

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, 27th September 2013 at 3.30pm

Present:

Mrs. V. Bate (Chair), Mrs. D. Andrews (Head Teacher) (DA), Mrs. A. Mitchell (AM) Mrs. C. Huntington (CH), Mrs. K. Newton (KN) and Miss J. Lelean (JL)
Mrs. K. Wilkinson (Clerk).

No.	Item	Lead
13/001	<p>Election of Chair and Vice Chair:</p> <ul style="list-style-type: none"> • To agree the procedure for the election of the Chair and Vice Chair • To agree the terms of office of the Chair and Vice Chair • Election of Chair • Election of Vice Chair <p>Nominations were received for the position of Chair: AM nominated Mrs. V. Bate and this was seconded by JL. There were no other nominations.</p> <p>Nominations were received for the position of Vice-Chair: CH nominated Mrs. A. Mitchell and this was seconded by KN. There were no other nominations.</p> <p>RESOLVED: That the procedure for the election of the Chair and Vice-Chair be by show of hands.</p> <p>RESOLVED: That the Chair and Vice-Chair be elected annually at the first Governing Body meeting in each autumn term.</p> <p>RESOLVED: That Mrs. V. Bate be elected to Chair of the Governing Body.</p> <p>RESOLVED: That Mrs. A. Mitchell be elected to Vice-Chair of the Governing Body.</p>	
13/002	<p>To receive apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies for absence had been received from Mr. M. Wynne.</p> <p>RESOLVED: That the above apologies be accepted and consented to.</p>	
13/003	<p>Mr Anton Hodge, Assistant Director (Finance and Management Support), Children and Young People's Service – Academy Status.</p> <p>Mr. Hodge provided the governors with a presentation on the funding issues relating to schools who become Academies including start-up and on-going costs. The presentation included information on those services which remain the responsibility of the Local Authority and those which are transferred to the Academy. Budgets for Academies are distributed at a per pupil level and do not take into account the differing needs of children and schools. There were a number of questions arising from the presentation including how many primary schools in North Yorkshire have become Academies (1), how many secondary schools have become academies (8 out of 42). There are a greater number of small primary schools in the Darlington area that have converted to Academy status. There were no other questions or queries and Mr. Hodge was thanked for attending.</p>	
13/004	<p>To consider which agenda items, if any, should be regarded as confidential and excluded from the minutes to be made available for public inspection.</p> <p>Item 13/008 To receive notification of any other urgent business.</p> <p>Resolved: That item 13/008 be excluded from the minutes to be made available for public inspection.</p>	

13/005	To remind governors of the need to declare interests, pecuniary or non-pecuniary. None.	
13/006	To complete the register of business interests. Members completed the Register of Interest forms.	
13/007	To receive items to be recorded in the Register of Hospitality. Members were reminded of the need to record any gifts that they may receive in their capacity as governors.	
13/008	To receive notification of any other urgent business. Update from the Head Teachers Performance Management review.	
13/009	<p>Committees: To confirm the following matters: The following committees and membership were established for the ensuing year:</p> <ul style="list-style-type: none"> • General Complaints & Staff Appeals – VB, CH, 1 Vacancy • Finance & Premises – AM, MW, DA, VB, 1 Vacancy (clerk – KW) • Curriculum – KN, DA, 1 Vacancy • Health and Safety – VB, CH 1 Vacancy • Pupil Discipline – VB, JL, AM • Staff Dismissal – AM, CH 1 Vacancy <p>The first meeting of the Finance Committee has changed to Monday 18th November at 10.00am.</p> <p>RESOLVED: That the above committees be appointed with the membership as indicated and that each Committee shall elect a Chair and clerk from within its membership at its first meeting by show of hands.</p> <p>RESOLVED: That the Terms of Reference as previously circulated be accepted.</p>	
13/010	<p>To appoint Governors with specific responsibilities: The following members with specific responsibilities were appointed:</p> <ul style="list-style-type: none"> • Special Needs Governor – Vacant • Child Protection Governor – Vacant • Early Years foundation Stage – CH • Head Teachers Performance Management – VB, AM, MW <p>RESOLVED: That the above Governors with Specific Responsibilities be appointed with the membership as indicated.</p>	
13/011	<p>Review Standing Orders and Code of Practice. Resolved: That the Standing Orders and Code of Practice for the Governing Body be approved for the following year.</p>	
13/012	<p>To confirm as a correct record the minutes of the meeting held on Friday, 17th May (previously circulated). It was suggested that the full governors meeting in May be moved into June and this was agreed.</p> <p>Resolved: That the minutes of the last meeting be signed by the Chair as a correct record.</p>	
13/013	<p>To consider any matters arising from the minutes for which there is no separate agenda item.</p> <ul style="list-style-type: none"> • Traffic and parking – school to remind parents/carers to use Village Hall car park 	

	<ul style="list-style-type: none"> • Review of school prospectus and flyer – prospectus complete, flyer still outstanding. • Data Backup – Safe installed. • Skills Audit – Completed. CH to review. 	CH
13/014	Update on Local Authority Governors following LA Elections. The local authority has not appointed any primary school governors yet. KW to chase.	KW
13/015	Date of next meeting. 29.11.13	
PART 'B' – SCHOOL IMPROVEMENT		
13/016	To receive the Headteacher's report (previously circulated) To include: <ul style="list-style-type: none"> • Review the School Development Plan • Update on school data and current Y6 placement • Review of Ofsted report • Receive a report from the SEND co-ordinator • Update on devolved capital projects • DFE 3Yr Capital Claw-Back <p>There has been an enquiry and a showround for two pupils (Y4 and Y1) due to a house move. There are now 9 pupils on the SEN register; 7 boys and 2 girls. There were a number of questions from the members:</p> <ul style="list-style-type: none"> • Did all schools get such a large amount of money for the sports funding and what prompted the project? Yes all schools received a lump sum and a per pupil amount. The project is a government scheme to reduce obesity levels and encourage healthy living and follows the success of the Olympic Games 2012. • How sustainable is the project? Mrs. Andrews has ensured that staff development is a key part of the investment and this includes Teaching Assistants as well as all teaching staff. • Does the equipment that is used belong to the school? Yes • Ofsted is looking at sustainability of the project in schools - how is the school recording this? Expense incurred is recorded under a specific budget. Part of the budget will be spent on employing a Sports Competition Leader for the Sherburn cluster. • Why is the curriculum changing for R.E. this year and not 2014? R.E. in North Yorkshire has not always met Ofsted requirements and so it was felt that it should be reviewed more immediately. • What is the training for Written Calculations about? Ensuring consistency of recording across North Yorkshire. • Do we know how schools performed across the country in the new Spelling test? Not yet. • How many pupils in this year's Y6 cohort started here in Reception? 1 out of 7 started in reception. Two started in Y5. • Why are Teacher Assessments reported from the end of KS1 and not the test results? This is a more rounded result as pupils' performance on the day can often not reflect actual capability. • Are the TA results published on the Ofsted Dashboard? Yes. • How does the Y1 Phonics test work? The pupils read 40 to the teacher. 20 words are nonsense words to show phonic awareness. • Will the Free School Meals for all infant pupils affect the Pupil Premium? There has been no information to confirm but it is expected that pupil premium will still be based on eligibility rather than take-up. 	

	RESOLVED: That the Head Teacher's report be received.	
13/017	Update from the Head Teacher on Safeguarding The Safeguarding Audit is partly completed.	DA
13/018	Update from the Head Teacher on Pupil Premium This item had been included in the Head Teacher's report.	
13/019	Review SATS results This item had been included in the Head Teacher's report.	
13/020	To agree Governing Body response to Sherburn Cluster Trust Status proposals DA reported from a meeting of the Sherburn cluster where there was a speaker on formal trust arrangements. The next step for the cluster will be to look at a possible Vision for the trust. DA suggested that the school continues to be involved in the Small School cluster meetings as well as the Sherburn Cluster and to continue to monitor the situation. This was agreed. Resolved: That the school would not pursue formal trust arrangements with the Sherburn Cluster.	
13/021	To review August Budget Monitoring report The report for August had been previously circulated and was discussed. There was a question about the Big Lottery Grant which has been received for the community garden project. The project will include the parents and children group and senior citizens in the village. Resolved: That August Monitoring Report be accepted as a correct record.	
13/022	Governing Body Constitution. <ul style="list-style-type: none"> • To consider current and upcoming vacancies • DBS Checks The school is still awaiting notification of Local Authority governors. There are no other vacancies. There are two DBS renewals required for VB and KN.	
13/023	Update on Governor Newsletter CH to circulate draft newsletter for approval. The Chair thanked Mrs Huntington for producing the letter.	CH
13/024	Review written reports on governor visits to school and establish a programme of governor visits to school There have not been any visits so far this year. It was suggested that visits could be linked to the action points on the School Development Plan and this was agreed. VB will look at PE, AM will look at Maths and CH will look at RE. A number of dates were diarised.	
13/025	To consider Governor training for the forthcoming year. The clerk was asked to find out when the Governor Network meetings will be held and CH requested any courses for Governors linked to Early Years.	
13/026	To review Governing Body Self Evaluation. The clerk will find out if the SEF is the most current version at the next Clerk's forum.	
13/027	To review and approve the following school policies: <ol style="list-style-type: none"> 1. SEN 2. Child Protection 3. Winter Plan 4. Anti-Bullying 5. Positive Behaviour 	

	<ul style="list-style-type: none"> 6. Communications 7. Educational Off-Site Visits 8. Resolving Issues at Work 9. Appraisal 10. Budget Management Including Scheme of Delegation to the Head Teacher 11. Corporate Re-Organisation and Redundancy 12. Pay Policy <p>The Pay Policy has been discussed in full with governors and staff and the proposed is the agreed version.</p> <p>RESOLVED: That the above policies be approved and signed by the Chair.</p>	
13/028	<p>To receive a report from the Health and Safety Committee.</p> <p>There had been a meeting of the H&S Committee on 23rd May. All previous outstanding matters had been addressed. The committee carried out a Building and Premises check. There are a number of cracked or missing ceiling tiles and these will be replaced. There were no other matters to report.</p> <p>RESOLVED: That the Health & Safety Committee report be received.</p>	
13/029	<p>To receive reports from any other committees.</p> <p>None.</p>	
13/030	<p>Consider report of Racial Incidents for the Summer term.</p> <p>None.</p>	
13/031	<p>Correspondence.</p> <ul style="list-style-type: none"> 1. Veritau – Changes to School Audits 2. NASUWT/NUT – Draft Model Pay Policy for School 3. Findings from the review of 2013/14 School Funding 4. Governor Support on CYPInfo 5. Pupil Performance update for governors <p>There was a question about whether schools had always had to pay for Internal Audits and it was confirmed that this is an optional service over and above their contract.</p>	
PART 'B' – OTHER BUSINESS		
13/032	<p>To deal with any matters agreed for consideration under item 13/008</p> <p>Confidential minute.</p>	
Closure:	There being no other matters to discuss, the meeting was closed at 18.00.	

Signed _____
Chair of the Governing Body

Date _____