

**A meeting of the School Development Committee of Carlton In Snaith Community Primary School was held at the school on 20 October 2015 at 6pm.**

**The first part of the meeting was attended by all members of the FGB to allow for some ratification of policies.**

**Minutes**

<b>No</b>	<p><b>Present</b> – Alex Dawson, Mary Farman, Karen Longfield, Joanne Mackintosh, Elizabeth Russell, Jim Wood, Katherine Pierce, Stacey Howard, Helen Snowden and Jon Watson (Head).</p> <p><b>Apologies</b> – Elizabeth Russell, Stacey Howard and Kath Hartley.</p> <p><b>In attendance</b> - Georgina Thomas (clerk).</p> <p><b>A – Action</b> <b>R - Resolution</b></p>	
1	<p><u>Welcome and Introductions</u> All were welcomed to the meeting and non-committee governors were thanked for attending.</p>	
2	<p><u>Apologies for Absence</u> Apologies and reasons were received from Elizabeth Russell, Stacey Howard and Kath Hartley.</p>	
<b>Res</b>	<p><b>That the apologies of the above be consented.</b></p>	
3	<p><u>Confidentiality and declarations of interest, pecuniary or non-pecuniary</u> None identified.</p>	
4	<p><u>Election of Committee Chair</u> Helen Snowden was nominated as Committee Chair and the nomination was seconded. Helen accepted the nomination.</p>	
<b>Res</b>	<p><b>That Helen Snowden be Chair of the SD Committee until the first meeting of the committee in the academic year 16-17.</b></p>	
5	<p><u>Notification of Other Urgent Business</u> None raised.</p>	
6	<p><u>Policies</u> The following policies had been pre-circulated: School Information; Safeguarding and Child Protection; Capability; Behaviour; SEN; Pay; Health and Safety; Governors Allowances; Grievance Procedure; EYFS; Administration of Medicines; Photographic and Video Images; and Equal Opportunities.</p>	
<b>Res</b>	<p><b>The following was agreed:</b></p> <ul style="list-style-type: none"> <li>• <b>That the School Information Policy be deferred to the FGB meeting next;</b></li> </ul>	

A	<ul style="list-style-type: none"> <li>• That the Safeguarding and Child Protection Policy be ratified with effect from 2 November 2015. All staff and volunteers will be required to read part 1 of the Keeping Children Safe in Education document and sign to confirm their understanding of it. Alex Dawson and Helen Snowden will complete the Safer Recruitment training online;</li> <li>• The Capability Policy will be deferred until the FGB meeting next;</li> <li>• The Behaviour Policy was ratified as existing but will be entirely re-drafted to refer to rights and to incorporate input from the children. The Head will set a meeting with staff to discuss it at that level prior to circulating a draft to governors. This new version will be brought to the FGB meeting next for ratification;</li> <li>• Thanks to Karen Smith for all her work into the SEN Policy are to be minuted. This policy was ratified;</li> </ul> <p><i>At this stage, 7pm, Mary Farman left the meeting for reasons of ill health. Her absence was consented.</i></p> <ul style="list-style-type: none"> <li>• The Pay Policy was ratified and a pay committee was set up, comprising of Helen Snowden, Jim Wood and Kath Hartley. The FGB delegated authority to this committee to approve decisions as regards staff pay awards. A meeting will be held on 22<sup>nd</sup> October to discuss the Head's proposals following the recent round of staff appraisals;</li> <li>• The Health and Safety Policy was ratified. Thanks to Jim Wood and Katherine Pierce for their input is to be minuted;</li> <li>• The Fire Safety Policy was ratified;</li> <li>• The Governors Allowances Policy was ratified;</li> <li>• The Grievance Procedure will be deferred to the FGB meeting next;</li> <li>• The EYFS Policy is not due for review until March 2016;</li> <li>• The Administration of Medicines Policy was ratified as existing subject to an amendment in accordance with a recommendation made by the Health and Safety Committee (minuted 2 June 2015). The amends will be made by Katherine Pierce and Helen Snowden will circulate a proposed alternative policy for review at the next FGB meeting;</li> <li>• Photographic and Video Images Policy is not due for review until 4 March 2016;</li> <li>• Equal Opportunities Policy was ratified subject to some basic amends agreed by governors. This will be revisited in more detail at the FGB meeting next;</li> </ul>	AD/HS
A	It was agreed that, where amendments are to be made to policies, these will be made by the Head.	Head
Res	<p><b>That the policies be ratified as above;</b>  <b>That the following policies be deferred to the FGB meeting next: School Informaiton; Capability; Behaviour; Grievance; Administration of Medicines and Equal Opportunities;</b>  <b>That Helen Snowden and Alex Dawson complete the online Safer Recruitment training;</b>  <b>That the Head will make the necessary amends to policies where agreed.</b></p>	
7	To approve the minutes of the last SDC meeting and matters arising	

	<p>The minutes of the meeting had not been circulated and will be done so prior to the next SD Committee meeting and ratified then.</p> <p><i>At this stage, 8.45pm, non-SD Committee members left the meeting.</i></p>	
<b>Res</b>	<b>That the minutes of the last meeting be brought to the next meeting for ratification.</b>	
8	<u>Matters arising</u> N/A.	
9 <b>A</b>	<u>Terms of Reference</u> Terms of Reference as circulated by the clerk in draft were ratified. These will be typed up and circulated.	<b>Clerk</b>
<b>Res</b>	<b>That the SD Committee terms of reference be ratified as circulated; That the clerk will type these up and circulate.</b>	
10	<u>Pupil Performance</u> This will be deferred to the FGB meeting next as it forms part of the Head's Report.	
<b>Res</b>	<b>That Pupil Performance be deferred to the FGB meeting next.</b>	
11	<u>Review of School Development Priorities</u> This will be deferred to the FGB meeting next.	
<b>Res</b>	<b>That the School Development Priorities be deferred to the FGB meeting next.</b>	
12	<u>Policies relating to school development</u> None additional to those already reviewed.	
13	<u>Curriculum Updates</u> Defer to FGB meeting next.	
<b>Res</b>	<b>That Curriculum Updates be deferred to FGB next.</b>	
14- 15	<u>Reports on Pupil Premium and Sports Premium</u> To be deferred to FGB meeting next.	
<b>Res</b>	<b>That PP and SP Reports be deferred to FGB next.</b>	
16	<u>Link governor visits</u> Governors were reminded again to ensure their visits are written up. Governors confirmed that visit forms have previously been handed to the former Head but these cannot be located by the new Head and so, in future, governors will send all visit forms to admin to be filed appropriately.	
17	<u>Pupil numbers and staffing provision</u> There are currently 170 children on roll. Those who have recently left have done so due to leaving the area and so this is not indicative of dissatisfaction with the school.  Further to previous agreement, an additional 29 hours per week TA time has been	

	<p>alloacted to various year groups to ensure adequate cover. Six hours have gone to existing teaching assistants and the remaining hours have been advertised.</p> <p>The Head also advised governors of the need to make provision for some pending maternity absences and governors discussed the benefits of advertising for a full time teacher for a year as opposed to a 0.6 contract. The Head advised that a full time cover will provide some much needed extra capacity to enable some additional intervention sessions to take place. Governors confirmed that the budget would allow for this and so the Head will make further enquiries and progress, subject to any representations made by the Bursar.</p>	
<b>Res</b>	<p><b>That the Head look into the implications of advertising a full time post for a one year period from January 2016 and secure the approval of the Bursar for this course of action;</b></p> <p><b>That, subject to any advice to the contrary from the Bursar to this proposal, the Head be authorised to progress this option.</b></p>	
18	<p><u>Review of Home School Agreement</u> This will be deferred for review at the next meeting of the committee.</p>	
<b>Res</b>	<p><b>That the Home School Agreement be brought for review at the next SDC meeting.</b></p>	
19	<p><u>RAISE Alliance Memorandum of Understanding</u> This had been pre-circulated and was agreed to by all governors and signed by the Chair.</p>	
20	<p><u>Items Identified at item 3 or 5 and AOB</u> None.</p>	
21	<p><u>Dates of next SDC Meetings</u> Dates for all meetings were set at the FGB meeting in September.</p> <p>The next SDC meeting is to take place on 23 February 2016 at 6pm.</p>	