEE
15 JANUARY 2019 AT 4.45PM**



MINUTES

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

SP14. APOLOGIES FOR ABSENCE

14.1 No apologies given as all present.

SP15. DECLARATION OF PERSONAL AND BUSINESS INTEREST

15.1.1 Individual governors to declare any personal or business interests on any item on the agenda – no declarations made.

SP16. MINUTES OF PREVIOUS MEETINGS

16.1 To approve the minutes of the meeting held on 11th September 2018. The minutes were approved and signed by the chair.

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

- Head teacher appraisal date – brought forward from 17/4. This has been completed.
- Safeguarding training for governors – brought forward from 17/4. It was agreed that K Smith will deliver a safeguarding training session to governors. A Blench to add to the agenda of a light meeting. It was noted that if D Everett's resignation was accepted the governing body would need to appoint a replacement safeguarding governor.
- Arrangements for external review of governance – brought forward from 17/4. Contact had been made with JMAT but not moved forward. To be carried forward to the next meeting.
- Publication of governor meeting attendance 2017 18. A Blench confirmed that this has now been published on the school website.
- T White to circulate individual governors' record of training, also to enquire with JMAT about recording of skills. Governors individual records of training attended were circulated in September 2018. JMAT use the NGA skills audit pro-formas.

Actions – A Blench to add ‘safeguarding training’ to the next FGB meeting which has a light agenda.

SP17. REVIEW OF NEW GOVERNANCE STRUCTURE

- 17.1 To discuss the new governance structure after its first term of operation. Governors present felt that it was working well and liked the fact that governors are now involved in all of the discussions of the GB. The meeting planner was welcomed as a key document in keeping meetings focussed on the right areas. A Blench wondered if some governors might be struggling to meet the requirement to attend a meeting every month. It was agreed that feedback would be asked for at the next meeting of governors on 22nd January 2019.
Governor question – how do JMAT governors meet? They have 6 meetings per year and don’t have committees.
It was agreed that the chairing of the FGB meetings will be shared between BV, JW and TW until further notice.
- 17.2 To agree any amendments or refinements to the structure. There were no suggestions made for amendments to the structure at this stage.

Action – J West to seek governor’s feedback about the new arrangements at the meeting on 22nd January 2019.

SP18. REVIEW OF GOVERNOR PARTICIPATION

- 18.1 Review of participation in 2018 19
18.2 Publication of attendance on school website site

SP19. GOVERNORS’ TERMS OF OFFICE

- 19.1 To review governors terms of office. It was noted that BV and TW terms of office will expire this year. Both governors have agreed to stand for a further 4 year term. BV stated that he would like to adhere to the NGA recommendation that chairs serve in that capacity for no more than 6 years. BV said that he has been chair for a lot longer than this and intends to step down as chair (remaining as a governor) after academy conversion has completed.
- 19.2 Review current vacancies. It was noted that DE had tendered her resignation from the GB. Governors agreed that this was disappointing as DE has done a good job. It was agreed that KS would speak to DE and see if anything could be done to help her reconsider her decision. If DE leaves there will be a vacancy for a co-opted governor.

Action – K Smith to contact D Everett.

SP20. REVIEW OF GOVERNORS’ SKILLS AND TRAINING

- 20.1 To review the most recent governors’ skills audit. The skills audit pro-forma has been sent out to governors with a deadline of 22nd January 2019 for completion. TW has received completed forms from KB, JN, and TK, KS.
Training completed includes appraisal training, which DE attended. It was agreed that another governor needs to attend the next safer recruitment training course. It was noted that school has not subscribed to Learners First this year. The decision was made on a value for money basis. As school wasn’t taking advantage of what LF has to offer it wasn’t thought appropriate to subscribe again. It was said that governors can attend course if they wish to through LF, but school will get an invoice for attendance.

- 20.2 Clerk Development Programme – Action Plan. A Blench mentioned that he was nearing the end of the clerk development programme. One of the next steps will be to ask the governors who completed an online 360 degree feedback questionnaire to complete this again. Governors said they were happy to do this.

Actions – A Blench to send link to 360 degree feedback questionnaire to governors.

SP21. THE SCHOOL DEVELOPMENT PLAN (DEP) 2018 19

- 21.1 Strategic overview of the development plan (DEP). – carried forward from 11/9. K Smith gave governors an overview of progress in the first term. The various areas of the DEP are updated by the member of the leadership team with responsibility for that area. Jenny for teaching, Daniel for Maths, Trish for behaviour and safety and so on.
Pupil progress meetings are being held. The DEP will be RAG rated and KS agreed to send this to AB for next meeting.
It was agreed that the meeting planner will be revisited at the next strategic committee meeting.
- 21.2 Review of the Governor Development Plan - carried forward from 11/9. It was noted that it is 2 years since the GB completed a self-review and that any outstanding actions from the review had now been completed. It was agreed that TW will arrange a meeting to review the effectiveness of the GB and draw up an action plan.
- 21.3 Updating of the School Self Evaluation Form (S.E.F.) - carried forward from 11/9. K Smith updates this document every term with senior leadership team members, so that it is up to date and ready to show Ofsted Inspectors should they visit. It was agreed that the SEF would be published on the governor secure pages.
- 21.4 Academy update – KS mentioned that she had attended a meeting at Ellis House last week. The transfer of MVP to JMAT is now in the hands of solicitors and we are waiting to hear. Governor question – do we have a conversion date yet? This was hoped to be May/June/July time. But realistically this might happen in September 2019. A Blench mentioned that the DfE works to a strict timetable for academy conversion. Key legal documents had to be in place by certain dates running up to a conversion date. K Smith agreed to check with J Oliver at JMAT to see where we had got to with this. A Blench agreed to share the DfE timetable document.

Actions – K Smith to send AB rag rated DEP for circulation. AB to ensure that Meeting Planner is on next STP agenda. TW to meet with governors to review the effectiveness of the GB and draw up and action plan. KS to send AB the SEF for uploading to the governors secure pages. KS to contact J Oliver for updates on conversion timetable. A Blench agreed to share the DfE timetable document.

SP22 CONFIDENTIALITY

- 22.1 To determine any confidential items. None identified.

SP23. DATES OF FUTURE MEETINGS

- 23.1 To review the dates of meetings for the academic year – as previously agreed.

SP24. OTHER BUSINESS

- 24.1 Governor question – will Engie be giving us an annual update at our next meeting?
No they will not be at the next meeting. KT agreed to contact Engie to see when they can attend.

Action – KT to contact Engie for a date for them to attend a governors meeting.