



**Minutes of the Extraordinary Local Governing Body Meeting  
held on Tuesday 23<sup>rd</sup> February 2016 at 6.00pm**

		<b>ACTION</b>
<b>Present</b>		
Governors: Mrs Julie Robson (Chair), Mrs Theresa Webber, Mr Philip West, Mr David Hilton and Mr Vince Fletcher.		
Others: Mrs Paulette Pettitt (Clerk to the Governing Body) and Mrs Karen Jarvis (Learning Trust)		
4.1	<p><b>Apologies</b></p> <p>Apologies were received and accepted from Mrs Nicky Derbyshire, Mrs Mary Palmer and Mrs Jo Tomlins</p> <p>Apologies were sent but not received prior to the meeting from Mrs Tabby Cowley, Mrs Louise Marper.</p>	
4.2	<p><b>Declarations of Interest</b></p> <p>None declared.</p>	
4.3	<p><b>Purpose of meeting</b></p> <p>Mrs Robson welcomed and stated the purpose of the meeting is to propose and discuss changes to the structure of the Governing Body committees</p> <p>Mrs Robson gave some background information:</p> <p>During the recent Whole School, Early Years and Pupil Premium Reviews, it was noted that there was no Curriculum Committee that had ownership of School Standards. Mrs Robson agreed with the finding of the Review and acknowledged that there is only enough time during the LGB meetings to provide basic coverage.</p>	
4.4	<p><b>Proposed Changes</b></p> <p>Mrs Robson proposed to change the current structure of a Personnel Committee and a Property and Finance Committee to have:</p> <ol style="list-style-type: none"> <li>1. A Standards and Intervention Committee</li> <li>2. A Resources Committee (which would incorporate both Personnel and Property and Finance).</li> </ol>	
4.5	<p>Discussion took place regarding the proposed changes:</p> <p>Mr Hilton reinforced the need to challenge current data, rather than look at retrospective reporting. He stated that SLT need to report on the impact of work, and Governors need to continue to challenge this. Mr Hilton reminded Governors that the review reports identified key areas to work on and they need to ensure</p>	

Signed \_\_\_\_\_  
Chair of Governors

Date \_\_\_\_\_

that this work is being done and is effective. Mr Hilton expressed concern that Governors are unaware of progress since the November review, and that SLT have not reported any significant improvement at meetings.

Mrs Robson reminded Governors that results are the highest priority for the school, and it needs to be shown that Kingsfield has moved on. She stated that she would like to replace Governor Focus visits with Governor Monitoring Visits, which would raise the profile of governors coming into school and allow Governors to monitor impact throughout. This would be realised by linking it to the Review Action Plan.

Mrs Robson stated that all Governors will receive all documents circulated to the Standards and Intervention Committee, whether they are on the committee or not. Mr Hilton asked for these documents to be circulated to governors earlier than it has been in the past. This will allow time for questions to be raised and the answers to these questions formulated before the meeting. Therefore, the questions and answers can be minuted at the time of the meeting, rather than having to circulate the answers after the meetings.

Mrs Webber asked if any data that is presented at meetings can be given as numbers of pupils, rather than percentages, as it was felt this would be more meaningful and easier to understand. Mrs Webber also asked that data is provided in a consistent format, so that Governors can compare. Both were agreed.

Mr Hilton stated that testing and required standards of attainment have recently become harder. As the school is already under floor, in comparison to the previous testing and required standards, this will only make it harder for the school to achieve floor. This makes it all the more important for the Governing Body to be focusing on this area. Mr Hilton also suggested that the SLT provide a grid, with teachers being RAG rated. Mrs Green agreed, adding that this would allow progression to be easily seen, and allow Governors to challenge what is being done to improve teaching standards.

Mrs Robson stated that, as a result of the new structure, the number of LGB meetings will come down to three or four per year. The Standards and Interventions Committee meetings will be one per half term (six per year) and there would be three Resources Committee meetings per year. Both Committees will provide reports to the LGB meetings.

Mr Hilton stated he will be happy to present the required data at the LGB meetings, thus ensuring the school can demonstrate improvement. Mr Hilton also suggested that Governors insist that the schedule of pupil progress meetings should change so that these meetings happen shortly before the Governors meetings, therefore enabling more up to date data to be brought to the Governors meetings.

Mrs Webber stated that the terms of reference will need to be updated and she will provide these to Active Learning Trust for approval.

Following discussion, where Governors were given the opportunity to ask questions, the following proposal was made by Mrs Robson:

**That the current format for committee meetings at Kingsfield Primary School be disbanded, and two new committees be formed: Standards and Intervention and Resources.**

The proposal was seconded by Mr Fletcher, and agreed unanimously by those present.

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Chair of Governors

Date \_\_\_\_\_

2

4.6	<p><b>Committee Membership</b></p> <p>Membership of the committees was agreed as follows:</p> <p><b>Standards and Intervention Committee</b>  Mrs Julie Robson  Mrs Jo Tomlins  Mr David Hilton  Mrs Theresa Webber  Mrs Nicky Derbyshire  Mrs Mary Palmer  Mrs Rachel Green</p> <p><b>Resources Committee</b>  Mrs Julie Robson  Mrs Jo Tomlins  Mrs Tabby Cowley  Mr Philip West  Mr Vince Fletcher  Mrs Louise Marper</p> <p>All Governors will be welcome to be involved with any meeting. Especially if there is an item on the agenda that is particularly relevant to their area of interest or expertise. However, Governors who are not a member of that committee are not able to vote on any issues raised in a meeting.</p> <p>The structure changes will take effect from the start of the Summer Term. Mrs Robson will formulate an update meeting calendar and circulate this (via the Clerk) to all Governors.</p>	
4.7	<p><b>Meeting Dates</b></p> <p>Governors were asked to note the following meeting dates:</p> <p><b>Local Governing Body Meeting: 15<sup>th</sup> March 2016 at 9.00am</b>  <b>Standards and Intervention Meeting: 26<sup>th</sup> April 2016 at 6.00pm</b>  <b>Resources Meeting: 3<sup>rd</sup> May 2016 at 6.00pm</b></p> <p><b>The Local Governing Body meeting planned for 12<sup>th</sup> July will be moved to 19<sup>th</sup> July at 9am</b> to allow the budget to be signed off.</p> <p>Post Meeting:</p> <p>It was noted after the meeting that there will also be a <b>Standards and Intervention meeting on 7<sup>th</sup> June 2016 at 6.00pm.</b></p>	
4.8	<p><b>The meeting closed at 6.30pm.</b></p>	

**E-mail addresses**

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Jo Tomlins – [Head@Kingsfield.cambs.sch.uk](mailto:Head@Kingsfield.cambs.sch.uk)

Signed \_\_\_\_\_  
Chair of Governors

Date \_\_\_\_\_