

**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 3rd July 2017 at 7pm.**

PART ONE

Present: **Liz Smith** **Andy Jackson (Chair)** **Chris Lightfoot**
 Adam Friend **Nicky Greaves** **Claire Entwistle**
 Susan Gregory

Apologies: **Lesley Garnham** **Chris Ward**

Pecuniary Interest: None

Part One Minutes: Part one minutes of the 22nd May 2017 committee meeting were approved.

Matters arising from the minutes:

- Staffing structure – governors have received this through the staffing timetables sent to governors. **ACTION:** Update staff grid and responsibilities grid.
- Performance management: to be discussed later in meeting
- Attendance policy: to be discussed later in meeting
- SSDP document – still to finalise.

AGENDA:

Policies: Leave of absence – basic policy is acceptable, however a couple of points needed clarification. Child illness / 'exceptional reasons' were discussed. **ACTION:** To amend and email to governors for approval.

Code of Conduct for Governors: Agreed

Admissions: Agreed

Attendance: To amend and email to governors for approval.

Staff performance management: Head teacher updated governors on lesson observations carried out this year. Literacy & Maths observations. **ACTION:** Head teacher to give grid of anonymous lesson observations to be given to governors in September. CL asked about 'exit' interviews. **ACTION:** Head teacher agreed these would be offered and to arrange.

Head teacher requested a date for the autumn term for his PM. **ACTION:** Head's performance management group to arrange.

Next year's SSDP: Last year's exercise was useful but gave too many priorities. Ofsted notes will help to focus this. Suggested areas for 2017-18 SSDP:

Reasoning in Maths

Phonics

Writing – spelling/ handwriting

EYFS – writing & number

Attendance

ACTION: Head teacher to inform staff: Subject leaders to send in ideas/actions for Head teacher to create SSDP; so that governors can agree the SSDP in September.

Outline agenda / process for September:

Clerking arrangements were discussed (Sandie McBennet joined the meeting briefly). Governors want minutes turned around more quickly. Discussion held about any extra costs – to be investigated. Edsential have training provided so this may be of importance for some essential information. **ACTION:** cost out other agencies for comparison with Edsential. **ACTION:** research from Steve Docking / Steve Ellis etc. Need to check clerking contract dates with Edsential.

Meeting mechanics: It was suggested that highest priorities are itemised first through discussion with 'Chairs' of committees. Communicate by email, then Chair to email to clerk. Policies to be pre-read – send suggested amendments prior to meeting. AOB to be notified at/before beginning of meeting. Head's report? Chairs /Head teacher to meet together through the beginning of the process.

AOB: A governor stated that the Summer Fair had been very successful and that the PTA had done a brilliant job.

Date of next meeting: Monday 11th September 2017

Meeting concluded at 9.00pm