

Cherry Tree Full Governing Body

Minutes of Meeting held on 18th Oct

2017 at 7pm in Yew Class

Present: Jessie Bruce (HT), Andrew Chappell (AC) (Chair), (JC), John Houston (JH), Jo Charman (JC), Hilary Lythgoe (HL), Emily Sheppard (ES), Barry Fitch (BF) (Vice-Chair), Alison Campbell (ACa), Renee Chandler (RC), Alex Green (AG), Juliette Uzur (JU),

Apologies: Trudi Lincoln (TL),

In attendance: Gillian Jackson (GJ) (DHT), Emma Lad (Clerk)

1. Welcome, apologies and consent for absence, Reminder of confidentiality

Trudi Lincoln sent apologies and was consented. Renee Chandler was introduced as the new parent governor.

2. Governor details and terms of office - Juliette Uzur was approved as a co-opted governor

3. Notification of any other business and Conflict of interest with agenda items - None

4. Register of business interest including governor roles – completed

5. Election of chair/ Vice chair - Chair: Andrew Chappell Vice Chair: Barry Fitch

6. Minutes of the last meeting and matters arising

Minutes were approved and signed by the chair of governors. All matters arising were completed except:

4	Elections went very well and the governors asked the HT to pass on their thanks to the office staff for all their work. There were four high quality applicants for the election.	HT
5	Item4: 4:11: Chair/HT to book RAMASS training – carry forward Item 4:5: PUPIL PREMIUM - report to the next Business committee meeting – carry forward and ensure website is updated with the report.	Chair /HT Bus com
6	<u>Absence</u> –The safeguarding governor, Jo Charman, will attend meetings. UPDATE: There have been letters sent to persistent absentees from last year. There have been fixed term penalties for two families and these will be going to court soon.	HT
7	Governors approved a run through of the lock down process – carry forward	HT
8	Annual report to governors on safeguarding/ CLA – January agenda – Carry forward	Clerk/ HT
9	Trudi visit report – GJ will ask for the report to be sent	GJ/TL
10	JU,ACa and ES to provide references for the school. The office has passed on the necessary paperwork	JU, Aca, ES

7. Chairs report and Academy status

The Academy order has been sent and the school is now starting the process of moving over to the IMAT. Andrew and Jess are now members of the Trust. The TUPE process has also started. The school should transfer on the 1st January 2018. Governors were thanked for attending training last week.

Articles of Association and policies list distributed prior to the meeting.

Governors had a discussion around items from the Scheme of Delegation which are delegated to the Cherry Tree local advisory board

Delegated

- Academy committee/council chairs: appoint and remove – *Chair to discuss with the Trust.*

Chair

- Annual schedule of business for academy committee: agree
- Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve - *the chair explained there are local policies*

Signed (Chair):

Date:

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which need to be approved. The Chair and Head will discuss further to make sure that the policies are allocated correctly and a time frame is in place

Chair

- Management of risk: establish register, review and monitor – *the risk assessment process is more structured than that currently used. the school will use the current risk assessments and there are also the risk assessments which are put onto Evolve for school trips. The school needs to make sure they are covering any legal requirements, especially as a charity and the risk management for the school insurance.*
- Engagement with stakeholders
- Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine
- Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree
- Reporting arrangements for progress on key priorities: agree
- School's scheme of financial delegation: establish and review
- External auditors' report: appoint, receive and respond
- Benchmarking and academy value for money: ensure robustness

Advisory

- Academy principal: appoint and dismiss
- 1 and 3-year Budget plan to support delivery of school key priorities: agree
- School staffing structure: agree
- Performance management of headteacher: undertake
- Headteacher pay award: agree

Local governing committee terms of reference – distributed prior to the meeting

Governors discussed the terms and also whether the sub-committees will be needed under the new structure. Governors felt they would prefer the structure to remain in place until the new structure is embedded.

The Chair is checking and considering whether it would be suitable for him to continue in his role as he is also a trustee for the IMAT.

Policies –

The list of statutory policies was discussed with governors alongside the policy list which has been sent from the IMAT including their review schedule.

Governors did not identify any concerns from the proposed arrangements. It was accepted that there would be a degree of flexibility as new processes and procedures bedded down.

8. Committee structure including Headteacher's performance management and terms of reference and governor roles

HT's performance management – Trudi Lincoln/ John Houston/ Jo Charman – Meeting with the HIP on the 9th November 2017

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TL/ JH/JC

Pupil – Andrew Chappell(chair), Trudi Lincoln, HT, Jo Charman, Alex Green, Juliette Uzur, Alison Campbell, Gillian Jackson

Business – Barry Fitch (Chair), John Houston, Hils Lythgoe, HT, Renee Chandler, Emily Sheppard

H&S - John Houston

Pupil premium – Alison Campbell

Sports premium – Juliette Uzur

Safeguarding/ Child protection/ CLA – Jo Charman

SEN – Trudi Lincoln

Governor development – Andrew Chappell

9. Safeguarding –

SCR – being checked termly. It has been moved to the new format. The HT will meet with office staff after half term and then Jo Charman will come in and review.

HT/JC

DBS – governors approved the use of Emily Sheppard's DBS check subject to a check by the office. Renee Chandler is also in the process of completing her DBS check

Emily Sheppard

H&S incident: A beam fell from the trim trail and nearly hit a child but there was no injury. The play equipment was inspected in June 2017 but when it was moved to the new site prior to this date they used an incorrect bolt. The site manager is now regularly checking the equipment and it has been checked by the company who supplied the equipment originally at a cost to the school.

Water tank report from Kier: The original report said that the water tanks could be replaced by a mains water but the report further explains that the mains water pipe is not sufficient to supply the water. The school therefore has to submit a bid to replace the two water tanks which is £18,600. The heating also needs to be updated. The quote is approximately £58,000 in total. The school would need to get two more quotes to ensure best value.

Business committee report – distributed prior to the meeting

The fund account will be removed when the school becomes an Academy and the HT is looking into where the money should be kept at a local level.

Pupil committee report – distributed prior to the meeting

The school needed to have a teacher in the nursery as they are a maintained nursery which has been put in place.

10. Headteachers verbal report - HT report notes to be distributed after the meeting

HT

Ten pieces project – explanation of what the project involves and how it has benefited the school. The HT showed photos of the project to governors.

GOV: Can the timeframes for activities be added to the SDP? HT: Yes, I will update to have clear timeframes and ensure we have rag rated the activities as well.

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There is new maths planning taking place in the school and it is working very well. The feedback from teachers and children is very positive.

11. Teachers pay approval – CONFIDENTIAL ITEM

12. Policy review

Policies approved under the two-week rule:

Pupil Committee	Nursery Admissions, Drugs, maths, SRE, SATs results, School Plan, SEF
Business committee	Staff Grievance, Staff harassment and Bullying, Stress and Wellbeing

13. Governor training including in-house training session

New governor to attend governor induction and safeguarding training

Renee Chandler

14. Governor visits

Governor afternoon to be arranged before a FGB meeting in the Spring term

HT/All governors

15. Clerks update – distributed prior to the meeting

16. Any other business – None

17. Dates for the next meeting

Wednesday 13/12/17,

Dates once the school has become an Academy to be confirmed - Thursday 31/1/18, Wednesday 21/3/18 (MUX), Thursday 17/05/18, Wednesday 04/07/18 (MUX)

8.59pm Gillian Jackson and Alex Green left the meeting

Meeting ended at 9.09pm

Signed (Chair):

Date:

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