

**WORCESTERSHIRE COUNTY COUNCIL
FINSTALL FIRST SCHOOL**

Minutes of the Governing body meeting held on 12th June 2017

Present: Mr M Evans (Chair)
Mr A George
Ms J Sadler
Mr P Morton
Mrs J Fleming
Mr S Evans (Head)
Mrs A Barton (Staff)
Mr M Mason (Deputy Head/Associate member)

Prior to the meeting Mr Mason gave a training presentation relating to Teachers' Performance Management targets and the School's subscription to 'The School Bus'.

- Governors had asked for, and received, a Performance Management summary sheet (anonymised) covering general performance targets which staff were working towards. Performance targets are set in October with an interim review in March and the process includes at least one lesson observation by the person who has set the targets. Some observations are carried out in pairs.
- 'The School Bus' is a company which supports schools with Policies. They are regularly updated in line with the current legislation and both local and national changes are taken into account. As many of the Policies are lengthy, the company produces '3 minute reads' giving a summary of key point changes. Subscription costs: £350 per year. Any new policies are produced quickly and uphold current legislation.

Governors found the session to be interesting and informative and thanked Mr Mason for his input.

Apologies had been received and were accepted from Mrs C Spencer, Mr S Longley, Mr D Handford and Mrs J Hall.

Declarations of Interest – None to be declared.

The Minutes of the previous meeting held on 13th March 2017 had been circulated and were signed as a true record by Martin Evans. There were no matters arising from those Minutes.

Correspondence

Research Report March 2017 – the Head Teacher had received a copy of a research report commissioned by the DfE – "Case Studies of Behaviour Management Practices in Schools rated Outstanding." Personal development, Behaviour and Pupil Welfare in School had been identified as 'Outstanding' by Ofsted at the previous inspection and researchers from the DfE had conducted a telephone interview with the Head Teacher and picked up on some excellent practice, such as how motivated the pupils were by the curriculum, from the School's website. On reading the report it was easy to see that sections related directly to our School. For example, the School's Vision and Aims.

Governors suggested that mention of this report should be included in the Newsletter to Parents.

Action: Mr Evans would forward a link to Governors so that they could access the Report.

Academy Conversion Discussion

Governors discussed the option of converting to an academy.

The recently launched Bromsgrove Learning Network, which involved joint collaboration between Finstall, Hanbury and Stoke Prior was discussed. The aim was to work together in a supportive and challenging capacity for school improvement to ensure all schools in the expanding network had access to the support and systems to allow them to maintain strong provision and outcomes.

With this collaborative practice already in place, it was felt that there was currently little benefit in going down the academy route and Governors voted unanimously against moving towards academisation at the present time.

Head Teacher's Report – a detailed report had been circulated to Governors prior to the meeting. Additional copies of the Minutes and related paperwork from the Property / Curriculum and Finance/Staffing Committees were available from the Clerk of Governors for any governors who wished to receive the Minutes from the meetings of the Sub Committee they did not attend.

Budget 2017/2018 - The new School Budget for 2017/2018 was set and approved at the Governors' sub-committee meeting for Finance on 6th April 2017. The Finance Sub-committee met again on 5th June when they approved an amended Budget plan for 2017/2018 with a predicted carry forward figure of £145,000 amended to £138,283.66. All documentation was available to any members of the Governors' sub-committee for Property and Curriculum who wished to receive it.

The Head Teacher advised Governors that, following the Local Authority's commissioning of HR and Financial Services to 'Liberata', the transition from the previous system to the Mercury system at the change of the financial year had been a disaster. Schools were unable to run reports or carry out financial monitoring and consequently did not know how much had been spent or how much additional income had been received this year.

Governors focussed on the Budget Planning Summary sheet for 2017/2018 and hoped that the situation would have improved in time for the meetings in the Autumn term.

The budget was ratified by the full Governing body.

Approval of SDP and associated costs 2017/2018:

The first draft of the School Development Plan had been submitted to the two sub-committees for their comments.

It was proposed that it would be more appropriate if the SDP moved in line with the academic rather than the financial year, which was agreed. Therefore, the next review would be September 2018. Any revisions could be made prior to that date if necessary.

Approval of the SDP and the associated costs was proposed by Martin Evans and seconded by Andy George. Governors unanimously agreed.

Whole School Monitoring/Visiting Governors' report

A light touch review of "Teaching, Learning and Assessment" was carried out last term. The Governors' self-evaluation document and the Visiting Governors' report on this area, completed by Jean Hall and Steve Longley, was circulated to Governors, along with the most up to date version of our Summary Self Evaluation Form.

Caroline Spencer and Andy George also carried out a light-touch review of Leadership and Management and their report had been circulated to Governors.

Next Visiting Governor Meetings

A self-evaluation review of 'Personal development, behaviour and pupil welfare' will be carried out during this term and Juliette Fleming and Paul Morton will arrange their visit to discuss this area at the beginning of the Autumn term.

In addition, a light touch review of 'Overall Effectiveness' will be carried out this term. Martin Evans would arrange to visit the school early in the Autumn term to discuss the findings of the review.

Both reports would be presented at the Autumn Governors' meeting.

Appointment of Auditor (School Fund Account – end 2016/2017):

Crompton Ward Accountants in Worcester Road, Bromsgrove had agreed to carry out the audit of the School Fund following the closure of the 2016/2017 End of Year accounts at the end of August 2017.

Governors unanimously approved the appointment of Crompton Ward, Accountants.

Dates of next meetings:

Finance & Personnel Committee	Monday 9th October	4.30pm
Property & Curriculum Committee	Wednesday 18th October	4.30pm
Full Governing body meeting	Monday 6 th November	6.00pm

There was no further business and the meeting closed at 7.35pm.
Governors were thanked for their attendance.

JMR/June2017