



## Flora Gardens Governing Body

Minutes of the meeting of the governing body held at Flora Gardens School on 14<sup>th</sup> September 2016 at 6pm.

Members:  
(\*Absent)

	Name	Post
	Mr J Hamilton	Chair/ Co-opted Governor
	Mr A S Naismith	Head
*	<b>Cllr M Cartwright</b>	Vice Chair/LA Governor
	Ms A Sanderson	Co-opted Governor
	Ms S McAlister	Co-opted Governor
	Ms S Hill	Co-opted Governor
	Ms H Pickering	Parent Governor
	Ms Lindy Woodcock	Staff Governor
*	<b>Mr P Mattar</b>	Co-opted Governor
	Mr J Gilchrist	Co-opted Governor
	Ms J Hall	Co-opted Governor
*	<b>Mr D Wright</b>	Co-opted Governor
Ms Holly O'Donnell		Head's PA
Mrs N Stroud		Clerk to the Governors

ITEM NUMBER	ITEM	ACTION OWNER
1/16	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Mr Matter and Mr Wright.  Cllr Cartwright did not attend the meeting.	
	<b>RESOLUTION:</b> <b>In accordance with the School Governance Regulations the Governors decided to give their consent to the absence of each governor not present.</b>	

2/16	<b>DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS</b>	
	<p>There were no declarations of interest.</p> <p>The blank register of interests was circulated and completed by those present. The information would be uploaded to the School website.</p> <p>The following Governors were to complete and return the form:</p> <ul style="list-style-type: none"> <li>• Cllr Cartwright</li> <li>• Mr Mattar</li> <li>• Mr Wright</li> </ul>	HO
	<p><b>RESOLUTION:</b></p> <p><b>Declaration forms completed</b></p> <p><b>Absent Governors to complete the Register of Interests</b></p> <p><b>Information to be uploaded to the school website</b></p>	
3/16	<b>CONSTITUTION AND APPOINTMENTS</b>	
a)	<b>Election of Chair</b>	
	<p>The clerk to the governors took the chair for this item.</p> <p>The only candidate for the post of Chair was Mr Hamilton. He was formally proposed and seconded. A secret ballot was not requested by anyone present.</p>	
	<p><b>RESOLUTION:</b></p> <p><b>Mr Hamilton was re-elected as Chair of the Governing Body until the first meeting of the Autumn term 2017</b></p>	
b)	<b>Election of Vice Chair</b>	
	<p>The only candidate for the post of Vice Chair was Mr Cartwright. A secret ballot was not requested by anyone present. He was formally proposed and seconded.</p>	
	<p><b>RESOLUTION:</b></p> <p><b>Cllr Cartwright was elected as Vice-Chair of the Governing Body until the first meeting of the Autumn term 2017.</b></p>	
c)	<b>Instrument of Government</b>	
	<p>Noted By Governors.</p> <p>Name spelt incorrectly – Flora Gardens</p>	
	<b>RESOLUTION:</b>	

	<b>Noted and to be corrected</b>	
d)	<b>Governors Calendar 2016/17</b>	
	<p>Noted and approved by Governors. Hard copies were distributed.</p> <p>The Chair explained that this document contained the most up to date GB information and dates of meetings and was to supersede any separate documentation received previously.</p> <p>The SIB would continue to meet twice per term. The next meeting date was to be agreed. Data following the recent SAT's would be reviewed at this meeting.</p> <p>Training meetings – dates would be confirmed. The Chair advised that the Local Authority had agreed to pay towards training for Governors. It was agreed that the school would commission Ms Jill Frienberg to hold another session and Mr Goldthorpe would asked to give a training session based on his review of the Governing Body last year.</p>	JH & Clerk
	<p><b>RESOLUTION:</b></p> <p><b>Governor Calendar noted and approved</b></p> <p><b>SIB date to be agreed and continue with two meetings per term</b></p>	
e)	<b>Changes in the membership of the governing body and forth-coming vacancies</b>	
	<p>The Governors were informed of the following changes:</p> <ul style="list-style-type: none"> <li>Ms Lindy Woodcock elected as Staff Governor</li> </ul> <p>Parent Governor elections would be held. The clerk agreed to forward the election pack to Ms O'Donnell.</p> <p>The Chair had circulated the skills audit for Mr Andrew Spooner and had conducted and interview with him. The Chair recommended Mr Spooner's appointment as he had a level of expertise in finances and financial management that the GB needed.</p> <p>It was noted that there were no co-opted vacancies on the GB at present. Governors agreed Mr Spooner had the relevant required skills in the area of finance and financial management and therefore appointed him as an Associate Member of the Governing Body for a period of four years. It was agreed he should sit on the FPPC with voting rights and attend full Governing Body meetings as a non voting member.</p>	Clerk & HO
	<p><b>RESOLUTION:</b></p> <p><b>Ms Woodcock elected as Staff Governor</b></p> <p><b>Mr Spooner appointed as Associate Member of the Governing Body</b></p> <p><b>Parent elections would take place as soon as practicable</b></p>	

f&g)	<b>Committees, Panels, Working Parties including Committee Chairs</b>	
	Approved as per the Governors Calendar.	
	<b>RESOLUTION:</b> <b>Noted and approved as part of the Governors Calendar</b>	
h)	<b>Collaboration with other schools</b>	
	The governing body felt that the previous collaboration with Miles Coverdale Primary school was going extremely well and therefore agreed reciprocal arrangements to continue to collaborate with Miles Coverdale Primary School over staffing, appeals and complaints and other matters. In accordance with the School Governance (Roles, Procedures and Allowances) Regulations 2013. This will allow governors from either school to participate in staffing, complaints and appeal panels if requested.	
	<b>RESOLUTION:</b> <b>Agreed to continue to collaborate with Miles Coverdale Primary school as detailed above.</b>	
f)	<b>Standing Orders</b>	
	The governing body reviewed the Standing orders, amendments were required. The completed Standing Orders including Terms of Reference, Scheme of Delegation and Code of Conduct. Would be reviewed and ratified at the next FGB meeting.	Clerk
	<b>RESOLUTION:</b> <b>To approve the Standing orders, including Terms of Reference, Scheme of Delegation and Code of Conduct at the next FGB meeting</b>	
4/16	<b>MINUTES OF LAST MEETING</b>	
	<b>RESOLUTION:</b> <b>The minutes of the meeting of the Governing Body held on 25<sup>th</sup> May 2016 were agreed as a true and correct record of proceedings and signed by the Chair.</b>	
5/16	<b>MATTERS ARISING FROM THE MINUTES</b>	
	There were no matters arising from the minutes not covered elsewhere on the agenda.	
6/16	<b>CHAIR'S ACTION</b>	
	<b>RESOLUTION:</b> <b>The Chair reported he had not undertaken any urgent actions on behalf of the governing body.</b>	

<p><b>7/16</b></p>	<p><b>TEACHERS PAY</b></p>	
	<p>The relevant paperwork from the Local Authority had been circulated in advance of the meeting and noted by Governors. It was proposed that the GB accept option 2 – one percent uplift in staff pay.</p> <p>Governors questioned why option 2 was the preferred option. It was explained that this had been agreed by unions and consultations had taken place.</p> <p>A Governor asked what the advantage was for the GB if they were to agree to option 1 or 3. The H/T explained there was no advantage however option 3 was good if the school set their own pay scales and this would be good for the future but not at present.</p> <p>It was explained that normal practice meant that this would be reviewed and agreed by the FPPC but documentation and information was received late by the LA and a decision was required.</p> <p>Governors approved option 2. The H/T signed and passed the completed form to Ms O’Donnell for submission to the LA.</p> <p>Ratification of staff pay in line with the academic year – Governors were advised that the H/T wished to align the pay awards with the academic year. He explained that this fir with the performance management process as this had been moved to be completed by 14<sup>th</sup> July to allow sufficient time. The H/T explained that targets were set and in place already and performance management reviews were completed and uploaded on the system. These had been reviewed by the Pay Panel. It was noted that if approved this would be beneficial for the staff but also there would be no need for back dating payments.</p> <p>The Chair advised that this would normally be reviewed by Pay Panel and then to the FPPC for recommendation and then approved by FGB but due to the fact that the Local Authority had not produced the Pay Policy until September 2016 and required it be ratified before the end of September 2016, time constraints precluded it being put before the FPPC and therefore it had not been recommended by FPPC.</p> <p>Ms Hill updated Governors on the Pay Panel meeting that took place to scrutinize teaching staff pay awards and the performance management process. She reported that the Panel was satisfied with the recommendation and the evidence submitted which included break downs of the pay structure, randomly selected paperwork relating to members of staff, showing the performance management process and how it related to the pay award given to those members of staff.</p> <p>The Pay policy was to be completed and brought to the next FGB meeting for ratification. The model policy was reviewed. It was noted that the Chair had made changes to the previous model policy and the H/T agreed to cross check these.</p>	<p>H/T</p>
	<p><b>RESOLUTION:</b></p> <p><b>Option 2 - 1% uplift in Teachers Pay was agreed</b></p> <p><b>GB ratified decision to align staff pay with the academic year</b></p>	

	<b>Pay policy to be cross checked with the 2015/16 version. 2016 version to be completed and brought to the next FGB meeting</b>	
<b>7/16</b>	<b>REPORT OF THE HEADTEACHER</b>	
	<p>Governors received a verbal report from the Head as the substantive written report was not due until the December meeting.</p> <p>The Numbers on Role were noted –</p> <ul style="list-style-type: none"> <li>• July 2016 = 213</li> <li>• September 2017 = 201 <ul style="list-style-type: none"> <li>▪ N = 24</li> <li>▪ R = 24</li> <li>▪ Y1 = 22</li> <li>▪ Y2 = 28</li> <li>▪ Y3 = 21</li> <li>▪ Y4 = 15</li> <li>▪ Y5 = 39</li> <li>▪ Y6 = 28</li> </ul> </li> </ul> <p>12 pupils had left the school. The total capacity was 276. This still remained an issue and would have a negative impact on funding. The Census would take place in October 2016.</p> <p>Governors asked why the school had lost pupils and the H/T advised that 2 had moved to WLFS including 3 non transfers to Reception. One was not happy with the school and how it was run. One had left and was now asking if they could return. There were 5 transfers out of the area.</p> <p>Governors felt until the School received a “Good” grading in terms of Ofsted the school would remain in this position in terms of pupil intake.</p> <p>All teachers were now permanent members of staff and there were 2 NQT’s.</p> <p>One staff member was leaving in February 2017 for personal reasons.</p> <p>Performance management targets set and agreed for all except the Y5 teacher – this was underway.</p> <p>A learning walk had taken place by SLT and all teaching seen was considered good or better, full observations were taking place w/c 19<sup>th</sup> September 2016.</p> <p>Data would be reviewed by the forthcoming SIB meeting. Data showed good progress made and above floor however reading was below national – 1 child = 3%. Action plans were in place – Reading, SEN and More Able. Huge progress had been made and a great improvement in attainment was noted.</p> <p>Academisation was still an option to be considered. The Working Group gathering information about academisation had attended 1 presentation on the subject and were due to receive a second on 19<sup>th</sup> September.</p>	

	<p>Breakfast club had been extended. It was felt that breakfast club may help increase attainment. After school club was going well and had been extended to children from other schools and being led by internal staff.</p> <p>The parental information booklet had been distributed.</p> <p>A new family service had been introduced in the dining room with Y6 and after half term Y6 would continue with Y5 and so forth it was hoped this would progress.</p> <p>It was noted there were some issues on the first day of term with regard to Halal and non Halal tables but this was resolved.</p> <p>School IP address: <a href="https://login.schoolip.co.uk">https://login.schoolip.co.uk</a></p> <p>Username: <a href="mailto:floracog@icloud.com">floracog@icloud.com</a> Password: password</p> <p>Challenges:</p> <ul style="list-style-type: none"> <li>• Falling numbers and effects on budget</li> <li>• Ofsted</li> </ul> <p>The next LA review adviser was due to take place on 19<sup>th</sup> October 2016.</p>	
	<b>RESOLUTION: Noted</b>	
	<b>MISSION STATEMENT</b>	
	<b>RESOLUTION:</b>	
	<b>The Mission statement was reviewed and ratified by Governors</b>	
<b>/16</b>	<b>SCHOOL DEVELOPMENT PLAN AND SEF</b>	
	Governors deferred the Development Plan and SEF to the next FGB meeting.	
	<b>RESOLUTION: Deferred to the next FGB meeting</b>	
<b>/16</b>	<b>PERFORMANCE MANAGEMENT/APPRAISAL ARRANGEMENTS</b>	
	<p>Governors deferred this item to the next FGB meeting</p> <p>The Chair advised that he was sourcing a new external consultant for the Head Teacher's Performance Management Review. The current consultant who had done an excellent job had been involved with the school for almost 3 years and best practice dictated that there should be a change so that there a fresh perspective could be introduced to the process.</p>	
	<b>RESOLUTION: Deferred to the next FGB meeting</b>	
<b>/16</b>	<b>MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES</b>	
	<b>RESOLUTION: Nothing to report at this meeting</b>	

<b>/16</b>	<b>ASSESSMENT</b>	
	Data and assessment would be discussed at the forthcoming SIB meeting and report at the next FGB meeting.	
	<b>RESOLUTION: Noted</b>	
<b>/16</b>	<b>ADMISSIONS 2018-2019</b>	
	The School adopt the LA policy and the LA is responsible for the school admissions.	
	<b>RESOLUTION:</b>  <b>Adopt LA Admissions Policy</b>	
<b>15/16</b>	<b>GOVERNOR VISITS</b>	
a)	<p>Governors gave details of visits they had undertaken since the last meeting as follows:</p> <p>Ms Hill carried out a visit in regard to the Wigmore Hall Partner Schools Programme. She updated governors on the visit. This was an ongoing programme and feedback so far was positive.</p> <p>A Governor asked what the service could do that would be measurable to the school. It was explained that the providers were interested in helping promote the service to increase numbers on role at the school and this would be measureable. Suggestions were made including open days. Ms Hill would follow this up and keep Governors updated.</p>	SH
b)	No future visits were noted.	
	<b>RESOLUTION:</b>  <b>Ms Hill to keep governors updated on the Wigmore Hall Partnership Schools Programme</b>	
<b>16/16</b>	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>	
	<p>The Chair emphasised the importance of attending training and encouraged Governors to book on sessions led by the Local Authority. The Clerk had previously circulated the training brochure.</p> <p>Governors were advised to keep a record of all training attended by governors.</p> <p>Governors gave details of training they had attended as follows:</p>	
	<b>RESOLUTION: Noted</b>	
<b>/16</b>	<b>TRI-BOROUGH CHAIR'S FORUM UPDATE</b>	

	The Chair reported that he had not attended the last meeting. The next meeting is due to take place on 5th October 2016 at 6.30pm and it was hoped that Mr Wright would attend on behalf of the Chair.	DW
	<b>RESOLUTION: Noted</b>	
<b>/16</b>	<b>DATES OF FORTH-COMING MEETINGS</b>	
	The dates for this academic year were included in the Governor booklet.  The SIB date was agreed as 3 <sup>rd</sup> October 2016 at 4pm. The Chair and Clerk agreed to contact members.	
	<b>RESOLUTION: Noted</b>	
<b>/16</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	<b>Premises</b> The premises working group updated Governors on the meeting with Mr McNamara. The meeting took place at the end of last term. There is a £1 million capital grant available for schools. It was explained that Schools were required to submit reports and these would be considered but this money did cover boilers and roofs.3BM were being asked to prioritise the schools. Ms Pickering agreed to contact Cllr Cartwright for a further update.  A further report would be provided at the next FPPC meeting.	HP
	<b>RESOLUTION:</b>  <b>Noted</b>  <b>Update to be provided at the next FPPC meeting</b>	
<b>/16</b>	<b>CONFIDENTIAL ITEMS</b>	
	The Governing Body ratified the confidential minutes of the last meeting and these were signed by the Chair.	
	<b>RESOLUTION:</b>  <b>Confidential minutes approved</b>	

The meeting closed at 7pm

CHAIR \_\_\_\_\_ DATE \_\_\_\_\_