

**Duddon St. Peter's CE Primary School – Governors' Meeting
Minutes of the Leadership & Management Committee meeting held at Duddon
School on 12th September 2016 at 7pm.**

PART ONE

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| Present: | Liz Smith Susan Gregory | Paul Hudson Nicky Greaves | Andy Jackson (Chair) |
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Apologies: Chris Lightfoot, Adam Friend, John Davies

Pecuniary Interest: None

Part One Minutes: Part one minutes of the 2nd August 2016 committee meeting were approved.

Matters arising:

SSDP – HT has spoken to staff about presenting an EYFS action plan to the T & L meeting on 22nd September.

Future planning – to be included in HT's report and L & M planning.

SSDP – Chair has asked all chairs of committees to include this as an agenda item.

AGENDA:

- i. **Policy reviews:** Accessibility; Accessibility plan (**ACTION:** governors to update this); Charging & lettings **ACTION:** minor amendments to be made; Complaints (**ACTION:** write a procedure for complaints to make it clearer – ask Chair for assistance); Pay – Committee are looking at the current Pay Policy – for review at their forthcoming meeting; Data protection policy needs to be formulated **ACTION:** draft and policy to be reviewed at next L & M meeting.
- ii. **Governor Mark –** a breakdown of actions had been made – meeting on 6th September – performance management of staff/ HT's performance management / pay review committee meeting / set attendance targets / analysis of progress & reviewing data (FG data meeting to be set) ; staff data entry each month to see child progress in a new format; gobs & logs of visits – calendar of visits; Chair's sharing of workload; governor expectations; recruitment of new governor – skills; induction process for new governors – completed; strategic planning; regular appraisals, annual finance meeting; all needed as evidence for Governor Mark application.
- iii. **SSDP priorities for L & M:** went through priorities. Head's perf man queried – HT has tried to contact SIP - no response – needs urgent contact. **ACTION:** PH to contact to find a contact number.

- iv. **Review of school finances:** no update yet for this term, but a Finance meeting is to take place within the next couple of weeks. **ACTION:** when a date is agreed, HT will send date to relevant governors for them to attend. A report for Full Governors' meeting in October will be prepared.
- v. **School accessibility plan:** mentioned previously.

AOB:

- The Committee set an annual attendance target: suggested target of 96% which is slightly higher than national average. HT explained that further information will be given in the Head's report to governors, referring to termly attendance by pupils in each year group. The target was agreed.

Next meeting: Monday 21st November 2016