Coaley C of E Primary

Academy Interim Governing Body (IGB) Meeting

Thursday, 15th November 2018, 3:30pm – 5:30pm

Coaley C of E Primary Academy, GL11 5EB

Minutes of the Coaley C of E Primary Academy Interim Governing Body Meeting held on Thursday, 15 November 2018, 3:30pm, held at Coaley C of E Primary Academy.

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| Present: | Mrs Charlotte Rawlings (Chair)  Mr Guy Goring (New Governor – GG)  Mr Richard Morgan (New Parent Governor – RM)  Mrs Carole O’ Donnell (New Governor – COD)  Mr Nick Patten (DGAT Finance - NP)  Mr John Sanders (New Governor – JS)  Ms Vicky Smith (Staff Governor – VS)  Mr Mark Snape (New Governor – MS)  Mrs Aisling Stranack (Interim Headteacher - AS)  Mr Ian Barkley (IB) |
| Apologies: | Mr Matt Fletcher (MF) |
| Absent: | None |
| In attendance: | Mrs R Scott-Berry (DGAT Clerk) |

Governor Challenge in red. Responses in green. Actions highlighted in yellow and summarised in an Action Table at the end of the minutes.

1. Welcome

The Chair welcomed everyone to the meeting.

1. Apologies

Apologies were noted and accepted as above.

1. Declarations of interest

There were no declarations of interest.

1. Appointment of Co-opted Governors
2. Proposal to amend instrument of governance/constitution

The Chair recommended that the Governing Body amend the Instrument of Governance allowing for three instead of two co-opted Governors. The proposal was unanimously accepted.

1. Welcome to new Governors

The Chair welcomed three new governors, Misters Guy Goring, John Sanders, and Mark Snape and everyone introduced themselves. The Chair proposed that the three new governors join effective immediately, allowing some lead time in preparation for the transition to Local Governing Body in February.

*ACTION: Three new governors to submit their ID and governor documents to Clerk at the end of the meeting.*

1. Code of Conduct

The Governors unanimously agreed to adopt the new Coaley Governors’ Code of Conduct and all attendees signed the new code of conduct.

1. Minutes of the IGB meeting held on Wednesday 04 October 2018
2. Accuracy

The Chair noted two typos in the prior minutes to do with ‘4 words’ and the clerk corrected the master copy. Otherwise, the minutes were agreed as a true and accurate record of the meeting.

1. Matters arising

The Chair reviewed all prior actions from the previous meeting on 04 October, and updates were provided (see updated Action Table at end of the minutes).

1. Scheme of Delegation

The Chair asked for feedback and input from Governors on the new draft Scheme of Delegation, which follows:

Challenges and discussion:

* Issues were raised and discussed about where responsibilities lie, between DGAT and the governing body. The LGB are responsible for the day to day responsibilities when OFSTED come in but the ultimately the resp. sits with DGAT Trust Board. The Chair reassured the governors that the responsibility lies jointly between both the LGB and DGAT Central, and HOSI and COO
* Clarifications were made regarding the constitution of the LGB (Section 5, 5.2) with elections and appointments, with two parent governors being elected and one staff governor appointed by DGAT.
* IHT noted that the governor positions are a four year term of office and it is worth noting for future planning, that all governors except for COD will end their term at the same time.

Governors suggested the following edits to the Scheme of Delegation:

* VS noted inconsistencies interspersed throughout the document with usage of both the words ‘principal’ or ‘headteacher’
* Need to add the Coaley logo
* Need to include the new vision and values statement to the document.
* Need to update 5.2 from 2 co-opted to 3 co-opted governors.

*NEW ACTION POST MEETING: HT/Chair to update the SOD with 4 edits: inconsistency of ‘principal’, adding logo, including the new vision statement, and updating section 5.2 to 3 co-opted governors.*

1. Head Teacher’s Report:
   1. IHT reported that the HOSI has confirmed that Coaley will continue to have SENCO Amanda Russell one day per week.

The Chair enquired about what the HT concerns were with the year 5 issues. The IHT reviewed the data on attendance. *ACTIONS: The governors agreed to remove ‘authorised educational absence’ since that would be a school trip. Governors also agreed to no longer report on Class Attendance and only report on the whole school attendance. IHT will adjust the report for future meetings.*

Governors enquired about terminology with SEND students and funding. IB provided an explanation for new governors on the graduated pathway and the route to securing funding for SEND students, including the new government intention to reduce funding ratios from to 1:40 from 1:100 pupils.

The Chair asked about the Academies Financial Handbook and Governors enquired about how funding works. NP explained how funding takes place to DGAT and the top slice from each of the school. *ACTION: NP / Clerk to distribute the ESFA Academies Handbook to the new members of Finance Committee once they have been confirmed.*

1. Monitoring/Governor Visits:
   1. Notes of Visit (NOV)

There were 4 notes of visits provided in advance by governors.

* 1. Shadow monitoring visits for new governors

Once we know when the new Governors are allocated among the committees, then shadow visits will commence. COD had started earlier than the other governors and completed a shadow monitor visit. COD shadowed IB and commented how helpful this was for new governors and how she had used his NOV as a template for her own. COD also shared a particular example of pupil voice.

* 1. New Ethos Box

This is a new amendment to include Ethos in the RAP to satisfy new requirements. *ACTION: IHT and HOSI to amend the RAP to reflect Ethos.*

* 1. Link to new RAP

The SEF School Evaluation Form has been draft written and needed to be finalised. *ACTION: IHT to finalise with Chair. IHT to distribute hard copies for Governors review at the January meeting.* The Chair noted that this may be the first task at the first Standard and Ethos Committee to review.

* 1. Opportunity for Questions

1. Finance Report:
   1. Capital Funding

Further to the DfE publishing their criteria for the Condition Improvement Fund (CIF), DGAT are no long apply to apply for this capital funding. Instead, the Trust will receive a School Condition Allocation (SCA) amount to be deployed across all the schools.

The SCA is calculated on the basis of the pupil count in the previous January census. The DfE have not yet published the funding methodology for the SCA in 2019; it is anticipated that DGAT would receive around £370,000 in 2019. The trustees of DGAT formed a working group to discuss the SCA and have decided that the Trust should commission condition surveys of all our schools to help inform the decision making process.  There will be more information provided before the end of Autumn term.

* 1. Finance Governor Shadowing

NP met with new governor RM to review the 2018-19 budget and its assumptions and looked at the latest chart of accounts, and reviewed health and safety and premises to provide him with some background.

* 1. Monthly Finance Update

NP reported that funds were brought forward at £4,000 plus £5,000 of devolved formula capital. We are aiming for a £22,000 surplus, working off a census of 62 pupils but paying out on 48 pupils so we need to have a good year this year, be careful, and save due to a lag in the following year’s funding being less, but with additional pupils.

1. IGB to LGB transition update
   1. Timetable

Coaley’s transition from Interim Governing Body (IGB) to Local Governing Body (LGB) will be in place by the February 2019 meeting, with the anticipation of current IGB governors exiting, and a new Chair in place at that point. Committee meetings would take place in March, and at the first LGB meeting in April, governors will create the meeting schedule for the rest of the year.

The Chair noted that the following items at tonight’s meeting are the next steps to allow the transition to take place: appointment of new governors, adoption of the Coaley Code of Conduct and new Scheme of Delegation, and establishing the LGB committee structure

* 1. Update Post-PCC meeting

The Chair and IHT attended a Parochial Church Council (PCC) meeting, seeking support from the church. The intention was to approach them to make stronger links with the school and discuss the ex-officio role, specifically to see if there was anyone who could come forward, but currently there is not. There is a long journey to be had with rebuilding relationships from the prior school. However, COD received very positive feedback and support from the PCC after the meeting.

* 1. Training Opportunities

DGAT is looking at doing some bespoke training for the new governors.

*ACTION:* *Chair to follow up with Linda Rolfe at DGAT and report back to the IGB.*

* 1. Committee Structures

Governors reviewed the Draft Terms of Reference (TOR) for the two commitees: Standards and Ethos as well as Finance Committee. Governors approved the TOR for the two committee structures and agreed to adopt them. The governors approved the mock template agenda for the Standards and Ethos and Finance and Audit committees going forward. Committee members will be populated at the meeting on 10January 2019.

* 1. Audit of Skills Update

All new governors have completed the audit of skills update and will submit them to the clerk.

1. Vision
   1. progress update

Vision statement and ‘We are Coaley” Values Statement Poem was generated by lots of stakeholders input, including parents, staff, student, governors, and the church.

Governors reviewed the new Vision and Values statement. JS provided some recommendations. *ACTION: JS to make changes and submit to Chair; Chair will send out to Governors for email approval.*

*POST MEETING UPDATE from Chair*: *JS amended the statement, Chair sent to governors and all ratified it. Chair also sent to LR for approval for the Instrument of Governance.*

The ‘We are Coaley’ values statement is a child-accessible poem. There has been a vision day at the start of each half term to explore vision and values to achieve it. This is also used during collective worship and RE teaching and in general with the children. Governors complimented the accessibility and agreed to adopt it.

* 1. Share Ethos Statement for Scheme of delegation

Once finalised, the Vision and Value Statement will be updated on the website and the Coaley Scheme of Delegation.

* 1. 2nd day SIAMS training update

The Chair and IHT attended Day 2 of ‘Getting to Grips with the new SIAMS Framework’ course offered by the Diocese Education department last week. There is a large amount of work ahead with SIAMS, which will be a big focus going forward in light of the possible impending inspection.

New governors enquired about SIAMS? An explanation was provided elaborating on the Church of England SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspections, which focus on the impact of the Church school's Christian vision on both pupils and adults. This involves looking at the school’s Christian vision, the provision the school makes because of this vision and how effective this provision is in enabling pupils to flourish.

1. Policies:
   1. DGAT Pay Policy

The governors agreed and adopted the DGAT pay policy.

*Sent in October – to ratify:*

* 1. Complaints Policy
  2. EYFS Policy
  3. Feedback and Marking Policy
  4. Behaviour Policy
  5. SEND Policy

All five policies were agreed to be adopted by the governors.

* 1. Early Offer of Help – Deferred

The IHT noted that the Early Offer of Help Policy is awaiting input and review the adaptations from the HOSI at DGAT. *ACTION: IHT to follow up with HOSI for the review of the Early Offer of Help Policy.*

1. AOB
   1. Dates/times of future meetings

Thursday 10 January 2019 6:00 – 8:00pm

Thursday 28 February 2019 6:00 – 8:00pm

Thursday 25 April 2019 6:00 – 8:00pm

* 1. Doodle Survey

The upcoming meeting dates were agreed by Doodle survey in advance. Future meeting will be decided once the transition to Local Governing Body has taken place.

* 1. Website

IHT is conscious that the website is in need of a full overhaul. There is a contract with a new website provider; the set up cost will be provided by DGAT and subscription paid by the school. The new website will be live by end of January. *ACTION: Noting that governors are responsible for continuous monitoring the website.*

* 1. Future Clerking Arrangements

RH at DGAT is exploring the use of a Trust-wide clerking service.

*ACTION: IHT to follow-up with DGAT regarding clerking services.*

* 1. Diary Events Until End of Term

The IHT summarised all the school diary of events through end of term:

27th November 5pm – Parent Forum

30th November – Open Morning

7 December 3:30pm – Christmas Fayre

12th December 6pm – Nativity

13th December 2pm – Nativity

20th December 9am – Christmas Service

Governors discussed ideas for advertisement of the Open Morning on 30th November. GG offered for IHT to put up the banner at Everhot. It was also agreed that one banner would be moved to the Tesco in Cam.

The Chair thanked AS and Governors.

The meeting was adjourned at 5:30pm.

Minutes taken by Mrs R Scott-Berry, DGAT Clerk to the IGB

Signature of Chair of Governors: …………………………………..

Charlotte Rawlings

Date: …………………

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| Reference | Actions from this meeting 15/11/2018 | Responsibility | Status |
| 2.1/15112018 | Three new governors to submit their ID and governor documents to Clerk at the end of the meeting. | New Governors | Completed. |
| 4.1/15112018 | HT/Chair to update the SOD with 4 edits: inconsistency of ‘principal’, adding logo, including the new vision statement, and updating section 5.2 to 3 co-opted governors. | IHT | Completed. |
| 5.1/15112018 | IHT will adjust the Headteacher’s report for future meetings, removing ‘authorised educational absence’ and ‘class attendance’ therefore only reporting on whole school attendance. | IHT | Complete. |
| 5.2/15112018 | NP / Clerk to distribute the ESFA Academies Handbook to the new members of Finance Committee once they have been confirmed. | NP/Clerk | TBC after January IGB meeting |
| 6.1/15112018 | IHT and HOSI to amend the RAP to reflect Ethos. | IHT/HOSI | Complete. |
| 6.2/15112018 | IHT to finalise with Chair. IHT to distribute hard copies of the SEF School Evaluation Form for Governors review at the January meeting. The Chair noted that this may be the first task at the first Standard and Ethos Committee to review. | IHT/HOSI | TBC January IGB meeting |
| 8.1/15112018 | Chair to follow up with Linda Rolfe at DGAT and report back to the IGB. | Chair | January IGB Meeting |
| 9.1/15112018 | John Sanders to make changes to the vision statement and submit to Chair; Chair will send out to Governors for email approval.  POST MEETING UPDATE from Chair: JS amended the statement, Chair sent to governors and all ratified it. Chair also sent to LR for approval for the Instrument of Governance. | JS/Chair | Complete |
| 10.1/15112018 | IHT to follow up with HOSI for the review of the Early Offer of Help Policy. | IHT | Complete – to be distributed at January meeting |
| 11.1/15112018 | Noting that governors are responsible for continuous monitoring the website. | Governors | Ongoing |
| 11.2/15112018 | IHT to follow-up with DGAT regarding clerking services. | IHT | Asked RH. Awaiting response. |

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| Reference | Actions from prior meeting held on 04/10/2018 | Responsibility | Status |
| 3.1/041018 | Chair will begin to seek out co-opted governors, to see what skillset could be brought to the LGB. | Chair | Completed |
| 3.2/041018 | Draft code of conduct to be adopted at the next IGB | Chair | For November IGB |
| 3.3/041018 | Chair recommended that the IGB on 15 November 2018 agrees TOR for both committees at IGB committees to be populated January 2019. | Governors /Clerk | For November IGB. |
| 3.4/041018 | All governors to read through the SOD document for the next meeting and Clerk to add SOD to November agenda. | Governors /Clerk | For November IGB. |
| 5.1/041018 | NP to have a conversation with the LA to enquire about funding after the 3rd EHCP, due to potentially having a 4th and 5th EHCP, to help with the deficit. | NP | ? |
| 5.2/041018 | HOSI will look at other DGAT schools resources for sharing of resources. | HOSI | TBC |
| 6.1/041018 | HOSI suggested we have a new box in Notes of Governors Visits form called ‘ETHOS’ to link into the values of the school and diocese. | Chair /Clerk | November |
| 6.2/041018 | Governors to complete a skills audit to find which of the two committees would be best suited. | Governors | Completed |
| 7.1/041018 | Phone HT Jennie Dwight at Hardwicke for contact details for their painter, Jason, who completed the entire school over the summer | AS | Completed |
| 7.2/041018 | RJ to report back to AS and agree how to move forward on premises issues. | RJ | Ais awaiting feedback from RJ. |
| 8.1/041018 | COD has volunteered to find a Governor from the Parochial Church Council (PCC) and CR to approach local community for co-opted governors. | COD | Completed |
| 9.1/041018 | AS to update Governors on progress against embedding vision/New SIAMs framework. | AS | Completed. |
| 10.1/041018 | HOSI will enquire about having a separate Vexatious Complaint policy. | HOSI | Complete. IB spoke to Diocese; they have central policy covering school. |
| 10.2//041018 | HOSI asked for four additional headings to be added in to this policy with updates to comply with 7.5. | AS | AS has sent to HOSI and is awaiting response. |
| 10.3/041018 | AS to distribute rewritten policies for further review. Clerk to put on next agenda for ratification. | AS /Clerk | Completed |
| 10.4/041018 | Chair to ensure vision within the policies ties in with vision of the school (once completed). | Chair | Carried forward to winter/spring term. |
| TBC 041018 | Draft code of conduct to be adapted at next IGB. |  | Completed. |