

Duddon St. Peter's CE Primary School – Governors' Meeting
Minutes of the Leadership & Management Committee meeting held at Duddon School on 23rd
January 2017 at 7pm.

PART ONE

Present: **Liz Smith** **Paul Hudson** **Andy Jackson (Chair)**
 Chris Lightfoot **John Davies** **Mark Whitfield**

Apologies: **Susan Gregory** **Claire Entwistle** **Adam Friend** **Nicky Greaves**

Pecuniary Interest: None

Part One Minutes: Part one minutes of the 21st November 2016 committee meeting were approved.

Matters arising from the minutes:

- i. Confidentiality policy discussion - emailed to Clerk by Chair
- ii. First aid training of outside agencies – an email has been sent to the people responsible – no response yet – a second email has been sent to chase this up.

AGENDA:

- i. **Policy reviews:** Lone Workers; Governors' Finance (ACTION: to have a further check then to be emailed to governors for approval); Food – approved after questions asked by governor as to how children use cooking equipment etc.
- ii. **Governor Mark** – to be discussed after this meeting.
- iii. SSDP priorities for L & M:

Governor calendar of attendance to be added to the spreadsheet created for website. This included discussion of the attendance of class governors. Governors need to remember to sign the governor log in school when they visit.

Head teacher / staff performance management – Head teacher has discussed processes with other schools. Staff performance management has taken place for this year, with more clarity. For his own performance management, he is looking at targeted courses for his professional development. A governor volunteered to send some links that might help.

Staff training – a PE course is being investigated; SENDCo to register on the SENDCo training; one staff member investigating forest skills training; developing science STEM skills;

Middle management & structure: Head teacher to create some options/ideas for discussion for structure & succession planning and to send these out to governors for comment.
School infrastructure – no action necessary at present.

SSDP staff priorities – identified in performance management and reported termly to governors.

IT strategy – lesson observations/discuss problem areas/ consider other options when next purchases are made/ Computing team to discuss with Head teacher.

Ofsted 'outstanding teaching' criteria meeting for staff – Action: - to take place in spring term.

EYFS – no action necessary at present

- iv. **Review and update on school finances:** the school's current financial position was outlined prior to the Finance meeting in February, explaining amounts carried forward during the next few years. Changes in school funding arrangements may affect these further, but this is hard to predict at present.
- v. AOB: None

Next meetings: Thursday 23rd March 2017 at 7.00pm
Monday 22nd May 2017 at 7.00pm