

**Duddon St. Peter's CE Primary School – Governors' Meeting
Minutes of the Leadership & Management Committee meeting held at Duddon
St Peter's CE School on 22nd May 2017 at 7pm.**

PART ONE

Present: Liz Smith Mark Whitfield Andy Jackson (Chair)
Chris Lightfoot Adam Friend Nicky Greaves Susan Gregory

Apologies: Claire Entwistle Paul Hudson

Pecuniary Interest: None

Part One Minutes: Part one minutes of the 23rd March 2017 committee meeting were approved.

CL still feels very strongly that the Head teacher should not be the Chair of the PTA. Discussion included how more parents/staff could be involved or could lead as Chair. This was considered to be essential for the PTA to move forward.

Matters arising from the minutes:

Governor calendar of attendance for website – Chair says it is nearly ready

Ofsted readiness questions: One governor had responded. Another is to respond.

Ofsted document: numbers and other data to be gathered from next Head's report.

AGENDA:

Policies: Attendance policy – this was discussed and some amendments are necessary after visit by Register Officer (holidays in term-time; broken weeks, lateness; absence due to illness – more vigour is required in improving attendance. Governors questioned how staff attendance is monitored (is it covered through the Attendance Policy?) This led to discussion about the Leave of Absence policy (although this was not under review). **Governors wanted more clarity on how/why leave of absence is granted and for what reasons.** **ACTION:** policy to be reviewed to add further information.

Appraisal:– note that according to policy the Head teacher may only have three priorities set. **Governors questioned whether the Teachers' Standards and the Headteacher's Standards documents were used in the appraisal process.** They also wished to understand the appraisal process in more detail and how robust it is. **ACTION** – this to be added as an agenda item for the next meeting.

Code of Conduct: a couple of amendments were requested – sickness regulations/procedure; reference to use of social media in Acceptable Use policy; there was also particular concern over staff use of mobile phones in the classroom, as this had been observed.

Finance: It was noted that there was still no Chair of Finance appointed. A governor will assume responsibility in the meantime until someone is appointed.

Update on staffing structure for September 2017: It was reported that the meeting earlier that day had resolved the issue. No further details were given in case of any appeals/further discussion. Those staff on fixed term contracts will not have contracts renewed after 31st August. Head teacher has informed LA. **A governor asked what the timescale was for notification etc –** this was not yet known. This resolution covers the financial shortfall in the

budget and had been considered the best outcome for impact on children. All staff involved had been informed by Head teacher. **ACTION:** Head teacher to send out new structure to governors after half-term.

Update on Ofsted readiness meeting actions: Postponed discussion.

Governor Mark – next steps: documents have been forwarded to Governor Mark. Contact has been received from the assessor – **ACTION:** date for assessor's visit to be made; they will visit the school for half a day to speak to governors and look at evidence.

Review SEF: All governors present were satisfied that the short version was an effective document.

Review L & M / SSDP actions: **ACTION:** Chair of L & M to go through the document and remove those actions which had been accomplished or were now embedded into procedure. This applied to the majority of priorities and actions. **ACTION:** Head teacher to complete class observations before the end of term.

AOB: None

Next meeting: Monday 3rd July 2017 at 7.00pm.

Meeting concluded at 8.30pm