



Care Respect Equality Achievement Trust Excellence

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Headteacher Mrs Karen Jupp

Stanton Harcourt CE
 Primary School

**STANTON HARCOURT CE PRIMARY SCHOOL
 GOVERNING BODY**

**Minutes of the meeting of the Local Governing Body
 held on Tuesday 22nd March 2016 at 5.30 pm at the School**

Present:


- | | | |
|---|------------|---|
| Rachel Elliott (RE) | CHAIR | - Director-appointed Academy Governor |
| A K Boer (AKB) | | - Foundation Governor (Diocese-appointed) |
| Jenny Faulkner (JF) | | - Parent Governor |
| David Wallom (DW) | VICE CHAIR | - Director-appointed Academy Governor |
| Jane Watts (JW) | | - Foundation Governor (Diocese-appointed) |
| Carol Steels (CS) | | - Director-appointed Academy Governor |
| Karen MacKenzie (KM) HEADTEACHER-exofficio (from 6.55p.m) | | |

In attendance:

- Kathy Dunmore (KD), Clerk
- Drew Tweedy (DT) Associate Member
- Linda Walsh – Staff (left at 6.55p.m)
- Frances Bartlett – Diocesan Adviser (left at 6.55p.m)
- Marilyn Trigg- School Improvement Partner (left at 6.30p.m)

The meeting was quorate and commenced at 5.40p.m

Item	Item title	Action
1.	<p>Welcome and Apologies for absence RE welcomed everyone to the meeting.</p> <p>Apologies for absence received, and accepted from:</p> <p>Nancy Hutchison (NT), Parent Governor Nick Rickards (NR) Parent Governor</p>	
2.	<p>Declarations of interests DW lives on the boundary of the School.</p>	
3.	<p>Headteacher Recruitment a. Training Session Frances Bartlett advised that she would deliver the training and she was representing the Diocese and Marilyn was representing the LA. A PowerPoint presentation then followed with the following points highlighted: -</p> <ul style="list-style-type: none"> • Details of HT role discussed. • The process was to appoint a Headteacher Appointment Panel (HAP) if possible tonight. • Three or five members recommended and it needs to be the same people involved throughout the process. 	

Signed:  (Chair) Date: 19/5/16

- HT is not allowed on the panel but Marilyn can be part of the process as she is not a substantive head.
- A list of documents that should be available to candidates including the Ofsted report, SEF etc. and these documents should be on the website.
- The HAP should also have a copy of the National College document 'Standards for Headteachers working in a school of a religious character'
- The HAP must have a Foundation governor and a Director of the EPA and at least one person Safer Recruitment trained but if possible everyone.
- Not appropriate for staff governors to be on the panel.
- The HAP has the delegated responsibility for the appointment.
- The LGB will meet to ratify the appointment.
- Confidentiality is very important.
- All governors will take part on the day with other activities.
- Website is key.
- Salary range to be decided.
- The advertisement and the pack are very important to attract the right candidates.
- Word carefully the teaching commitment as a Head doesn't want a classroom responsibility.
- References can be requested before shortlisting process.
- Suggested advertising in Local Press, EPA, School, Diocesan and OCC websites. TES is very expensive.
- Selecting the right person – include a list of essentials and desirables but do not have too many essentials as you really need someone who is willing to be trained.
- Person specification – it is really important to get this right.
- They do not have to be a practicing Christian but must uphold the Christian Character of a small Christian school in a Village Community.
- Equal opportunities much run throughout the whole process.
- A list of supporting materials to be included in the pack was suggested.
- The administration of the HAP is an onerous task; it is useful to have one main contact.
- Governors to be involved, if possible, in showing candidates around the school.

Governors then discussed the membership of the HAP and RE, JF, JW, CS and DW agreed to be on the panel. The following timetable was agreed: -

Advertisement ready for 1st September.


Closing date – 19th September

Shortlisting – 19th/20th September

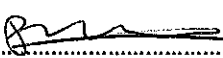
Receive references by 23rd September.

Interviews – w/c 26th September

Start date either January or April 2017 by negotiation.


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	<p>HAP to prepare the pack; the website is being discussed at the Resources meeting. The cost of advertising through OCC to be checked.</p> <p>Linda Walsh and Frances Bartlett left the meeting.</p>	RE
4.	<p>KM Joined the meeting</p> <p>Minutes of the meeting held on 4th February 2016</p> <p>The minutes were agreed as a correct record of the meeting, were signed by the meeting Chair and were passed to KM for filing in school.</p>	KM
5.	<p>Matters arising from the Minutes of 4th February 2016</p> <p>5.1 Jenny Woodford – overview of her work on Ethos. Governors asked that the clerk checks with Jenny that she is able to attend the next meeting.</p> <p>5.2 Website – this is being discussed at the Resources meeting.</p> <p>5.3 Safer Recruitment -JF has now got a log in for the training and will complete it shortly.</p> <p>5.4 Review of Policies – There were concerns that the policies that were sent to be uploaded were out of date. It may be that the front sheets hadn't been updated but the policies may be the correct ones. RE and KH will work through them and check them against the minutes. It was confirmed by KD that as long as there was an accurate audit trail from the minutes to the policies that are on the website and on GovernorHub then it was not essential that there are hardcopies. The school is still waiting for model policies from the EPA so it was agreed that the governors would ensure that all our policies are up to date rather than wait to get them from the EPA. AKB is also happy to help with this task. It was agreed that a word version would be on GovernorHub showing the review date and a PDF on the website.</p> <p>5.5 Parent Questionnaire- this will be sent out nearer Spring half-term together with the pupil and staff questionnaires. The previous copies have been left for Marilyn. Item to be on next agenda</p>	<p>KH</p> <p>JF</p> <p>RE/KH AKB</p> <p>KH</p>
	SCHOOL IMPROVEMENT	
6.	<p>Policy for approval – Safeguarding The model OCC policy had been circulated and was agreed and on the website.</p>	

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<p>7.</p>	<p>Head's report, including Racial, Harassment & Bullying incidents, Exclusions & Safeguarding issues, including Prevent duty. The report was circulated prior to the meeting and contents were noted. A report from Target Tracker was tabled giving an overview of the groups and also an anonymized version of the Early Years Action Plan. Governors commented that there had been an Early Years event today and the feedback from parents was fantastic.</p>	
<p>8.</p>	<p>Achievement & Standards Committee – 3rd March 2016 The minutes had been circulated prior to the meeting. The focus of the meeting had been on data and challenging the Head. The new assessment process was making some of the data look worse than it was but we will be keeping an eye on it. Target Tracker should help; the data is not completely reliable at the moment but the Summer data should be more reliable. There were concerns as to how the information will be presented to parents and KM confirmed that parents will be given more information at the Parents' Evening. Pupil Premium – JF had a meeting to discuss how to move the Pupil Premium and Inclusion role forward and work is ongoing on this. All the statutory requirements for Pupil Premium are up to date and on the website. The terms of reference were approved and are on GovernorHub.</p>	
<p>9.</p>	<p>As this was the last meeting that KM would be attending the governors made a presentation to her and she was thanked for her work over the last 5 years and wished well in her new post. There being no further business the meeting closed at 7.20p.m Date of next meeting – 19th May 2016 at 7.30p.m</p>	
	<p>Dates of forthcoming other meetings (for information) Resources Committee: 28 Apr 6.30 pm, 19 May 6 pm, 30 Jun 6 pm, 14 July 6.30 pm Pay Committee: 14 July 6 pm Achievement & Standards: 5th May 7p.m Further LGB meeting dates in 2016: 19 May, 30 June (and another possibly to be scheduled in July)</p>	<p>Res Comm ASC</p>

Kd/23/03/16

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