

Eastchurch C of E Primary School

Minutes of the Strategy Meeting Held at the school on Friday 20TH January 2017

Present: Andy Booth(Chair), Barbara Conroy (Interim executive Head) John Stanford, Tracy Ryan

In Attendance: Lynette Elliston (Clerk), Sarah Hunt (Head of School), Michelle Crowe (Head of School), Alison Abery (School Business Manager Queenborough Primary School)

Apologies: Aaron Janes

	Meeting commenced 12.30pm	Action																				
1.	<p>Welcome and apologies for absence The Chair welcomed all and apologies were received from Aaron Janes (attending a Funeral)</p>																					
2.	<p>Declaration of Business Interests Any interest would be declared if found relevant during further discussions against agenda items.</p>																					
3.	<p>Minutes of the Strategy meeting 16/09/2016 Governors agreed the minutes of the previous meeting for content and accuracy and the Chair signed the minutes. Actions:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 15%;">Agenda item</th> <th style="width: 30%;">Item</th> <th style="width: 25%;">Action by</th> <th style="width: 30%;">Completed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">160806 - 4</td> <td>Email Yvette Gutheil (YG) regarding Safeguarding visit feedback/report</td> <td style="text-align: center;">Clerk</td> <td>Completed, closed</td> </tr> <tr> <td style="text-align: center;">160806 - 7</td> <td>To send draft SEF and SIP to Strategy Governors</td> <td style="text-align: center;">Head</td> <td>SEF to be completed by end of term 3</td> </tr> <tr> <td style="text-align: center;">160806 - 9</td> <td>Send emergency evacuation procedure to all Governors</td> <td style="text-align: center;">Head</td> <td>To follow with Business Continuity Plan, site copies already dispatched</td> </tr> <tr> <td style="text-align: center;">160916-04a</td> <td>To circulate template for training feedback to all</td> <td style="text-align: center;">Head</td> <td>Completed, closed</td> </tr> </tbody> </table>	Agenda item	Item	Action by	Completed	160806 - 4	Email Yvette Gutheil (YG) regarding Safeguarding visit feedback/report	Clerk	Completed, closed	160806 - 7	To send draft SEF and SIP to Strategy Governors	Head	SEF to be completed by end of term 3	160806 - 9	Send emergency evacuation procedure to all Governors	Head	To follow with Business Continuity Plan, site copies already dispatched	160916-04a	To circulate template for training feedback to all	Head	Completed, closed	
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	160916-04b	Amend election correspondence to include advertisement for Co-opted Governor	Head	Completed, closed	
	160916-04c	Check Annual Safeguarding report timeline/content and add to FGB agenda	Clerk	Completed, closed	
	160916 - 05	To arrange meeting with Panel representatives, LA and Diocese regarding further advertising requirements for Executive Headteachers Post	Chair	Completed, closed	
	160916 -06	Add Kim Evans Attendance Officer to email list and add to FGB agenda	Clerk	Completed, closed	
	160916-08	Notify staff of position of Interim executive Headteacher	Head	Completed, closed	
4.	<p>Governance Monitoring and Visits – The SEN visit was scheduled 26/01/2017, H&S Visits scheduled w/c 23/01/2017, Data Visits scheduled w/c 23/01/2017, Safeguarding responsibilities would be completed by AB and TR, Attendance would be monitored by TR and AB 26/01/2017 and the Single Central register would be checked before the upcoming FGB meeting. Governors monitoring High Needs Funding (HNF) would review at the end of February 2017 when an accurate picture would be seen and a copy of the monitoring schedule would be sent to all Governors including a copy of the notes taken from the Finance Meeting which was not quorate. Governors agreed that the composition of the Finance and Resources committee required revisiting and therefore proposed that the Terms of Reference for the Finance Committee be reviewed at the upcoming Full Governing Body meeting.</p> <p>Action Send Resources meeting notes to all Governors Send monitoring schedule to all Governor Send Finance and Resources ToR to all Governors for review</p>				<p>Clerk Clerk Clerk</p>
5.	<p>Executive Headteacher Post There had been 1 application received which had been subsequently withdrawn and Governors were disappointed with the outcome. Governors confirmed the vacancy had been re-classified following advice from the Local Authority and Diocese the position would be advertised as a Headteacher vacancy from this point. Governors were unhappy with the quality of the original advertisement and were concerned as errors had been identified these included more than one misspelling and incorrect referencing and phrasing and therefore Governors were reluctant to pay in full in the first instance, further scrutiny was requested and Governors were advised that the invoice would need to be located and extracted.</p>				
6.	<p>School Self Evaluation and Improvement Plan Governors were advised that there had been no change following the previous review, update was due in the forthcoming week. Governors scrutinised the SIP and agreed priorities for visit foci for individual elements, the document would be updated to include feedback on completed items and</p>				

	<p>an extra column would be added to the Governors plan to include impact and Governor feedback. There was an expectation that High Needs Funding (HNF) Applications would be complete by the end of term 3 and a spreadsheet would calculate expected financial outcomes from the claw-back, Governors were advised that there had been difficulties in locating KELS I version of the original budget template provided by Finance.</p> <p>Action Add impact column to Governors plan and populate</p>	Chair/All
7.	<p>Policies None, the Business Continuity Plan and Pay Policy would be reviewed at FGB. Admin staff would be asked to review school policies for Governors and create and up to date document which accurately reflected when items were due for review.</p> <p>Action Reviewed policy schedule to include review dates for Governors, admin staff to provide Clerk for circulation</p>	Admin/ Clerk
8.	<p>Any other urgent business The Chair updated Governors following the LA meeting where Pre-Warning Notice feedback had been given. Governors were advised that the LA were satisfied with Governance and processes in place and the focus from a Pre-warning perspective had been removed. Governors discussed ongoing difficulties with Governor training to be further discussed at FGB; Governors would continue to attend available training where possible and discussed the importance of an induction process for new Governors. Governing body membership was reviewed and vacancies were identified and discussed, to be discussed further at FGB. MC, SH, AA left 2.00pm</p>	
9.	<p>Confidentiality Content from this item was contained in the Pt 2 Confidential minutes</p>	
10.	<p>Date of next meeting The date of the next Strategy meeting was agreed as Monday 6th March 2017 at 12.30pm at All Saints</p>	

Meeting concluded at 2.35pm

Signed (Chair).....

Date.....