

Burton Salmon Community Primary School

Minutes of a the meeting of the Governing Body of Burton Salmon C.P. School held at the school on Friday, 28th March 2014 at 3.30pm		
Present: Mrs. V. Bate (Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. C. Huntington (CH), Mrs. K. Newton (KN), Mrs. A. Mitchell (AM), Mr. M. Wynne (MW) and Miss J. Lelean (JL) (departed 4.55pm) Mrs. K. Wilkinson (Clerk).		
No.	Item	Lead
PART 'A' - PROCEDURAL		
13/095	To receive apologies for absence and to determine whether any absences should be consented to. Apologies for absence had been received from Mr. P. Cressey and Mr. E. Beechey. RESOLVED: That the above apologies be accepted and consented to.	
13/096	To consider which agenda items, if any, should be regarded as confidential and excluded from the minutes to be made available for public inspection. Item: 13/099: To receive notification of any other urgent business RESOLVED: That item 13/099 is excluded from the minutes to be made available for public inspection.	
13/097	To remind governors of the need to declare interests, pecuniary or non-pecuniary. None.	
13/098	To receive items to be recorded in the Register of Hospitality. None.	
13/099	To receive notification of any other urgent business To consider the tenders received for the Office and Assisted Toilet Extension.	
13/100	To confirm as a correct record the minutes of the meeting held on Friday, 24th January (previously circulated) VB will attend the next the Community Engagement Forum. Resolved: That the minutes of the last meeting be signed by the Chair as a correct record. Resolved: That the confidential minute of the last meeting be signed by the Chair as a correct record.	
13/101	To consider any matters arising from the minutes for which there is no separate agenda item <ul style="list-style-type: none"> • Traffic and parking There have been no further developments on this matter and the problem continues to be an issue. School will inform the police of any incidents and ask them to visit the site especially at home time and continue to appeal to parents/carers to park considerately via the newsletter. It was agreed to remove the item from the agenda. • Review of school flyer School is currently investigating the possibility of using a professional photographer in school to produce photographs which can be used on the website, in the prospectus and the flyer. DA and KW will attend a "Raising the image of your school" course on 12th June. 	KW/DA
13/102	Date of next meeting – to consider moving the last meeting date to later in the year. It was suggested that it would be helpful to meet after school has received the SATs results and	

it was agreed that the next meeting would be held on Friday 11 July.
RESOLVED: That the next meeting be held on Friday, 11th July at 3.30pm in school.

PART 'B' – SCHOOL IMPROVEMENT

<p>13/103</p>	<p>To receive the Head Teacher’s report To include:</p> <ul style="list-style-type: none"> • Update on School Development Plan 2013/14 • Review of Ofsted report • Receive a report from the SEND co-ordinator • Premises • Update on Cluster Trust Status (RAISE) • Progress of the Devolved Capital project. <p>The Head Teacher’s report had been previously circulated to members. In addition, DA informed the meeting that the P.E. Advisor (Sally Fisher) who is currently delivering a lesson each week to all pupils in school and training staff will leave at the end of this academic year. DA is looking at alternative providers. School has updated the website with details of the Sports Premium spending in line with DfE requirements and DA and Sally Fisher have updated the P.E. curriculum and pupil assessments.</p> <p>The school’s Education Development Advisor visited the school and monitored maths lessons in both classes. Both classes were judged to be good.</p> <p>School has been informed that the School Action and School Action + categories on the SEN register are being abolished.</p> <p>It has been agreed by RAISE that the Head Teacher of Whitley in Eggborough will be the Chair of the alliance due to the school’s connections with Leeds Met. University.</p> <p>It was agreed to circulate the consultation documents for the Commission for School Improvement. Response date is 24th April.</p> <p>The Head Teachers report was discussed in full and the following questions raised:</p> <ul style="list-style-type: none"> • Is the school required to teach specific religions in the R.E. curriculum and what is the percentage breakdown? In primary schools, the main religion taught is Christianity plus 1 other (in KS1) and 2 others (in KS2). Historically, the second religion was Judaism but this is now Islam which reflects the breakdown of religion in Britain today. In addition, the R.E. curriculum considers morals and atheism and presents an all-round view to encourage pupils to make their own choices. • What effect is the emphasis on maths having across school? Tests are showing that time-tables are stronger and pupils’ key facts are more robust. There is a stronger maths feeling in the school for example pupils are using time-tables during the Activate sessions to help count exercises. • How is school progressing with the new curriculum? All subject leaders have attended network meetings and school is working towards the new curriculum. Teaching staff have a non-teaching day booked which will be dedicated to progressing the new curriculum. A meeting will be arranged with the Curriculum Committee to discuss the changes. • Is it likely that rather than a full inspection, the school’s data could trigger a maths subject inspection? The criteria for inspections are constantly changing and there is talk that full inspections will happen every two years. • When would school consider setting the Level 6 paper for able pupils and would the results
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KW

	<p>of L6 papers be reported? The possibility would be looked at in the Summer/Autumn before the SATs tests and applied from the February. The L6 papers are not published but it could be something that school could report on the website and in the SEF document for Ofsted.</p> <ul style="list-style-type: none"> Do these pupils sit the Level 3-5 paper as well? Yes – the Level 6 paper is an extra test. What will happen to the role of Chair in the RAISE alliance in the event of the Head Teacher at Whitely in Eggborough School leaving? It is likely that the new Head Teacher would assume the Chair role. What effect are the RAISE meetings having on the Head Teacher’s time? The meetings are currently taking place every two weeks and take place on a non-teaching day, they do take time out of school, however; it is important that these preliminary meetings are carried out thoroughly. <p>RESOLVED: That the Head Teacher’s report be received.</p>	
13/104	<p>Update from the Head Teacher on Safeguarding. The audit is progressing.</p>	
13/105	<p>Update from the Head Teacher on Pupil Premium. This item was discussed in the Head Teacher’s report.</p>	
13/106	<p>To consider budget monitoring report. The budget monitoring report for 28th February had been previously circulated to members. The forecast has slightly improved as expected due to lower spend on resources. The Revenue carry forward figure is £54,475 against a budget of £49,716 and the Capital carry forward figure is £27,662 which will go towards the project build. AM asked what was the item that AR said she would add into the forecast? It was the additional teaching staff absence cover that would not be covered by insurance. RESOLVED: That the Budget Monitoring Report for 28 February be accepted as a correct record.</p>	
13/107	<p>To consider the draft budget for next year AR will carry out the three year forecast at her next visit which will take place after Easter.</p>	
13/108	<p>To review and approve the Schools Financial Value Standard. AM had met with the clerk to review the SFVS document. There is one outstanding agreed action from last year and school will update the staff skills audit by the end of July 2014. In addition, the school will continue to investigate the authority’s plans for online backup and this will be completed by January 2015. In addition, the school has reviewed its business continuity plan which has been put together by the Head Teacher and teaching staff. There were no further questions or queries and it was recommended that the document be ratified and sent to Veritau (the school’s internal auditor) before the end of March. There were no objections and this was agreed. RESOLVED: That the Schools Financial Value Standard be approved and forwarded to Veritau.</p>	KW
13/109	<p>To review the Checklist for Schools Health Check. AM and the clerk had carried out the Health Check and circulated the findings to members. There are a number of items to be considered and these were discussed in full. They include putting together a succession plan for the role of Chair. DA suggested that eventually this could be something that comes out of RAISE where governors will also come together for training etc. More formal meetings need to take place between the Chair and the Clerk and it was agreed for</p>	

	<p>them to meet in advance of sending out the Agendas for meetings. The clerk should receive an annual performance management review and it was agreed that the clerk would circulate a copy of the job description and performance management documents. There needs to be a more robust induction for new governors and it was suggested that a “buddy” system could work and it was agreed that this would be looked at when the next vacancy arises. There were no other questions or queries and the Health Check was approved.</p> <p>RESOLVED: That the Checklist for Schools Health Check be approved.</p>	KW
13/110	<p>To consider the Governing Body Self Evaluation tool.</p> <p>The clerk had previously circulated a suggested Self-Evaluation Tool for Governors which is based on the All Party Parliamentary Groups “Twenty Questions for School Governing Bodies to Ask Themselves”. The tool includes an action plan which will be identified from the evaluation. It was agreed that members would complete the document and forward to AM. Members felt that it would be of benefit to go through the completed SEF at the next meeting and this was agreed.</p> <p>RESOLVED: That all members complete the SEF and forward copies to AM.</p>	ALL
13/111	<p>To consider membership of the National Governors Association.</p> <p>The clerk recommended that the Governing Body buy membership to the National Governors Association. Membership costs £72.00 and includes access to documents and resources on the NGA website, access to guidance documents, guides to induction and chairmanship and a weekly newsletter as well as 1 free place at members events and discounts on publications. This was agreed and will be reviewed annually.</p> <p>RESOLVED: To buy Governing Body membership to the NGA.</p>	KW
13/112	<p>To review the school prospectus.</p> <p>School suggested that it was time to completely review the content and layout of the prospectus. CH volunteered to look at other schools’ brochures.</p>	KW/DA CH
13/113	<p>To consider the report on fixed term exclusions.</p> <p>None.</p>	
13/114	<p>To review Governing Body membership and determine any action to be taken.</p> <p>The term of office for AM (Community Governor) is 07/10/14. Community Governors are co-opted onto the governing body. Members will be invited to make nominations at the first meeting of the next academic year.</p>	
13/115	<p>To receive items for the forthcoming Governor newsletter.</p> <p>CH volunteered to draft the next newsletter for distribution in the Summer term. Items for inclusion are: SATs, the extension, parent survey results, curriculum.</p>	CH
13/116	<p>Review written reports on governor visits to school.</p> <p>The following visits were arranged: P.E. 04/04/14 9.15am (VB) R.E. 20/05/14 (CH) – time to be arranged KS2 Maths 20.05.14, 11.00am(MW) KS1 Maths – AM to advise date</p>	
13/117	<p>To consider Governor training.</p> <p>VB reported from the Governor SINS meeting held on 18th March. The Commission for School Improvement had been discussed and this had been very controversial. The next Governor SINS meeting will take place on 30 June and places have been booked for VB and AM. The clerk had attended the Clerk’s Forum on 27th March and had been the only clerk in attendance. The Preparing for Inspection training for governors which had been rolled out to the clerking service was discussed in full and it was suggested that this could be delivered to the governing body</p>	

	<p>along with some pupil premium training. This was agreed and the clerk was asked to arrange the training for the next governing body meeting.</p> <p>The clerk had been previously asked to find out how often the Safeguarding training for governors should be carried out. Advice received is every three years, but with regular changes taking place, annually would be beneficial. It was suggested that this be arranged for the next academic year. CH advised that she had carried out the training recently as this can be done online and would provide a copy of the certificate. It was agreed that members would complete the training online and inform the clerk when this has been completed so that it can be recorded. Training is found at www.safeguardingchildren.co.uk. Members will need to register and then complete the E-Learning Course from the homepage.</p>	<p>KW</p> <p>CH</p> <p>All</p>
13/118	<p>To review and approve the following school policies:</p> <ol style="list-style-type: none"> 1. Administration of Medicine 2. First Aid at Work 3. Health and Safety 4. Lone Working 5. Governor Visits 6. Mission Statement 7. Security 8. Target Setting <p>The Governor Visits to School, Security and Target Setting policies are new. They are based on the LA models and have been reviewed by the Head Teacher and teaching staff. All other policies remain unchanged apart from minor alteration to names etc.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	
13/119	<p>To receive a report from the Health and Safety Committee.</p> <p>A meeting of the Health and Safety Committee is to be arranged.</p>	VB, EB
13/120	<p>To receive reports from any other committees</p> <p>The minutes of the Finance Committee meeting held on 18th November had been circulated to the Governors. There had been a Finance Committee meeting on 10th March where the monitoring report for 31st January had been discussed. The FMS Officer, Angela Ratcliffe, reported that the forecast was slightly better than previously expected. The Revenue budget is currently forecasting £51,000 to carry forward due mainly to ICT resources being coded to the Capital budget for ICT iPads. There may be further savings at the end of the year on energy costs and resources. The devolved capital project professional services contract has been included in the Capital budget which is now showing a carry forward figure of almost £27,000. AR also advised that the school has received the forecast funding for 2014/15 and initial indications show that school might be better off than anticipated. School will receive £217k next year in comparison with £272k for 2013/14. The new funding formula is pupil lead however; the authority has committed to top up those schools which lose out under the new formula and Burton Salmon will receive just over £40k making the total funding to school £257k. The Committee considered the contract review schedule and approved continuing with the MASS contract and Grounds Maintenance contract. The Staff Absence Insurance has increased by 30%. School has reviewed its cover and a number of different options were presented to the committee. School recommended that the teaching staff move from Day 1 cover to Day 4 cover as this represented a saving of over £2,500 on the premium and this was agreed.</p>	
13/121	<p>Correspondence.</p> <p>Members received copies of the Ofsted Subsidiary Guidance, pages 24 -26 covering the Governance areas.</p>	
13/122	<p>Book scrutiny</p> <p>It was agreed that CH would review books at the Curriculum Committee meeting.</p>	DA

PART 'C' – OTHER BUSINESS

13/123	To deal with any matters agreed for consideration under item 13/099 To consider the tenders received for the Office and Assisted Toilet Extension. Confidential item.	
Closure	There being no other matters to discuss, the meeting was closed at 17.40	

Signed _____
Chair of the Governing Body

Date _____