**Minutes of a meeting of the Governing Body of Presteigne Primary School, held at the school on Thursday, 24th November 2016**

Present: Mr A Faulkner Mr A Lancett Mr K Hatfield Mr B Price

Mrs K Roberts Ms E Smallpage Mrs R Davies Mrs A Tennant-Eyles

Ms N Latham Mrs K Stinton Mrs F Samah

**WELCOME TO NEW GOVERNORS**

Mrs Kim Stinton was welcomed to the governing body as the new Teacher Governor, replacing

Mr D Miller.

Mrs F Samah was welcomed to the governing body as a new Parent Governor, replacing Ms C Williams, and Mrs K Roberts has been re-appointed as a Parent Governor.

1. **APOLOGIES**

Apologies were received from Mr N Williams and also from Mrs Jenni Simpson; she has volunteered to be the new Staff Governor, however due to prior commitments she was unable to attend the meeting. The apologies were accepted.

1. **CONFIRMATION THAT GOVERNORS HAVE NO DECLARATIONS OF INTEREST ON ANY AGENDA ITEM**

There were no declarations of interest on any agenda item. The clerk reminded anyone who had not returned the “Declaration of Interest” form from the last meeting that this should be done as soon as possible.

1. **CORRESPONDENCE -** There was no correspondence.
2. **HEADTEACHER’S REPORT**

Mr Faulkner pointed out that page 1 of the report will remain the same for the coming year. On page 2, with regard to section 3 a governor asked how progress was reviewed in the School Development Plan. Progress will be detailed in the School Development Plan itself and the SDP is item 6 on the meeting agenda where further discussion would take place.

The Headteacher also highlighted on Page 7, under section 6, the staff changes since his last report. He added that since writing the report Mrs Helen Palmer, has been appointed Senior Leader and Assistant Headteacher. She will be joining the school in January 2017 teaching Year 5. Some governors had heard good reports of her.

Under the Child Protection heading on Page 9, Item 9, Mr Faulkner said that one child is now on the Child Protection Register, since writing the report.

On page 10, section 14, under Sport, governors asked who would be taking football now that Mr Miller has left. Mr Faulkner said he would be doing some of the football, however he was hoping to get some help from the community. Mrs Roberts said she may have some useful contacts in this regard.

Mr Faulkner highlighted the dates of the upcoming Christmas events and said governors would be most welcome at any of these events. He also added that the children would be singing in the High Street on 9th December at 4 p.m. to open the Llanandras Christmas Fayre.

**Extra Item - CORE VISIT 1**

Mrs Hayley Smith, Challenge Advisor, had attended school for Core Visit 1, which included the headteacher’s appraisal. Mr Lancett and Mr Hatfield had attended part of the meeting and were very pleased to hear that the school has gone forward and improved since last January with Mr Faulkner as the Acting- Headteacher. The school had been categorised as Green 1B last year, and Mrs Smith said she would support the school to continue at the same category of Green 1B. Mr Lancett reported to the Governors that an email had been received this morning from Mrs Smith with a categorisation of Yellow 1B. It is standard procedure for schools to drop down a level if the school has an Acting Headteacher or a new Headteacher. Following some discussion the chair requested the support of the governing body to appeal against the decision. He said that there was disparity between what they had been told at the meeting in the afternoon, (Green), and the email received the following morning, (Yellow). The appeal had to be made within 24hours. All the governors were in agreement that the appeal should be made.

1. **FINANCE**
2. **Breakfast Club**

**This is a CONFIDENTIAL item and is detailed on a separate sheet.**

1. **Budget Update**

The details were looked at from the Headteacher’s Report. The predicted outcomes for the next three years were dependent on the reduced hours as agreed with the teaching assistants, the breakfast club staff and the cleaners. H.R. had come in to help alter the hours and all parties had reached amicable agreement.

The governors ratified the decision to reduce the number of Breakfast Club staff.

The governors ratified the decision to reduce the number of hours worked by the cleaning staff.

**9. GOVERNOR VACANCIES**

This item was brought forward on the agenda.

**Community Governor:** two synopses were handed out from two people who were interested in the post of Community Governor. A vote would be taken to decide which candidate would be offered the post. The governors agreed that both the candidates would be assets to the governing body and it was decided to check if it would be possible to ask both parties to join the governing body. The clerk would check with Beth Groves. No vote was taken. Governors would be informed of the outcome by email. If only one community governor was allowed, the governing body would conduct a ballot by email prior to the next meeting

**Staff Governor:** as detailed in the apologies above, Mrs Simpson has volunteered to take on this role.

1. **GOVERNOR TRAINING**

This item was brought forward on the agenda

**Governing Body Self-evaluation:** Mr Lancett requested that all governors complete Part

A of the Self Evaluation and if possible return to him via email. Most governors had

already done this and any outstanding would be forwarded as soon as possible.

Mr Lancett requested that Part B be returned to him by 26th January 2017.

**Upcoming Courses:** Governors were reminded of courses on 16th January,

“Asking the right Questions” and on 25thJanuary “Looked After Children” and were asked

to book any training through the clerk, in order for a record to be kept.

**10. SUB-COMMITTEES AND LINK GOVERNORS**

Committee meetings needed to be held before the end of term for the following sub-committees; Curriculum, Finance, Health and Safety, Staffing and Personnel, and Wellbeing. Details of dates would be arranged at the end of the meeting.

It was noted that Mrs Stinton would take Mr Miller’s place on the Curriculum sub-committee.

At 8.10 p.m. Mr Lancett had to leave the meeting and handed the chair to Mr Hatfield. The remaining items on the agenda were followed.

**6. SCHOOL DEVELOPMENT PLAN**

**To review and discuss**

It is important to look closely at the targets for Year 1 and Year 5, and also to look at targets for the Free School Meal children as this is where the PDG funding must be targeted.

Pages 8 -19 contain the review of last year.

Page 20 is the start of the working document and already, on the Headteacher’s copy of the document, there will be changes as the document is being constantly updated.

From Page 21 the priorities for the year are listed. These are developing Numeracy across the curriculum, challenging MAAT children, improving Welsh, improving ICT and developing pupils’ self-assessment, response and target setting skills.

The governors agreed this is a large and impressive document and Mr Faulkner was thanked for his work in putting the document together.

**7. SCHOOL SELF-EVALUATION REPORT**

**To review and discuss**

Mr Faulkner said that the report is very thorough. There is a new format for

the report and next year it will be slimmed down and be as effective. The appendix on pages 36 and 37 gives summaries of the school’s performance and of SEN pupils’ performance. There were no further comments from the governors and Mr Faulkner, once again, was thanked for his work in compiling the report.

**8. REPORT**  (Incorrect item on the Agenda)

**11. SCHOOL POLICIES**

**Grievance Procedures for Schools**

This is a corporate procedure and was reviewed and adopted by the governing body.

**Policy for the Preventions of Substance Misuse**

This policy has been updated. The policy was reviewed and adopted by the governing body.

**Policy for Effective Marking and Feedback**

This policy has been updated. A section of Marking and Response has been added,

i.e. what is the impact of the marking? Governors were told how important it is that the children can assess their own learning and this compliments the SDP.

The policy was adopted by the governing body.

**Policy for Food and drink and Fitness**

This policy has recently been updated via the committee. The policy was reviewed and adopted by the governing body.

**Policy for Sex and Relationships Education**

The policy was reviewed and adopted by the governing body.

**13. MINUTES OF PREVIOUS MEETING**

a) The minutes were reviewed for accuracy and signed as accurate.

b) Matters Arising

It was confirmed that the internet and I.T. situation in school has improved.

**14. ANY OTHER BUSINESS**

**Dates for sub-committee meetings**

The Curriculum and Wellbeing sub-committees would meet at 2 p.m. on 1st December.

The Health and Safety sub-committee would meet at 1.30 p.m. on 8th December.

The Staffing and Personnel subcommittee would meet at 2 p.m. on 8th December.

**15. NEXT FULL GOVERNING BODY MEETING**

The next meeting will be held on Thursday, 26th January 2017.

The meeting closed at 9 p.m.