

**Minutes of a Meeting of the Full Governing Board of Glen Hills Primary School Academy on
Wednesday 28th September 2016 at the school at 7.00pm**

Any Other Business: AOB will be taken at the discretion of the Chair and only considered if notified to the Clerk before the meeting

Members present: Amy Smith, Becky Wesley, Chris Merrill, Chris Wigley, Danny Nutbrown, David Blaney, Geoff Welsh, Janette de Voil, Jo Small (Chair), Karen Rawlings, Marie Butterworth, Michael Tully, Pauline Hind, Rose Johnson, Sally Ann Roberts, Simon Curley, Tim Sutcliffe (Executive Head), Vicky Grage

In attendance: Sue Foreman (Clerk), Talvinder Tundall (School Business Manager)

No.	Item	
1	Apologies Apologies were accepted from Chris Kingsley Mills and Melissa Sanderson.	
2	Declarations of interest There were no further declarations of interest. Becky, Talvinder and Tim reiterated their interests as employees of the academy. Jo reiterated her declaration as her daughter is employed at the school.	
3	Minutes of the last meeting (accuracy) The minutes of the last meeting were agreed and signed with no amendments.	
4	Matters arising (not covered elsewhere on the agenda) Amy has been re-elected as staff governor.	
5	Agreement of terms of office The current Chair and Vice Chair are at the end of a two year term of office. Under the articles of the Symphony Learning Trust (SLT), the Chair and Vice Chair may only sit for one year.	
6	Election of officers: <i>(The clerk took the chair)</i> Nominations were invited for the role of Chair. Jo Small was nominated by Geoff and seconded by Tim. There being no other nominations, Jo was elected unopposed. <i>(Jo took the chair)</i> Nominations were invited for the role of vice chair. Chris KM was nominated by Tim and seconded by Becky. There being no other nominations, Chris was elected unopposed.	
7	Agreement of terms of reference for committees Governors noted that under the terms of the SLT, the governing board is now a committee of the SLT. Our previous committees	Page 1

7	<p>Agreement of terms of reference for committees cont...</p> <p>are now sub committees. The terms of reference for full governing boards of individual academies (the committee) were agreed.</p> <p>The terms of reference were agreed for the following sub committees:</p> <p>Management Finance and Personnel Curriculum Pay</p>	
8	<p>Election of sub-committee chairs:</p> <p>The following chairs were proposed and seconded:</p> <p>Management sub-committee - Danny</p> <p>Finance - Simon</p> <p>Curriculum - Chris K M</p> <p>Safeguarding - Jo</p> <p>Pay - Simon</p> <p>Sub-committee memberships were agreed as follows:</p> <p>Management - Amy, Becky, Jo, Melissa, Pauline, Simon & Tim</p> <p>Finance and Personnel - Amy, Becky, Danny, Jo, Lee, Pauline, Simon & Tim</p> <p>Curriculum - Becky, Chris M, Chris W, Dave, Geoff, Janette, Karen, Marie, Michael, Rose, Sally Ann, Tim & Vicky.</p> <p>Safeguarding - Becky, Chris K M, Janette, Jo, Karen, Melissa, Michael and Tim.</p> <p>Pay - Lee, Chris K M, Sally</p> <p>Head's PM - Chris K M from Glen Hills.</p>	
9	<p>Appointment of governor roles:</p> <p>Jo was appointed to the role of Training and development governor.</p> <p>Governor specialisms were appointed as per the attachment.</p>	to do
10	<p>Questions on the Head Teachers report</p> <p>Tim presented his report and the following questions were asked:</p> <p>Q How informative is the Symphony benchmark?</p> <p>A This is now a valid and reliable benchmark of around 10,000 children</p>	

10	<p>Questions on the Head Teachers report cont...</p> <p>Q In reading, the PP gap is narrowing. What are the reasons for this?</p> <p>A There is a range of intervention in place and we have male role models for reading. Thanks was particularly expressed to Jack in relation to this.</p> <p>Q In maths, girls closed the PP gap in one year group but it widened in 3. What can we do about this?</p> <p>A We are going to trial a pre-teach for girls in maths. They will come in at 8.30 to be introduced to what they are going to do in maths that day. It is hoped that this will give them a head start.</p> <p>Q We have 11 LAC. How are they performing? How does their performance compare to County averages? The County-wide performance figures for LAC were disappointing.</p> <p>A It is inconsistent to pull off their results due to the very low numbers - there would not be any statistical significance. However, Tim agreed to address this in the next report.</p> <p>Q What is the reading challenge?</p> <p>A Children will be presented with awards when they have reached a certain number of reading minutes. There will also be reading buddies; and a colour coded variety of texts to ensure that children read across the range of texts, rather than all from one genre.</p> <p>Q What changes are you making to the performance management cycle this year?</p> <p>A In order to support the development of teachers as middle leaders, they will be doing the PM for the TAs in their classrooms.</p> <p>Q Are you content with absence levels?</p> <p>A Whilst our figures are in line with national averages, we will be cracking down on attendance and have already written to some families regarding attendance and/or lateness.</p> <p>Q Can you estimate the % of children who have access to their own phone, tablet or laptop? How do we keep these children safe on line?</p> <p>A We would estimate about 95%. We do provide training in school throughout the curriculum, using a wide range of resources, including those available from the LA.</p> <p>Q Who will be doing the Early Years governor monitoring visit on 25th October?</p> <p>A It was agreed that Vicky and Chris M will do this, arriving at school for 9.00am</p>	<p>Tim to action</p> <p>Vicky & Chris</p>
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11	<p>Safeguarding</p> <p>The Local Governing Board noted the SLT safeguarding policy. The updated sections are in red. We are now using ‘Cause for Concern’ forms which include both actions and then follow up. It is very important that follow ups are shown and acted upon.</p> <p>Jo undertook a governors’ monitoring visit at the end of last term and completed the safeguarding audit with Tim.</p>	
12	<p>Symphony Learning Trust</p> <p>Tim reported that Head teachers and business managers are working very hard behind the scenes to make everything work and get new documents etc all set up.. HR policies are now being looked at with consultation across the MAT. Leicestershire model policies are being used as these have already been through consultation with unions.</p> <p>The SLT website is being developed and populated. Talvinder has worked exceptionally hard getting everything together. She is chief financial officer. Tim is chief accounting officer.</p> <p>Old Mill joining this hub. It is a successful school, with their own head teacher. Tim’s role will be minimal there.</p> <p>Granby would be a great opportunity to create a city hub. They are well on the way to outstanding, and are interested in joining.</p> <p>We need to bring on good schools and build our capacity with a strong base and firm foundation before we take on failing schools.</p> <p>Trust members are a very positive and committed group - their skills audit is on website.</p> <p>Tim thanked Talvinder and Pauline who are doing well.</p>	
13	<p>Questions on the Business Manager’s report</p> <p>Talvinder presented her report and the following questions were asked:</p> <p>Notes should be included as they are referred to. A bursar has been appointed for the trust. FMS is set up for the 6 schools.</p> <p>Broadband has been fitted and working ok. The accountants are in preparing for the accounts meeting in December. This will be the last one because will be trust-wide next year.</p>	
14	<p>Governors Code of Conduct</p> <p>Governors were asked to review the document and let Tim know if there is any reason not to re-affirm our commitment to the Code of Conduct.</p>	All to do
	<p><i>The meeting closed at 8.35pm</i></p>	

11	<p>Any Other Business</p> <p>Governors were reminded that helpers are needed for the book stall on parents evening week.</p> <p>Sue circulated some information about governor training which is available on sexting.</p> <p>There is a consultation on the website regarding term dates for 17/18 and 18/19. They are not identical to there local schools (which all vary). The differences are only odd days.</p> <p>Leave of absence policy. Glen Hills has always been very generous in allowing term time holidays but this was tightened up at the same time as the rules about parents taking children out of school for term time hold was tightened up. We have continued to allow leave of absence in special circumstances - weddings, child's graduation, etc. However we have already had 2 cases this term of staff asking for term time leave after booking holiday which puts us in a very difficult position. This is not the first time and the senior team are concerned that some staff are pushing the boundaries too far. Lately, there has been a situation where there has been a very confrontational style about this. It has therefore been decided that current requests will be allowed. However, a line is to be drawn now and this kind of leave will not normally be permitted. Governors supported this position and this line was agreed.</p>	
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