

Duddon St. Peter's CE Primary School – Governors' Meeting
Minutes of the Leadership & Management Committee meeting held at Duddon School on 21st November 2016 at 7pm.

PART ONE

Present:	Liz Smith	Paul Hudson	Andy Jackson (Chair)
	Susan Gregory	Nicky Greaves	Chris Lightfoot
	John Davies	Mark Whitfield	

Apologies: Adam Friend

Pecuniary Interest: None

Part One Minutes: Part one minutes of the 12th September 2016 committee meeting were approved.

Matters arising from the minutes:

1. Accessibility plan reviewed by two governors. Document needs to be completed, which will occur ASAP. **ACTION:** Chair to send for adding to website.
2. Charging & Lettings policies amended.
3. SSDP has been an agenda item on all committees.

AGENDA:

- i. **Policy reviews:** Pay policy approved by the Pay Committee (who were present); Fire; CPD; Leave of absence; Confidentiality (Governors decided that policies on the website to not have the signatures on, but the date of review.) **Governors reviewed the policies, with emailed comments from an absent governor, with appropriate changes made.** Chair asked that the Confidentiality policy was discussed by the whole Governing Body as a reminder. **ACTION:** Chair to add to email the clerk to add to the agenda for the Full Governors' meeting in the spring. **ACTION:** Policies to be amended.
- ii. **Governor Mark** – Meeting at 6.15pm on 21st November. Group to meet again within two weeks to complete the paperwork.
- iii. **SSDP priorities for L & M:**
 - Governor visits timetable checked for attendance
 - Governor Mark – already discussed
 - Head teacher CPD – leadership course/visits to other schools
 - Academisation – to continue discussions at appropriate times
 - CPD for staff & performance management – to be discussed later.
 - First Aid training – **a governor asked what happens for first aid at after school activities.** **ACTION:** Check whether we have knowledge of this.
- iv. **Review and update on school finances:**
 - HT gave a short update on the finances, although no further meetings have taken place.

- v. **Update school accessibility plan:** As above
- vi. **Review performance management process:** HT shared the anonymised data concerning the staff's performance management process conducted during the autumn term. This included an explanation of the range of staff grades, what percentage of the staff who have met/partially met their performance management objectives.
A governor queried some objectives not being met. Another governor asked what was being done about the underperformance. HT responded that this was being dealt with through setting targets etc.
Governors had requested an understanding of the coverage of objectives from the SSDP. HT presented a document itemising the objectives given in performance management, and the CPD matrix which shows the training which has been completed this year.
- vii. **Terms of reference:** Agreed

AOB:

A governor asked how governors and the school should celebrate achievements.

HT raised the matter of responding to governors' emails. It was agreed that any governor named on an agenda, should respond the Chair of that committee, to confirm attendance and readiness for the meeting.

Next meeting: Monday 23rd January 2017