

**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 3<sup>rd</sup> 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 22<sup>nd</sup> 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 11<sup>th</sup> September 2017**

Meeting concluded at 9.00pm