

**Duddon St. Peter's CE Primary School – Governors' Meeting  
Minutes of the Leadership & Management Committee meeting held at Duddon  
School on 17<sup>th</sup> May 2016 at 7pm.**

PART ONE

**Present:** Liz Smith Paul Hudson Jonathan Curwen (Chair)  
Nicky Greaves John Davies

**Apologies:** Adam Friend, Chris Lightfoot

**Pecuniary Interest:** None.

- i. Part One Minutes: Part one minutes of the 29<sup>th</sup> March 2016 committee meeting were approved, with one amendment to a class named in Part Two.

Matters arising from the minutes:

- Sports activities circulated to parents
- Maths governor – Maths governor has met with Head teacher & subject leader to discuss current practice and plans.
- governor expectations circulated to all governors
- staff recognition – governor awareness of staff activity ongoing and Chair with regular meetings addressing this
- SSDP priorities – Chair of committee had prepared a list of priorities & actions for governors (see agenda item)
- governors at parents' evenings – to be planned when autumn term dates are made available.
- governor surveys – now dealt with.

ii. AGENDA:

- i. **Policy reviews:** Capability; Capability procedure – these were agreed and adopted as school policy. ACTION: Head teacher to circulate to all staff.
- ii. **Governor Mark: actions for L & M** – these are still to be specifically itemised. ACTION: JC to circulate comments to all those involved for approval – these will then be split into committee priorities.
- iii. **SSDP** – training – governors to be identified in their roles – training allocated; to develop the 'vision' of the school; more active engagement of all governors; expectations of being an outstanding governing body; governors fully involved in shaping school improvement; strategic planning process; develop governor skills;

develop clearer vision for the school. ACTION: Chair of Committee to forward document to all governors for comment.

**iv. Agenda & format for teacher/governor strategic meeting:**

- Introduction for where the school is now / present evaluation of the school  
ACTION: Head teacher to organise school's self-evaluation for review
- Some suggested priorities for approval
- Some format of pre-read and aim of the meeting
- Ofsted inspection criteria
- Staff to identify where their contribution might be most relevant
- ACTION: Chair of Governors to email / speak to all staff to outline the purpose of the meeting; encourage the formulation of ideas to be gathered if possible, prior to the meeting to enable all staff to have a voice.

**v. Succession planning for governors:** One governor has stated he will continue for a further academic year and it is proposed that he moves into the co-opted role which will be left when another governor leaves in July; a new parent governor would then need to be elected to replace that governor. ACTION: Chair of Committee to circulate request to all governors to ask for a volunteer for a new chair for L & M.

**AOB:**

- Information evening a success – thanks to all staff who organised and supported the evening, which had obviously been successful in response to comments at the governors' surgery.

**Next meeting: Monday 4<sup>th</sup> July 7.00pm**

<b>ACTION:</b> Head teacher – Capability policy & procedure to be circulated to all staff.
<b>ACTION:</b> Chair of Committee to circulate comments from Governor Mark discussions to all those involved for approval – these will then be split into committee priorities.
<b>ACTION:</b> Chair of Committee to forward SSDP document to all governors for comment.
<b>ACTION:</b> Chair of Governors to email / speak to all staff to outline the purpose of the meeting; encourage the formulation of ideas to be gathered if possible, prior to the meeting to enable all staff to have a voice.
<b>ACTION:</b> Chair of Committee to circulate request to all governors to ask for a volunteer for a new chair for L & M.
<b>ACTION:</b> Head teacher to organise school's self-evaluation.