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Headteacher: Mr RW Bucknill, BA (Hons) QTS, NPQH

Deputy Headteacher: Mr J Niedzwiedzki, BA (Hons), PGCE

See Distribution

Reference: SGC/02/10/2017

Date: 3 October 2017

**RECORD OF DECISIONS (RoD) FROM SGC MEETING 3 October 2017**

Present	Mr M Senescall Mrs L Grant Mr R Bucknill Mrs K Jarvis Mr S Boyle Mr J Harrington Mr P Hodgson Mrs J Marshall Mr A Bedborough Mr B Robbins Mrs L Sewell Mrs L Robertson Mrs R Vanspringel Mr J Niedzwiedzki	Chairperson Deputy Chairperson Headmaster Parent Parent Parent Parent Dependant Parent Parent Parent Secretary Legal Employer EJSU Deputy Headmaster
Apologies	Mr Mitchell Mr Edmunds Mrs Brown	Padre / Parent Parent FS Leader

**RECORD OF DECISIONS**

Apologies for absence were received by Mr Mitchell and Mr Edmunds

**ITEM 1 – MINUTES OF LAST MEETING**

School improvement Plan

Digital Technology workshop specifically for parents is being looked at and will take place in due course.

The results of the Character Virtues questionnaire were issued end of September 2017. Overall, the feedback was positive with the Learning Powers initiative faring better than Character Virtues which was expected due the relatively short period of time Character Virtues has been in place. It is expected the improvement plans will be picked up by the Sub-Committees where required.

**ACTION**

**Mr Thomas**



## RECORD OF DECISIONS

## ACTION

Mr Niedzwiedski has attended the OLEVI Programme Facilitator course and the intention is to use this knowledge within the school to up-skill teachers.

After-School Child Care Arrangements – Extended child care has commenced but uptake has been low with approximately 4/5 children registered but this is expected to increase throughout the academic year.

The previous minutes were agreed.

### ITEM 3 – WELCOME AND SGC INTRODUCTION

The Chair welcomed all members to the new SGC and gave a brief overview of the committee's roles and responsibilities.

There are a number of governance layers resulting in the requirement to establish Sub-Committees. These will consist of members of the SGC who will be responsible for reviewing specific areas within in the school against Ofsted inspection criteria and school improvements plans. There will also be a requirement for individual leads on specific areas.

The SGC will consist of 12 Governors including the Chair, 5 standing school members with Mrs Vanspringel providing advice on local employment issues.

### ITEM 4 – TERMS OF REFERENCE

#### Sub-Committees

The Chair briefly described the TORs for each of the Sub-Committees and asked for volunteers based on Committee Member's skills, knowledge and interest. The following names were agreed for each Sub-Committee:

#### Leadership & Management

1. Adam Edmunds
2. Simon Boyle
3. Louise Grant

#### Teaching, Learning and Assessment

4. Jacqueline Marshall
5. Alex MacDonald
6. Peter Hodgson

#### Pupil Outcomes

7. Kim Jarvis
8. John Harrington
9. Marcus Senescall

#### Personal Development, Behaviour and Welfare

10. Ashley Mitchell
11. Linda Sewell
12. Bianca Robbin

## RECORD OF DECISIONS

## ACTION

Ideally, all Sub-Committees meet once a term, where this is not possible 1 meeting per academic year is the minimum. These meetings involve a “Learning Walk” around the school with the aim of prompting comments based on the SEF (School Evaluation Form). The overall aim is to identify strengths and development areas, review improvement plans, and monitor progress.

### Individual Area of Responsibility (IAOR)

The following Individual Area of Responsibilities were agreed:

Early Years Governor –	Mrs J Marshall
Safeguarding Governor –	Mrs B Robbins
SEN Governor -	Mr A MacDonald
KS1 and KS2 Phase Governor –	Mr P Hodgson
Curriculum Subject Governor –	Mr J Harrington
Finance Governor –	Mr S Boyle
Spiritual, Moral, Social and Cultural Governor –	Mr A Mitchell
Recruitment and Personnel Governor –	Mrs R Vanspringel

The Governors assigned an Individual Area of Responsibility will be required to meet with the School Lead of their designated area. The requirement is to meet at least once within the academic year but this should be part of an on-going plan.

### ITEM 5 – REPORTING REQUIREMENTS

The Chair distributed the reporting proforma for IAOR meetings.

The Secretary will attend Sub-Committee meetings to record minutes.

### ITEM 6 – TRAINING REQUIRMENTS

It is a requirement that Committee Members complete the SGC training package within this academic year, 2017-2018. This will be carried out in conjunction with the School Improvement Partners who have a brief to deliver the training.

It is also a new requirement that all Governors complete Level 1 and 2 Safeguarding courses. Level 1 is an online course and a link will be circulated by the Chair.

All Committee Members should complete and send confirmation on completion to Mrs Robbins who will collate and record Governor safeguarding records as part of her new role.

Level 2 is a full day course with the potential to be reduced to ½ day for Governors.

It was noted that Governors will require as much notice as possible of training dates.

Mrs Grant will take the lead on training and development requirements for Committee Members.

**Mr  
Senescall**

**All Members  
Mrs Robbins**

## RECORD OF DECISIONS

## ACTION

### ITEM 7 – DSB CLEARANCES

All Governors must now complete the DBS clearance process.

**All Members**

Mrs J Russell described how the form should be completed according to school requirements. The forms were distributed to all attendees and should be returned with the required documentation to either Mrs J Russell or the School Office.

Mrs Robbins will create and maintain records of the DBS Clearance for Committee Members.

**Mrs Robbins**

### ITEM 8 – ADMINISTRATION

All Committee Members were asked for their preferred email address for future communications. The Secretary will collate these and distribute to Committee Members as agreed.

**Mrs L  
Robertson**

### ITEM 9 – FORECAST OF EVENTS

The school calendar and notice of forth coming events will be issued to Committee Members.

**Mrs L  
Robertson**

### ITEM 10 – ANY OTHER BUSINESS

#### New Headmaster Recruitment

The recruitment process for the schools new Headmaster will be conducted in line with Civil Service Regulations. The post will be advertised internally within the Civil Service pool. Should this exercise not attract suitable candidates a wider external exercise will be conducted.

The interview process will take place over 2 days and this has been provisionally booked for 16 and 17 November 2017.

Mr Niedzwiedski will take over as Acting Head until the new Headmaster is appointed and re-assigned to SHAPE school. The new Key Stage 2 lead will take over as PE teacher and the school has recently advertised for a New School Project Manager to help with the transition to the new building and alleviate the workload on school leadership.

#### Finances

Mr Bucknill gave a brief overview of budgets. No issues or concerns recorded.

#### Website

There is a requirement to review the website to ensure that policies adhere to or there are links to the DCYP policies.

## RECORD OF DECISIONS

### ITEM 11 – DATE OF NEXT MEETING

The proposed date for the next full SGC is Tuesday, 21 November 2017.

The proposed dates for the initial Sub-Committee meetings are:

Leadership and Management –	Friday, 10 November 2017
Teaching, Learning and Assessment –	Tuesday, 14 November 2017
Pupil Outcomes –	Tuesday, 24 October 2017
Personal Development, Behaviour and Welfare –	Thursday, 16 November 2017

All members are to check calendars for suitability and confirm attendance.

*{Original Signed }*

Sec

Distribution:  
All Committee Members

## ACTION

**Members to confirm attendance**